

Labor Management Meeting
Administration Building-Board Room
September 8, 2009
4:00 p.m. – 5:00 p.m.

Agenda

Present: Wachholz, Herbst, Gurtner, Gull, Klug, Nienhuis, Lehman, Probst, Daavettilla, Kurovsky, Sikich, Beyer, Kerhin, Koehler, Vento-Bente

Business Items

1. Wachholz – Opt-out available for students viewing Pres. Obama’s speech; due to the timing & the fact that text wasn’t released until Labor Day, the District was unable to get communication out to our parents to give them the opportunity to opt-out; had the message been presented as a public service announcement, it wouldn’t have been an issue
2. Meeting Notes (Who and When and How)
Gurtner asked Herbst to take the notes; they will be provided to reps from the Association & the District for approval; we will plan to have them ready for review within one week
3. Meeting Dates (Confirm dates for 09-10)
Discussion about the value of having all items discussed at Labor-Mngmt since the notes are provided to all & it gives people a sense of the issues being discussed. Discussion about setting up the second monthly Labor-Mgmt meeting to have more of a PR&R focus so that people will see that individual issues are being addressed in the context of PR&R as opposed to having the Districtwide slant. Both sides were in agreement.
Two monthly meetings will be established, the first as a regular Labor-Mngmt meeting & the second targeting specific PR&R issues; September 22 will be the next Labor-Mngmt meeting targeting PR&R. It would be helpful if we could consider the possibility of scheduling on Thursdays due to obligations that many administrators have on Tuesdays; Association needs to provide feedback to Gurtner prior to next month so this can be established. Decision made to schedule October 15 for the next Labor-Management meeting. District will submit items to Sikich by the first Tuesday of the month; Association will submit items to Gurtner by the first Thursday of the month. Items should pertain to the District as a whole & not be brought forth if they are really only relevant to one teacher at one school.
4. Communication Model – Discussion about how to roll out the Model; reviewed a summary about how the model worked; training is needed for principals & head building reps. Training is planned for the last hour of October 12 beginning at 2:00pm; location TBD; Herbst will present. Suggestion made to have this presentation videotaped for building reps or others to use for future training

Contractual Issues

1. Class size overages and sixth assignment (Negotiated Guidelines)
We cannot fix everything until the 3rd Friday because we need to see exactly how many kids show up; there are a number of schools that are overloaded right now; there will be some 6th assignments offered at the high school level. The *Classroom Overload Procedure Guidelines* were reviewed; discussion about when these guidelines should be implemented. As originally negotiated, the counts begin right away at the beginning of the school year; there is a grid for secondary teachers to keep a daily head count; elementary teachers, for the most

part, seem to be working together to handle these situations until the 3rd Friday. It would be relevant to review the existing guidelines later this year so as to incorporate the 3rd Friday count into these procedures in the recognition that the District's hands are tied when it comes to hiring new teachers before that date; carrying an FTE where we don't have the number of students is very significant to us with respect to our current budgetary issues.

6th assignments are completely allowable but both sides recognize that this is not something that we should be counting on to solve these problems; further clarification that not all new teachers are being given a 6th assignment; 6 out of 25 new teachers at the secondary level have received a 6th assignment this year. 6th assignments are still out there & people do get paid for them if we need the class; it needs to be done on a voluntary basis.

2. Counting students for Student load at the intermediate level; see attached *Intermediate Teacher Schedule*

There is a misperception that some of the intermediate teachers have an overload because they are counting their students twice during a 90-minute block. There are situations where two separate subjects are being taught. Some questions being asked: How do you count the teacher during block scheduling when there are two curricular areas to teacher? Are they counted as one class or counted as two? They aren't counted as one class during the block; Lang Arts is one count & Soc Studies is the second count; Math is one count & Science is the second count. This was previously discussed & explained last year during a Labor-Management meeting; we will need to go back to those minutes. Additionally, everyone should be well-familiar with this schedule at this point; Beyer has been working with the teachers.

