

LABOR MANAGEMENT MEETING
Tuesday, May 9, 2006

Minutes

Present: Kurt Wachholz, Kathi Shepardson, Joanne Burke Butler, Tina Dayne, Doug Linse,
Kathy MacDonald, Joanie Luedke, Darlene Ziemendorf, Chris Vento-Bente, Chad Lehman, Beth Ludeman,
Sandy Nass, Kathy Popa, Cathi Probst, Greg Wall, Tina Dayne
Absent: Gary Stewart

1. Units Meeting Update – Vento-Bente/Ludeman

End of the year procedures for verifying units were reviewed with Instructional Principals and Coordinators on May 9, 2006. A communication is forthcoming from the Department of Human Resources for publication at the building level. Guidelines and procedures are unchanged from the past. Updated forms have been reviewed and are available on both the District and Association websites. Any potential changes that may result from ratification of the tentative agreement will be updated at that time.

Those teachers who are on non-renewing contracts (long term subs or those hired after the regular start date) are not a part of unit process until after they have a regular contract.

2. Supplementary Contract Guidelines – Dayne

TD distributed Supplementary Contract Guidelines. The question was raised as to when current coaches, interested in the same assignment would be notified if a new contract for the upcoming year would be issued. KW stated that all coaches will be evaluated by their Athletic Director; Assistant Coaches will be evaluated by their respective Head Coach. A date certain for notifying current coaches who have applied for the same position in the upcoming year has not been set. KW will discuss with TD. CP asked about non-athletic supplementary contract positions. KW indicated that there was a need to discuss the guidelines with building administrators before notification could be made. Any changes in payment structure that may result from ratification of the tentative agreement will be updated at that time.

Regular teaching position postings will remain on the blue paper, while supplementary contract postings will be posted on lilac paper.

3. Class Size Guidelines for Pupil Services and Special Education – Shepardson

Kathy Shepardson gave the following report as a follow up to questions raised by special education staff last fall and forwarded to Labor Management:

Pupil services staff is defined as school guidance counselors, school social workers, and school psychologists. Approximately three years ago, discussions began regarding developing a comprehensive and systematic delivery of pupil services to students. The goals were to have full-time pupil services staff in each elementary (except in the small schools of Longfellow, Madison, and Walker), and have pupil services staff at the secondary level expand their focus of services that they provide to students.

During the 2003-2004 school year, additional training was provided to pupil services staff to enhance their skills. Training included the following:

- Leading and conducting social skills groups
- *Suicide prevention*

- *Bullying prevention*
- *Child abuse reporting*
- *At-risk student awareness*

During the 2004-2005 school year, restructure activities continued, along with additional training offered. Also, starting this school year and continuing into the next school year, five staff development days were dedicated to working through the restructure process. With creative budgeting for the 2005-2006 school year, the pupil services staff expanded and resulted in the following ratio relative to DPI guidelines. DPI suggested ratios (staff person to student) as follows:

- *School social worker 1 to 1000*

(1 to 800 with special education students)

- *School guidance counselors 1 to 300*

- *School psychologists 1 to 1000*

- *The district's current ratios are as follows:*

- *Central (FTE 6.5) 1 to 262 (includes all pupil services staff)*

Counselor to student ratio 1 to 340

- *Nathan Hale (FTE 15) 1 to 254 (includes all pupil services staff)*

Counselor to student ratio 1 to 311

- *James E. Dotke (FTE .5) .5 to 90*

- *Frank Lloyd Wright (FTE 3.0) 1 to 285 (includes a .5 program support person)*

- *West Milwaukee (FTE 2.0) 1 to 238*

The three schools listed below have added support because of their size or complexity of students.

- *Horace Mann (FTE 1.5)*

- *Pershing (FTE 1 .5)*

- *Jefferson (FTE 2.0)*

(includes a .5 program support person)

The three small elementary schools listed below have .5 staff

- *Longfellow, Madison, Walker (FTE .5)*

The remaining elementary schools have one full-time Pupil Services staff. (FTE 1.0)

For the purpose of comparison, in the 2004-2005 school year, the pupil services FTE was 26.5; for the 2005-2006 school year, the FTE is 29.5.

Addressing the issue of speech and language case loads at the secondary level, during the 2004- 2005 school year, one pathologist was assigned to West Milwaukee Middle School and Nathan Hale, resulting in a higher case load. This was discussed by the speech and language pathologists and the coordinator of

special education. As an outcome of the discussions, a reorganization of pathologists occurred during the 2005-2006 school year, and a special emphasis was placed on dismissing students at the secondary level who had been maintained on speech and language class lists when they no longer were in need of special education or related services in the area of speech and language. The reorganization of the pathologists included assigning the three secondary pathologists to West Milwaukee and dividing the cases there to equalize case loads. A fourth pathologist from an elementary school was assigned a small group of students to further adjust case loads. In addition to the reorganization, a retired pathologist was hired to evaluate those students at the secondary level who could be dismissed. This allowed the three secondary pathologists to focus on providing services rather than on the dismissal process. Efforts are continuing to dismiss students at all levels who no longer require services, and the district will continue to provide assistance with the evaluation/dismissal process on an as-needed basis.

