

LABOR MANAGEMENT MEETING
Tuesday, November 14, 2006
Minutes

Present: Kurt Wachholz, Kathy MacDonald, Tina Dayne, Joanne Burke Butler, Scot Ecker, Beth Ludeman, Cathy Probst, Chad Lehman, Nancy Nienhuis, Peggy Oberbeck, Joan Delaney, Deb Beyer, Sandy Nass, Michelle Daavettila, Mary Kashian, Kathi Shepardson, Chris Vento-Bente, Darlene Ziemendorf, Jeff Sikich.

Excused: Joanie Luedke,

1. School Safety/Cultural Understanding (Wachholz)

Wachholz reviewed school safety procedures in place across the District as of November 11, 2006. These included:

All Staff

All 17 schools will have sent at least 2 representatives to the 2006 Homeland Security School Crisis Preparedness Train the Trainer Workshop. In this workshop participants learn how to conduct a tactical site survey of school facilities using a multidisciplinary all hazard vulnerability approach. Participants also learn how to use election templates to develop a school safety plan. The safety plans focus on four major areas:

1. Prevention/Mitigation: a written compilation of measures and efforts that contribute to a safe school environment that is already in place in the district.
2. Preparedness: includes flip charts (administration, custodian, school bus driver, school bus route supervisor, after hours, teacher, secretary) to provide specific guidance to staff in the event of an emergency, crisis or disaster drills, exercises, training, annual tactical site survey, staff/student/parent survey and special consideration for individuals with disabilities or special needs.
3. Response: includes all master protocols, evacuation and family reunification procedures, emergency codes, ICS, tracking sheets, logs.
4. Recovery: includes strategies that ensure the continuation of vital emotional and cognitive processes in the event that a disaster occurs or a major crisis affects the psyche of students. This includes a business continuity plan, sample letters, debriefing, handouts and fact sheets, crisis team training.

At a district level, Sabley Sabin, School Social Worker, has been assigned the lead role in revising the district crisis manual and working with individual school safety teams. The revised district manual moves from a crisis response to a proactive safe schools document which comprehensively covers the four aforementioned areas.

Each building should have designated a Safe School Team.

1. The safe school team should be presenting the Staff, Student, Parent Survey/Feedback forms of the School Safety Development Plan templates following their participation in the workshop.
2. Individual building teams should be addressing school safety issues that may be occurring and problem solving those concerns. The focus here is to be proactive in addressing emerging, anticipated or current issues.

Pupil Services Staff

1. Several staff have attended the safe schools workshop in 2005-06 as well as 2006-07 and are part of individual safe school teams.
2. Monthly department meetings are focused on creating safe school environments.

Other

We will be working with Ken Bergeron, Federal Mediator from the United States Department of Justice Community Relations Service to address racial issues in the school setting. Mr. Bergeron will be meeting with District high school staffs the afternoon of January 29, 2007. Mr. Bergeron's presentation s designed to be informational and solution focused. Teachers will have an opportunity to work in small groups as departments and as a large/whole group. Participants will complete a survey/needs assessment tool; analyze the data as it relates to the instructional, racial and climate needs of their building; and, develop solutions/strategies for addressing cultural diversity and related issues within their buildings. The needs assessment tool gathers perceptions as to racial/ethnic stress factors in a school setting and is used as a starting point to determine the areas that warrant attention

The Ombudsman person from CESA who works with the 220 students (Andrea Wigby-Reed) has been scheduled to work with students at Nathan Hale High School to mediate issues between students that involve racial issues. Andrea is scheduled for three Monday mornings per month. We will be expanding Andrea's services to other schools and will be consulting Andrea concerning diversity training for the district.

Sally Ride Academy will be offering a class on understanding and respecting diversity.

2. Elementary Conference Schedule (Dayne, Nienhuis)

Dayne stated that all evening conferences at the elementary level are scheduled from 4:30 to 8:00 p.m. Elementary conferences held on Friday, November 17th, are held from 8:00 a.m. to 3:30 p.m. if conferences are scheduled over a full day; or, from 8:00 – 11:30 a.m. (7:30 – 11:00 Horace Mann) if schools have elected to schedule three evenings and one half-day of conferences this fall. A review of elementary conference schedules was completed; some discrepancies were noted and have since been corrected for this conference cycle. Elementary schools will need to schedule two conference evenings (4:30 – 8:00 p.m.) in February 2007.

Wachholz reported that he had received feedback from parents suggesting that there may be a need to standardized dates, hours and times for evening conferences. Probst asked about the origin of 'daytime' conferences at the elementary level. Wachholz responded that scheduling conferences during the day at the elementary level has been as longstanding practice in the District. He indicated that there will be no changes with regard to how conferences are scheduled in 2006-07 because these calendars are already set but there may be a need in the near future to review the overall process for setting conference schedules.

3. Sally Ride course approval (Lehman)

Dayne referenced the Labor Management minutes from May 9, 2006 in which the procedures for Individual Course Approval and MA Program Approval Requests were discussed and disseminated to Administrators and Association members. An individual memo reviewing these guidelines was included with the teacher payroll on May 18, 2006.

Labor Management Minutes dated April 13, 2005 on course approval sheets for Sally Ride were referenced and are included below:

Course approval sheets for Sally Ride: Butler – Memo was issued April 4 (2005) and distributed to all teachers. A question has been raised in the past about whether blue[now neon green] sheets Individual Course Approval Requests) should be completed for Sally Ride classes; People have to complete those forms if they are taking those courses for credit for the purpose of advancement on the salary schedule or for conversion to units. There were a few submissions for credit after the April 4 "Amnesty" date; the group agreed to approve those forms that were already turned in to HR. However, there will be NO further consideration of any retroactive approvals for lane advancement. (April 13, 2005 LM Minutes)

4. Technology/Security (Ludeman)

Ludeman raised a question as to staff identification numbers for the purpose of recordkeeping, sub finder and payroll. Some concern has arisen regarding the potential for personal information breaches. Wachholz responded that the District will review this issue.

Adjourn 4:35 p.m.

Next meeting: Tuesday, December 12th at 4:00 p.m. in the Board Room of the Administration Building