

**9/22/04 Labor-Management Cooperation Committee**

**Present: B. Kitchen, B. Ludeman, K. Popa, L. Herbst, C. Vento-Bente, J. Delaney, C. Probst, S. Nass, T. Dayne, G. Stewart, C. Lehman, D. Beyer, J. Miller, D. Ziemendorf, J. Butler, D. Linse, M. Gottinger, R. Simonis**

The meeting was called to order by Doug Linse at 4:03pm.

1. Alternative Scheduling Options: Ludeman – clarified further in a discussion with Wachholz; will move forward again as a subcommittee as it pertains to special areas; would consider restructuring things around aspects of programs that currently exist in the District, as well as other kinds of formats; subcommittee is presently comprised of Ludeman, Shepardson, Beyer
2. Department Chair Meetings: Vento-Bente – contractually, Department meetings are supposed to be held monthly; there appears to be some confusion about that; people need to be reminded of their obligation of holding meetings & taking minutes; some schools may be holding these meetings sporadically, as needed; need to be held once per month with instructional focus; need to be one hour; can be some flexibility in timing; minutes from meetings should be sent to respective coordinators each month
3. Prep Time Guidelines at Secondary Level: Vento-Bente – it would be helpful if another copy of the prep time guidelines be sent out to people at the secondary level; a copy will be made & sent out; Nass noted that there may have been some confusion about what was designated in those guidelines; Gottinger indicated that she is holding some common content planning meetings at the middle schools on a periodic basis; there has been a schedule shared for monthly meetings for the entire year; Gottinger indicated that her available times were coordinated with common prep times; Vento-Bente said the intent is not for the District to have additional meetings; Probst said that people were told that they would be having departmental meetings during the day on a regular monthly basis; this would be in addition to regularly scheduled departmental meetings held after school; Vento-Bente said there will be periodic meetings during the school day which will not be held with the entire department; they will be used for touching base with people to find out where they are at in terms of need; meetings will help to determine what is being done to meet requirements of ESEA; Delaney noted that MS schedules were restructured specifically with the intention of providing people with common planning time; research has shown that this an effective way to help people to improve in their practice; Gottinger looked at those common planning times in order to provide an opportunity to offer assistance; the intent was to start collaborative planning, as currently is done at the elementary schools; Delaney views this as an opportunity for teachers to receive support as needed
4. Units: Ludeman, Herbst, Vento-Bente –Herbst voiced two concerns: unclearness & confusion about units by both administrators & teachers, & the need for a subcommittee of the Negotiations Team to hold a meeting to review several template unit proposals; units have been discussed at Communication Training & BLT meetings in an attempt to clarify for people; on Sept. 28, the Management Team will be reviewing units in detail for the first time; Wachholz has acknowledged this issue & will meet with a subcommittee; Ludeman clarified that opportunities for earning units are part of what educators naturally do but expressed a concern that this appears to be too much paperwork

Butler shared a draft of forms as a preview for the LBM Team; one page was entitled “Unit Proposal Approval Form” which would be used for pre-approved units; this could include one plan that a group of people work together to develop, but only one form would need to be submitted; a two-page “Professional Development Unit Application Form” will be submitted by individuals or groups who choose to develop their own plan & work as a team; an administrator could also submit this 2-page form as a plan for a group from his/her school; there is a 1-page “Checklist Form” for administrators to determine what pieces are needed for a complete proposal, while providing feedback to the teacher or teachers who submitted the form; Lehman commented that

the initial form may be better received as less intimidating to folks; Butler wants to make sure that the forms are standardized throughout the District; forms may be submitted to building principals or district level coordinators, depending on the project; Stewart questioned who will be documenting the time spent; Ludeman noted that forms completion & related meetings would be considered part of the time spent toward earning the units

5. MA+ 30 Deadline: Dayne – discussion about the deadline date for submitting transcripts; some confusion was expressed by members at the table based on discussion that took place during Bargaining; Lehman will locate some definitive notes from negotiations to the next LBM meeting
6. PI.34 Compliance Update: Butler – Butler has largely assumed Beth Erenberger's responsibilities; PI.34 will be the topic of the management meeting scheduled for next week; the law is not an elective or an option & everyone will need to be in compliance; this year, Butler prioritized the assigning of mentors for new teachers so that every new teacher would have one; Some teachers mentoring this year may not meet the definition of highly qualified mentor. Training will be offered in December 2004 to ensure that we are in full compliance by June 2005. There will be a course offered to people who would like to become highly qualified in December; the goal for Support Seminars was to have 18 seminars run by teachers for this year; this has been revised; there will be folks contracted from an outside agency this year & teachers will attend; teachers will have opportunities to lead seminars for units in the future; there still needs to be documentation of Ongoing Orientation Guides (formerly known as "buddies") at buildings

