

November 19, 2019

Labor Management Discussion Item	Action to Take + Responsible Parties	Status
1. Non Instructional Duties clarification	From 2018-2019: Need definition of instructional and non-instructional time 8/13/19: Will revisit as needed 9/17/19: No current concerns	8/13/19: In progress 9/17/19: CLOSED
2. Finances (ongoing discussion item)	8/13/19: Will continue to discuss the bond and levy. Dr. Maxwell will attend upcoming staff meetings to share info with staff. 9/17/19: Potential charter school to open in Pullman, unknown impact at this time 10/15/19: No updates 11/19/19: Still learning more about potential Pullman charter school, and possible impact on PSD	8/13/19: In progress 9/17/19: In progress 10/15/19: In progress 11/19/19: In progress
3. Curriculum Updates (ongoing discussion item)	8/13/19: Second Step SEL curriculum has been purchased for each elementary classroom 9/17/19: There will be Second Step PD at the next LID day. ELA and Math curriculum adoption process will kick off next week. New social studies standards just released by OSPI, we will phase the new standards in over time. 10/15/19: IMAC team is meeting regularly for the ELA and math curriculum adoptions 11/19/19: Rob Matthews proposed a new PHS Vet Science CTE Course to most recent CAC meeting. IMAC still working on reviewing curriculum see IMAC minute meeting notes for additional information.	8/13/19: In progress 9/17/19: In progress 10/15/19: In progress 11/19/19: In progress
4. Teacher schedule on days with two hour delay	8/13/19: Discussed benefits of having teachers at school as soon as safely possible while keeping reasonable expectations. Will continue this discussion with intent of having an MOU in place prior to winter weather. 9/17/19: We will develop a joint memo to staff with a friendly reminder about expectations for days with a snow delay. 10/15/19: Continued to discuss the language for the joint memo to all staff. Will be finalized and sent soon.	8/13/19: In progress 9/17/19: In progress 10/15/19: In progress 11/19/19: CLOSED

	11/19/19: Memo sent to all staff on 11/13 outlining snow delay and cancellation procedures.	
5. Collaboration Time	8/13/19: Will revisit in the spring	8/13/19: In progress 9/17/19: In progress 10/15/19: In progress 11/19/19: In progress
6. PHS Bus Loop Supervision	9/17/19: Well organized, no current concerns.	8/13/19: In progress 9/17/19: Closed
7. Academic Calendar	8/13/19: Will need to have a calendar committee meet in the spring to develop the 2021-2022 calendar 10/15/19: The calendar committee will start to be put together. Stephanie Horn and representatives from other bargaining groups will serve on the committee, in alignment with bargaining agreement language. 11/19/19: The calendar committee will start seeking members for the committee– keep your eyes open for more info.	8/13/19: In progress 9/17/19: In progress 10/15/19: In progress 11/19/19: In progress
8. Furnishing Kamiak	9/17/19: Challenge to have all requested furniture and supplies in place by first day of Kamiak opening. Friendly reminders to talk with principal about any items needed still for classrooms. Will still take some time to accumulate similar gadgets and things that other schools may have. PTA and PEF offer annual mini grants that are a great opportunity to add materials to classrooms. 10/15/19: Kinder classes at Kamiak are still short on some desired materials. Furnishings are all set. Encourage teachers to talk to principal if there are furniture or materials needs.	9/17/19: In progress 10/15/19: In progress 11/19/19: In progress
9. Para Hiring	9/17/19: Still hiring a few more para positions – thank you for patience! 10/15/19: Two more paras hired today, several more in progress 11/19/19: JES office para position to be filled soon. All other para positions filled.	9/17/19: In progress 10/15/19: In progress 11/19/19: CLOSED
10. Classroom Fundraisers	9/17/19: Reminder that and Donors Choose or Go Fund Me type fundraisers need to be approved by principal first. (Policy 6114) See information below in number 11. Grants.	9/17/19: Informational Item
11. Grants	9/17/19: Any grants over \$10,000 needs board approval. We are developing a policy and procedure related to grant communication and approval process – would require principal/district approval prior to applying to ensure the district capacity to support and alignment with goals. PEF and PTA mini grants would be exempt from this process.	9/17/19: Informational Item 10/15/19: Informational item 11/19/19: In progress

