

### 12/13/05 Labor Management Committee

Present: K. Shepardson, L. Herbst, J. Butler, C. Probst, S. Nass, K. Wachholz, G. Wall, B. Ludeman, J. Luedke, J. Delaney, G. Stewart, R. Kohls, C. Lehman, K. Popa, M. Kaishan, T. Dayne

Meeting called to order at 4:06 pm

1. **Electronic Courses:** Butler/Dayne – Marian College currently offers 3 different MA programs; the Quality Curriculum & Instruction Program is making a transition to on-line courses only; currently the District only accepts one 3-credit on-line course within a program; the District's intent is to advocate for people already in these programs so that there are no consequences for these people; Butler will continue to look into this & will report again next month. Wachholz asked for the number of people who are currently taking courses through Marian College; Butler reported that as a result of reducing the credit requirements for teachers taking on-campus programs, the number of program approval requests for Marian Colleges Quality Curriculum and Instruction Program are lower; Wachholz felt that this should be separated out as an item of note to building reps so that they can make teachers aware that because of this change, this will no longer be a District-approved program. Butler wants to hold Marian accountable for providing people with the program that they have signed up for. Once Marian has verified that they are going to this type of program change, a memo needs to go out so that no more new people sign up for this program. Ludeman offered that the first Rep Assembly will be the second week in January, so building reps can be told at that time; it would, however, be helpful if building administrators address this at the first faculty meeting after Winter Break.
  
2. **Lane Advancement Clarification:** Lehman/Butler – On 11/22/05 a meeting was held between the Association & Management to discuss a question raised regarding teachers in the BA lane of the salary schedule who are enrolled in approved MA Programs. Some of these teachers are enrolling in and completing their required course work on a schedule that does not have them eligible to move sequentially from the BA to BA+15 lane, & subsequently from the BA+15 to the MA lane. These teachers complete their coursework on a schedule that has them moving from the BA lane in one contract year to the MA lane in the following contract year. Resolution: Teachers moving from Lane 1 to Lane 3 of the salary schedule do not make Step movement in addition to Lane movement. Teachers in Lane 1 (Steps A-M) of the negotiated salary schedule will advance to Lane 3 on the salary schedule after completion of an approved Masters Degree Program. No step increment with this movement. The monetary value of the step movement is built into the monetary value of the lane movement.
  
3. **Units-Eligibility for advancement, dates for submitting verification to HR:** Herbst/Butler – There was a need to establish a communication procedure that was uniform across all buildings; at the last Admin Team meeting, administrators were told that they would receive a list of procedures to communicate to staff members. Those notes have been reviewed; they include several scenarios to assist in making the process clear to all. The following information will be disseminated by Principals to their staff:  
The verified form FINAL RECORD OF UNITS EARNED FOR ADVANCEMENT ON THE SALARY SCHEDULE may be submitted to HR by January 25, 2006; June 14, 2006; or September 25, 2006. Eligible teachers submitting unit verification forms in January will see their movement on the salary schedule reflected on their 2006-07 contract offers issued by March 15, 2006. Eligible teachers submitting unit verification forms in June 2006 will see their movement reflected on their first payroll check for the 2006-07 school year. Eligible teachers submitting unit verification forms in September 2006 will have their movement for the 2006-07 school year reconciled on a November 2006 payroll.
  - **JANUARY SUBMISSIONS:** Eligible teachers who will have completed unit work by January 2006, should submit their UNIT VERIFICATION FORM to the Instructional Principal's Office no later than Friday, January 20<sup>th</sup>.
  - **JUNE SUBMISSIONS:** Eligible teachers completing unit work during the second semester of this year should submit their UNIT VERIFICATION FORM into the Instructional Principal's Office no later than Wednesday, June 14<sup>th</sup>.

- **SEPTEMBER SUBMISSIONS:** Eligible teachers completing unit work over the summer months should submit their UNIT VERIFICATION FORM into the Instructional Principal's Office no later than Friday September 15, 2006.

Wachholz suggested using June 30 as a third date for submitting the forms (following Sally Ride); this wouldn't work because there will not be principals available in all buildings by the end of June. Part of this is a documentation by having things come in at the building level so that no individual teachers are overlooked. The completed verified unit form will need to be turned in to building principals on the last teacher work day at the end of the year, which happens to fall on June 14. This will be added as an additional date and should be built in the end of the year building procedures. Contracts will be upgraded through Payroll as noted above.

- 4. Regularly scheduled meetings during teachers' prep periods:** Ludeman/Probst/Stewart – There have been head BRs sharing information re: prep time being utilized to schedule regular department meetings with instructional coordinators; this has been occurring at FLW on a regular basis. This specific issue has been brought forward to this table numerous times in the past yet regularly scheduled meetings continue to be called during prep times. At the elementary level, people see the need to collaborate. Calling a meeting a "collaboration meeting" is just another term for a department meeting. Collaborative meetings are really grade level department meetings, no matter what they are called, & that is outside of the language of the contract. Meetings are being called during lunch times or at 7:30 in the morning before teachers are required to be at school. Part of the problem is the unavailability that the coordinators have in scheduling time that is convenient for all. It is suggested that a brief subcommittee meeting be held between the two PR&R people, the Association President, the C&I Director, & the Superintendent. HR Director would also like to be involved. The resolution could be reported out at the next meeting. Wachholz has a concern because he has not heard the administrative piece to determine what is causing this to happen. It is the District perspective that District staff can meet with teachers during prep time; it is very clear that it is appropriate to hold meetings. Delaney further clarified that to her knowledge, there have been no regularly scheduled meetings; the head BR is reporting differently, so this needs to be checked further. KW, CVB, BL, GS, CP and TD will meet at the close of the meeting today.
- 5. Impact of Monday & Friday Staff Development Days on specialists' schedules:** Vento-Bente – Will report out in January.
- 6. Union dues/pay schedule:** Linse via Deb Rouse – A delay occurred in the Association's submitting a list of teachers' names. The Association should send a letter at the beginning of September stating what the dues amount for withdrawal is supposed to be, then the District can begin dues deductions as of the second paycheck in September; the only exceptions occur if a teacher has some type of lifetime exemption or if a teacher pays in full up front.
- 7. Other agenda items**  
Drug searches being done in buildings: Probst – Last week, Hale was locked down for two different periods, once when drug dogs went through the building & once when they searched through the parking lot; would like commentary on the drug dogs searching through all cars in the parking lot. Wachholz reported that when they search the parking lot, they are looking at all cars in general—the purpose is not to hunt out teachers' cars; it is reported that students do park in the teacher areas, even though they are not supposed to. Wachholz does not know why they are conducting a search like this or locking down twice; he will look further into it & report out next meeting in January.

Next meeting scheduled for **January 10 at 4pm in the Administration Building Board Room.**

This meeting was adjourned at 4:52 pm.  
Minutes submitted by L. Herbst