4. College/University Approval Review – Butler

JBB reviewed the annual notice to teachers regarding procedures for requesting Individual Course Approval and MA program approval for the purpose of advancing on the salary schedule. This communication has been revised to include approval for college or university coursework that conforms to unit guidelines and will be taken for the purpose of earning units that can be applied to advancement within a Lane. This communication should be out to teachers on Thursday, May 18th. REMINDERS to teachers:

- The Department of Human Resources will be reviewing MA programs offered at Universities and Colleges. Teacher's interested in requesting review of a specific program should email that request to Cyndi Caylor in the Department of Human Resources.
- Individual course approval requests and MA program approval requests for coursework that will be used to advance on the salary schedule need to be submitted to the Department of Human Resources prior to enrolling in the desired program and at least two weeks prior to the first class. Classes/programs will not be reviewed for retroactive approval.
- Workshops/conferences/conventions are not equivalent to course/classes. Although some exceptions may be considered following review by a Director in the area, teachers should not assume that registering for college/university credit when attending these activities is automatic. A presentation/product for use a content area, correlation to a unit topic area and/or District determined interest may be required.
- Teachers requesting units for approved coursework that correlates with one of the six unit topic areas will need to submit the Individual Course Approval Request Form prior to enrolling in the class.
- Teachers enrolled in an approved MA program who are requesting units for coursework that fits within a unit topic area will need to submit the Individual Course Approval Request prior to enrolling in the class.
- A revised Final Record of Units Earned Form is available on the District and Association websites.

5. House Meetings Report – Dayne

Tina Dayne gave the following report:

Follow up to the March Labor Management Meeting, Tina Dayne, Joanne Butler, Beth Ludeman and Cathi Probst met on March 23rd at WMMS with all 3 building administrators and house teacher reps and then at FLW on March 28 with Joan Delaney, Principal and House teacher reps.

Summary:

- House meetings are held once weekly during prep time
- All house teachers attend these meetings
- Agenda set and minutes are taken
- Allied arts teachers are to attend when they are not teaching or traveling between schools
- If the allied arts teaching schedule prohibits them from attending the actual meeting, then these teachers contact the house for minutes, if that meeting was teacher driven or the administrator, if he/she ran the meeting
- Administrators attend periodically (average 2x monthly)
- If needed an administrator can call a meeting at any time

6. Staffing Memo – Wachholz

KW would like to advise staff that we will need to continue to be patient while scheduling is continuing for next year. Due to a number of issues including: new method of scheduling, class load balancing, new students, it is likely that this will be a recurring situation. Teachers and administrators will be receiving a memo from the Superintendent outlining this. We will be asked to provide an email address, as well as home contact information to our Principal, so we can be contacted as soon as information is available regarding our teaching schedules. If it can be ready before we break for summer, then the information will be released.

KW also expressed concern over staff complaints regarding high school student-teacher ratios. We are reminded that there is contract language allowing for certain numbers per class, and certain numbers per day. There are guidelines established for overloads, but complaints where no violation exists are frustrating.

7. Follow-up on Teacher Evaluations – Ludeman

Issue regarding teacher evaluations was followed up on by Superintendent and Beth Ludeman. Mr. Wachholz interviews every new staff member. These survey questions were asked only of the new teachers. Principal confirmed.

8. Energy Initiative Policies/Procedures – Lehman

While we understand the money savings inherent in the Energy Savings Program the District has undertaken, but over spring break, some refrigerators in an elementary school were unplugged with no advance warning that this would be done. It was suggested that there could have been a better way of handling this.

Wachholz reminded us that there had been a district policy way back that required all teachers, and staff to unplug any nonessential electronic items in every room. This is something we will re-embrace as District policy.

9. Review of District-Wide Special Education/Pupil Services Meeting Times – Probst

There had been some issue taken with the District holding Pupil Services meetings after the elementary schools conclude, which means secondary staff must sit idle, unpaid, waiting for the start of their meeting. There has been Labor Management discussion regarding this earlier this fall. It had been discussed that normally, Pupil Services staff can start the meeting for secondary first and conclude with elementary later, while the secondary was excused after their contracted 1 hour allotment for District meeting. Kathy Shepardson reported that many meetings were cancelled and not held this past year, and was asking for cooperation. The purpose of the meeting and the content being discussed did not allow for a meaningful presentation of the data under consideration KS further noted that splitting the Department meetings into elementary and secondary sessions, although attempted in the past, has not worked effectively. AYP is an extremely important issue within the Special Education/Pupil Services Departments and KS has asked that staff attend the single session meeting.

10. Announcements: From the Association

Chad Lehman has been appointed lead negotiator
Lynn Herbst has been appointed Public Relations Chair

Meeting adjourned at 5:04pm

Notes submitted by Cathi Probst