

**LABOR MANAGEMENT MEETING**  
**Tuesday, May 8, 2007**  
**Minutes**

Present: Kurt Wachholz, Joanie Luedke, Deb Beyer, Joanne Burke-Butler, Kathy MacDonald, Joan Delaney, Kathi Shepardson, Cathi Probst, Sandy Nass, Michele Daavettila, Peg Oberbeck, Greg Wall, Chad Lehman, Nancy Nienhuis, Beth Ludeman, Scot Ecker, Jeff Sikich, Tina Dayne

Excused: Mary Kashian, Darlene Ziemendorf, Chris Vento-Bente.

1. Intern Teacher Program – Ludeman/Dayne

Ludeman indicated that the Executive Board of the Association has reviewed the Districts request to partner in sponsoring eight intern teachers for the 2007-08 school year. This is the same number of interns approved for the 2006-07 school year.

Dayne described that in order to be eligible to intern, teaching must apply to DPI to be accepted into a paid internship program. After being approved by DPI these candidates are eligible to teach fifty percent of a teaching day working/assisting in their area of certification. Intern teaching positions are not used as factors in determining class size or staffing levels in the District. Contractual guidelines are followed with regard to staffing and class size.

ACTION: None needed. This is an information only item. The District will continue the same number of Teacher Intern slots for the 2007-08 school year.

2. Use of District Network/E-Mail regarding Lobby Day – Ludeman

This item is specific to a WEAC Lobby Day scheduled for June 19, 2007. After consulting with Chris Vento Bente, Ludeman is able to report that there are no scheduling conflicts between District staff development planned for the week of June 18<sup>th</sup> and this Lobby Day. Wachholz reminded the committee that any District support of lobbying activities would by law need to be apolitical, information based and balanced. The District is not able to advocate a particular perspective or adopt a position on political issues.

ACTION: None

3. Projected Staffing for 2007-08 – Nass

Nass reminded members that the timeline for lay offs is June 1<sup>st</sup>. Wachholz indicated that the District is in the process of collecting data from Infinite Campus. A preliminary look at staffing needs and the certification areas within which retirements are occurring suggests that the District may be able to avoid layoffs by adjusting from within. The District's intent is to preserve teaching positions whenever possible.

Action: None

4. Waiver Timeline/Protocols – Ludeman

Ludeman observed that the number of waiver requests this year was not consistent with the past and that in some cases timelines were not followed. She asked if there is a need to review the procedures, timelines and notification date to schools i.e., could waivers that are carried over from year to year be considered and reviewed in February as opposed to May of a school year.

Dayne stated that the process seems to be working. Individual sites are notified in February. Some buildings voted the waiver proposal down, others were not interested in continuing. Individual building factors are impacting decisions with regard to waivers. There does not seem to be a general concern/issue that is impacting the process

Delaney asked for clarification as to “what constitutes seventy-five percent of the school staff”. The waiver vote is made up of seventy-five percent of the staff who are assigned to a location as their HOME SCHOOL. Votes can be gathered electronically, at a staff meeting through hand count/ballot, phone contact etc. There are no constraints on the method used to ballot the question. The only requirement is that a seventy-five percent vote in the affirmative is necessary to pass a waiver proposal.

Oberbeck commented that building representative assignments turn over annually in some locations and it is important that these individuals are advised of the waiver procedures. Further discussion resulted in a request that Dayne contact Herbst (Past President) for additional notes on waiver procedures.

Action: Dayne will follow up with Herbst for any additional notes to be shared with the Administration and the Association.

5. Media Coverage regarding District Issues – Nienhuis/Ludeman

Nienhuis noted that a recent email sent from Chris Vento Bente to teachers recognizing their efforts with regard to student achievement and improving school performance was appreciated.

Ludeman referenced a news report in the WA Star stating that some teachers had perceived the reporter’s comments on class size as misleading and asked how that may have occurred. Wachholz responded that the reporter had extrapolated and created her own interpretation of statistics presented at a meeting the reporter did not attend. The data was misreported in her article. Wachholz provided this example: At the meeting class sizes were reported as falling within a range; in the article the reporter referenced the low number in each class size range as being the actual class size. The District has and will continue to work with the news media so that they accurately report news information regarding our schools.

Action: None

6. Coursework Taken for Advancement on the Salary Schedule – Butler/Lehman

Butler 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. The process for completing this paperwork is running smoothly and efficiently. **NEW: This communication has been revised to accommodate those teachers who are enrolled in MA Programs and are interested in having their complete course plan reviewed for units at the time they initially submit for MA program approval.**

That communication is attached to the minutes and will be forwarded to teachers in hard copy on Thursday, May 17<sup>th</sup> through the payroll envelop.

REMINDERS to teachers:

- 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. **This includes coursework taken for units or credit through Sally Ride.** 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.
- Individual courses that conform to unit guidelines and are taken within an approved Masters program will be reviewed for unit approval. *Teachers may (1) submit the appropriate [neon green] Individual Course Approval Request Form to the Department of Human Resources **for each course taken within an approved MA program or (2), after meeting with their MA program advisor, teachers may submit their course of study plan (listing all individual coursework within their approved MA program) to the Department of Human Resources for one time unit approval.** These units can be applied to cell block advancement.*
- A Final Record of Units Earned Form is available on the District and Association websites.

7. End-of-the-Year Procedure for Verifying Units – Butler/Lehman

End of the year procedures for verifying will be reviewed with Instructional Principals and Coordinators on May 30, 2007. A communication to Principals is forthcoming from the Department of Human Resources for publication at the building level. Guidelines and procedures are unchanged from the past. Unit forms and the Unit Framework 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.

Unit carryover – Teachers who are eligible to advance into a cell on the salary schedule for the 2007-08 contract year can carry over a maximum of three earned units into the next cell. Teachers should transcribe these carryover units onto a new Final Verification of Units Form; obtain the signature of their Principal or Coordinator.

Stipends for Units – Teachers who are positioned at the top of their Lane on the salary schedule and are eligible to submit units for a stipend should submit their Final Verification of Units Form by June 30, 2007. Payment will be reflected on the first payroll in August.

NBCT: Teachers who have completed NBCT and are eligible for a stipend at the beginning of the 2007-08 school year should submit their verification to the Department of Human Resources by June 30, 2007.

8. Human Resources Reminders - Dayne

The following items were reviewed in accordance with contract guidelines for awarding supplementary/extra duty contracts and the procedures in place for teachers interested in applying to those positions should the need arise. The following information is available from your Principal

- 6th/7th Teaching Assignment Request Form
- Teacher Extra Duty Paid Assignment Request Forms
- Supplementary Contract Guidelines

**\* Teachers eligible for Lane movement on the salary schedule. Please be reminded that the deadline for Official Transcript submission is SEPTEMBER 25, 2007**

Announcements:

PDP Verifier Training Course is being offered by CESA I on June 18, 2007 at the CESA I offices in Brookfield. The course is a one day training. Upon completion participants are eligible to sit on initial educator and professional educator PDP Teams. There is no fee/cost attached to this course offering. For additional information, please visit this website: <http://www.solutionwhere.com/cesa1/cw/showcourse.asp?108>

Adjourn 5:15 p.m.