	<p>10/15/19: Working on procedure revisions for grant application approval process. Hope to have an online form created by end of October or beginning of November. PEF/PTA/PTO/Booster grants will be exempt from this approval process.</p> <p>11/19/19: Dr. Maxwell shared a draft of the policy and application related to grants. Goal is to make it simple, not to make it a barrier to teachers seeking grant funds. The draft will go to the board for first reading in December or January. Note that grants over \$10,000 require board approval.</p>	
12. Student Privacy	<p>9/17/19: District is reworking our electronic resources and protection of student info policies to refine guidelines related to free software used in the district, to better protect student information. We will communicate guidelines as they are developed.</p> <p>10/15/19: Discussion about confidentiality – student privacy is vital. Reminder to all staff to use care when talking about our students, staff may only discuss or access records if there is a legitimate educational need. Reminder to not use student names in email subject lines.</p> <p>11/19/19: Currently working on new and improved social media policy and procedures. There will be a registration form for any staff member/program/club/sport wanting a district associated social media account. We will consider including language that staff are not to post any identifiable photos of students on any account unless it is a registered district account.</p>	<p>9/17/19: Informational Item</p> <p>10/15/19: Informational Item</p> <p>11/19/19: In progress</p>
13. Kamiak Morning Supervision	<p>10/15/19: Some Kamiak buses are arriving at school as early as 7:40am, which poses a supervision challenge. We are working through reworking the bus route to have a later arrival time, or getting consistent supervision in place.</p> <p>11/19/19: Visible improvement after the schedule was reworked to shorten time students are at Kamiak before school starts, after bus drop-off. Will continue to observe before closing this item.</p>	<p>10/15/19: In progress</p> <p>11/19/19: In progress</p>
14. Collaboration Schedule	<p>10/15/19: The collaboration day schedule/plan is on the district website under District/Collaboration</p>	<p>10/15/19: Informational Item</p>
15. Academic Calendar – Week after End of School Year	<p>10/15/19: The week after school gets out is reserved as school make up days and notes that staff must be available to work. This is clarified in a PEA MOU which can be found on the website.</p>	<p>10/15/19: Informational Item</p>

16. School Based Mental Health Therapist	<p>11/19/19: Clarification of responsibilities for this position: Currently, this position is funded with only by IDEA funds, which limits which students are qualified for services (i.e. students receiving SPED of 504 services).</p> <p>A referral manual is in the works, hope to have complete within 2 weeks</p> <p>Services from our mental health therapist have a specific approval process requiring parent permission and potentially health records – this can be a time intensive process. The specific responsibilities of this role are still being developed. We hope that all teachers and students can benefit from this position, through staff professional development.</p>	11/19/19: Informational Item
17. TPEP Evaluations for Counselors, Psychs, and SLPs	<p>11/19/19: Counselors, Psychs, and SLPs have expressed interest in having their evaluations more in line with the Danielson and TPEP model. Some draft examples have been shared with the special services administrative staff. Since this is a part of the PEA CBA, it needs to be developed in partnership with PEA and Admin. This is typically a committee process, and would require joint approval.</p>	11/19/19: Informational Item
18. SPED Staff Discretionary Days	<p>11/19/19: SPED teachers have 4 extra contract days, one is being requested for a required transition process day. Concern about this being a required use of one of the 4 discretionary days.</p> <p>Agreement that transitioning students is a vital process. This transition process is impactful to many staff and departments, not only SPED teachers. There is value in finding quality time to have the necessary conversations to ensure that our students start the next school year well, with transportation, nursing, IEPs, accommodations, and more proactively planned well in advance. If staff have suggestions for ways to accomplish this process other than using one of the four discretionary days, please send them to PEA or district administrators.</p>	11/19/19: Informational Item
19. Conference Week Schedule	<p>11/19/19: Great feedback from teachers and families about this new conference week schedule!</p>	11/19/19: Informational Item
20. Classroom Supplies	<p>11/19/19: Questions about basic supplies for classrooms, such as sanitizing wipes. Will bring back for clarification and more information. A reminder to see the building administrator first for supply needs.</p>	11/19/19: In progress
21. Substitute Teachers	<p>11/19/19: Review of classroom sub process – refresher to be sure we're doing everything we can to fill teacher absences. All in agreement that we are in need of more subs. TOSAs are subbing in</p>	11/19/19: In progress

	schools, we have processed a few emergency sub certs, and we are working on communications to attract more subs.	
22. Transition to SEBB	11/19/19: Teachers felt very well informed and supported!	11/19/19: Informational Item
23. State Discipline Law Changes	<p>11/19/19: PEA voiced teacher concerns about feeling unsafe in classrooms, having unsafe classroom environments, high levels of anxiety, classrooms having to be evacuated. All acknowledged that the new laws are challenging, statewide and nationwide. Steps the district is taking: Behavior Support TOSA, Mental Health Therapist position, CLEAR, an additional CLEAR grant application, administrator support, consultants and specialists. Working hard to address these concerns and challenges within the law. Working to develop additional discipline training and mental wellness opportunities for staff.</p> <p>Staff should document any violent behaviors with the following forms (as they apply): incident report, restraint form, exclusion report form, de-escalation form. This also helps us get the most accurate data for better supports.</p>	11/19/19: In progress
24. Discipline Toolbox	<p>11/19/19: Would like to collaboratively develop a comprehensive toolbox that teachers can use to see discipline related options they CAN use.</p> <p>OSPI also has a best practice menu/manual available: https://www.k12.wa.us/student-success/support-programs/learning-assistance-program-lap/menus-best-practices-strategies/behavior-menu-best-practices-strategies</p>	11/19/19: In progress

2019-2020 Meeting Dates:

3:45-5pm

- August 13, 2019
- September 17, 2019
- October 15, 2019
- November 19, 2019
- December 17, 2019
- January 21, 2020
- February 18, 2020

- March 17, 2020
- April 21, 2020
- May 19, 2020