Intermediate Teacher Schedule

Language Arts/Social Studies	Mathematics/Science
Language Arts Block 1 90 minutes (up to 35 kids)	Mathematics Block 1 90 minutes (up to 35 kids)
Social Studies Block 1 45 minutes (up to 35 kids)	Science Block 1 45 minutes (up to 35 kids)
Language Arts Block 2 90 minutes (up to 35 kids)	Mathematics Block 2 90 minutes (up to 35 kids)
Social Studies Block 2 45 minutes (up to 35 kids)	Science Block 2 45 minutes (up to 35 kids)
Total minutes 270 per day/1350 per week Total student load (140 max)	Total minutes 270 per day/1350 per week Total student load (140 max)

3. Elementary Teacher Day/Minutes (duty?/supervision?)

A number of principals told their school staff that they would have 15 minutes of duty every day—during recess, lunch, or other times. Gurtner clarified this through an email that was sent to elementary principals. It has been confirmed that all teachers have their required prep minutes; the “duty” is what became confusing. As long as you have your minimum prep minutes, the administrator can give you an assignment as long as you are under your instructional max. Elementary specialists thought that they were over the 1450 minutes; they were where they were supposed to be but additional minutes may have been assigned at the building; K-8 specials have 150 minutes of lunch, 535 minutes preparation and up to 1450

student contact time which leaves 265 unassigned minutes that administration can assign as supervision. In addition if the maximum student contact time is not assigned this is also available for duty and/or supervision. Individual issues that remain unresolved will be brought up at the PR&R meeting on Sept. 22.

4. After School Meetings

At the intermediate level, a schedule was distributed to lay out different meetings for different grade levels on different nights; teachers are only required to attend one additional meeting per month; high schools will be holding one department meeting per month as needed.

5. Compensation Time Use Guidelines (Hale F/F, other approved activities which offer comp time); See attached Proposed *Teacher Compensation Time*

Issues came out of a miscommunication regarding whether a waiver would be required when comp time is offered; proposed language has been offered as a guideline to the contract. There are still a couple of issues with this language: it does not include the word "voluntary"; we might want to consider the removal of item 2, which states that compensation time usage must be approved by administrators. Further discussion will take place on Sept. 22.

Teacher Compensation Time (Proposed)

From time to time the district is able to offer teachers compensation time for voluntary professional activities that occur outside of the regular teacher year contractual agreement. Compensation Time cannot be earned when other means of compensation such as units and/or curriculum rate are being earned by the same teacher. The following are guidelines for the use of that Compensation Time.

- 1) Compensation time must be officially recorded and managed in the school office with the secretary responsible for teacher attendance procedures.
- 2) Compensation time usage should be signed off on by administration.
- 3) Compensation time may be used during any teacher work day, any preparation time or any other time where a teacher substitute is not necessary and it does not impede on the teachers' ability to complete his/her professional responsibilities including collaboration.

6. After School Tutoring Programs (units/compensation time/monetary compensation)
Discussion will take place on Sept. 22.

7. High School Duties (Assigned not Chosen); See attached *High School Duties*

Few people reportedly got the duty that they wanted; each HS teacher was given a form to communicate their top 3 choices & all teachers were given at least one of those choices unless the proposed duties were either chosen by everyone in a particular department (ex: all math teachers wanting to do the math lab) or if they did not pertain specifically to student achievement. Bldg reps should plan to bring forward specific examples. Further discussion will take place on Sept. 22.

High School Duties

- Each high school teacher was given a form to communicate their three choices for duty assignments.
- Those forms are available for review.
- Every possible case was met.
- Duties where large number of teachers requested them (e.g. every math teacher wanted the math lab duty) could not be accommodated.

- Duties that did not meet the needs of the student intervention model or supervision issues were not accommodated (e.g. handing towels out in physical education, setting up individual teacher labs, setting up computers)
- Individual teachers can use the communication model if they feel their duty requests were not reasonably considered.

8. High School Homeroom (Central?)

In the back of the contract where duties are listed, homeroom is not listed as a duty. The definition of what a homeroom is has become unclear; it can be both a duty & not a duty. There are questions why these are no longer being called duties when, in fact, they are. The intent was to honor the work that was already taking place at each site, which is what the goal has been throughout this process. There are three possible remedies: either no longer honor those existing places; work together to revamp these areas to make them conducive to our model; or wait & see what happens as the year unfolds. It would make sense to sit down & talk about it in order to come up with something that both sides can live with; it makes sense to keep this conversation open in order to resolve issues as they emerge.

Association/District Interest Issues

Per agreement agenda items will not be added at the current meeting. New items will be put on the agenda for the following meeting when agreed upon.

Meeting adjourned at 5:21pm.

Minutes respectfully submitted by L. Herbst 9/9/09