Criteria for Course Approval has been revised & draft copies were distributed; the list includes all District-approved institutions for column movement on the salary schedule

Request for Individual Course Approval has been revised & draft copies were distributed; official transcripts must be received by Sept. 25 of each calendar year for a first semester upgrade; there may be more changes that would be better aligned with the new salary schedule

Request for Approval of Master Degree Programs has been revised & draft copies were distributed; questions have been made more relevant & include those which DPI requires to validate programs; forms are aligned with university programs

Popa raised question about what forms for OTs/PTs programs would look like; Popa will seek further information & follow up on this issue with Butler/Dayne

7. 6<sup>th</sup> Assignments: Probst, Nass, Dayne – Probst reported that a number of 6<sup>th</sup> assignments have come out at the HS level; people want to know how these determinations are made & why they are being given out; it appears that new teachers could be hired instead of offering 6<sup>th</sup> assignments during prep periods; Probst had requested a listing of 6<sup>th</sup> assignments from each HS principal; Dayne noted that there have been several positions posted; there is presently one available position to teach a woodworking class, one Spanish class, & one potential in physical science—all at Central; they are in all different areas, so could not be hired as one position; lunch hour postings for layworkers have been posted; if there is a gap, teacher volunteers who have a prep during their lunch hour were sought; Ed Assts. are also being considered
8. Payment of Retirement Stipends: Nass, Linse – there will be an adjustment made regarding stipends paid at retirement; there was a glitch in the new program; handout on non-elective contributions
9. Teacher Overloads: Miller – big concern with overloads at Central HS; there were requests for more sections made last spring when it was known that large numbers of students were projected; building principal & other administrators have reportedly said that they didn't know if all of those kids would show up; large classes of students were scheduled for this year; Central's Soc Studies Dept. Chair made requests last spring when the projected number of students were

so large; the ultimate decision is made by the Superintendent so there needs to be further discussion; Probst reported that there are two very different ways that scheduling is done between the two high schools; Vento-Bente reported that the numbers appeared to have dramatically changed from April, when numbers were first reviewed, & May, when scheduling was done; Vento-Bente said we need to determine when this situation first occurred; Dayne reported that jobs have been posted & additional positions will be filled; it is recognized that this problem occurred & that it needs to be rectified; Probst reported that this issue has occurred in previous years at Central & appears to be largely due to how the scheduling is handled; one important issue that must be considered in providing a clear picture is to consider the number of failures who repeat the class; Ludeman recommended that building principal, guidance counselors, & all involved teachers have an opportunity to discuss this issue as to prevent its occurring in the future; it appears that further facts are needed & a meeting should be scheduled with Probst, Wachholz, Dayne, & any other appropriate parties to discuss this problem

10. Target Classes: Probst – tabled until next meeting
11. Update on Communication Model: Herbst, Vento-Bente – sessions were conducted & they appeared to be a success
12. Update on “Break in Service”: Nass –no references could be found in previous bargains that would constitute a break in service; people who had been laid off & returned were not to be considered as having a break in service; nothing has been found to support the position the District has taken to establish that a District-approved leave was ever interpreted as a break in service, so the Association continues to disagree with the District’s position; this comes into play with calculation of life insurance for retirees; the District will review for further discussion  
  
Nass also reported that there is only one person left to investigate before making the determination for job share
13. Setting Dates for Bargaining: Shepardson, Ludeman – tabled until next meeting (minutes from August meeting: – *there is a general agreement that we need to work as hard as we can to get the next bargain completed by the end of the year; smaller break-out groups may be used to complete some of the work; a discussion will be had at the next LBM in order to determine how to proceed; it appears that one priority will be to provide some type of preliminary training session for all of our new team members*)
14. Other agenda items: Ludeman distributed a copy of the District Unit Verification form that was given out to folks at Communication Training & BLT meetings

Next meeting scheduled for: **Tuesday, October 12 at 4pm**

The meeting was adjourned at 5:46pm.  
Minutes submitted by L. Herbst