



Teacher Employee Handbook Committee Oct. 2 Meeting Summary

The following is a summary of what was discussed and considered at the Teacher Employee (previously certified staff) Handbook Committee meeting on Thursday, Oct. 2.

Background

The minutes for the meetings held on Aug. 18, 19 and 20 were approved. The committee agreed that the next three meetings will be Oct. 22, Nov. 12, and Dec. 2.

Director of Employee Services Tabatha Gundrum explained that the District wants to add some additional information to the handbook to align with the support staff handbook. Superintendent Don Johnson said there will be three documents: a historical document that includes everything; a second document that removes language that has been struck-through; and a third document that includes the current numbering system for sections.

Gundrum pointed out the new information wasn't in the previous master contract and it seemed to make sense to consider adding it to the handbook. Johnson also clarified the Board hasn't seen these additions and has not approved any of these items.

Johnson said the District hoped the committee could approve the documents at the next meeting, although if there are questions after reading it those items can be brought back for discussion.

One committee member thought it was a disadvantage for staff to not include the historical document. Gundrum pointed out that information will remain on the website. A committee member asked if many of these were unwritten rules in the past and Johnson indicated many were administrative policies.

Johnson also asked that the committee review the semi-final draft of the handbook, especially the numbering system, and point out any problems at the next meeting.

Items to be revisited

Committee member Joellen Pauls requested that 12 items be revisited by the Handbook Committee so most of the evening was spent going over those items.

Teaching hours/normal work day: There were questions about pay for preparation time/work for teachers who present at staff meetings or on professional development days. Gundrum said staff was compensated for presentation time at \$33. Johnson said it could be different if someone is asked to present during the summer because that isn't during their contract time.

Johnson said will work on the language, although it really doesn't matter to administration because the District will be paying it anyway. Gundrum also said she would be happy to have a few committee members meet with her to work on any language to change.

Special education language: Johnson would like Director of Student Services Jerry Nicholson at a meeting before dealing with this. He proposed making it a separate item on the next agenda.

Part-time employment credit: There was questions about the work day definition as well as movement on the salary schedule. Johnson clarified that someone who worked 50 percent would move up 0.5 on the schedule. He said part-time staff are expected to work a full day of professional development but would be paid for a full day.

There also were concerns that any part-time elementary teacher who works more on Monday and Friday might be adversely impacted. Gundrum believes the A-B schedule at the middle and high school and the six-day rotational calendar at the elementary level has alleviated a lot of the potential problems.

Additional class: There were questions about how overloads are calculated and a clarification for pay for overloads. Johnson said in the past if someone agreed to take an overload at the high school they would get 70 percent of the overload because it was assumed the teacher was probably already teaching that course so less prep time was needed. Johnson would like to pay the full overload but the District is still working on a financial analysis.

Compensatory time: There was a question about receiving comp time to attend IEP meetings. Johnson and Gundrum said comp time is gone but teachers should be submitting time sheets and receiving pay at \$22 an hour to attend a meeting.

Specialized Physical Health Care Services: Staff would like to see what the statutes say about health care service training being voluntary for teachers? Gundrum will bring it back to the next meeting.

Normal Work Day Specifications: There were questions about the change in pay for teachers who voluntarily supervise recess from \$11 per each supervision to \$28 an hour. Gundrum said in the past staff received \$11 for each supervision but with a maximum of \$22 a day, which hurt staff who did three in a day. If went back to the old way, would be paying \$44 for an hour of recess so she said the District would have to put cap back in place. Johnson suggested asking teachers which they prefer.

Time off: There was a question about using sick leave for illness or injury to immediate family member or domestic partner. Gundrum said nothing has changed in the language that has been approved by the committee.

Religious holiday: It was pointed out that previously a teacher could elect to have one or both of the available two days deducted from their reimbursable leave. Johnson said the new language was a typo and the handbook will be changed to the prior language.

Military services leave of absence: There was a question about why the language was omitted. Gundrum said the District must follow federal law so she said that is why she didn't put it in the handbook. There is actually a poster at each school about this. Johnson said there will be a reference to it in leave of absence section.

Teaching load: There were questions about distribution of special education and ELL students equitably. Johnson wants Nicholson to weigh in on this. However, Johnson did say the goal is to have a balance of students in all classes although not sure there is a way to provide specific language on this. He also pointed out if an elementary school has three ELL students in a grade and spreads them out among three classes, the District couldn't afford to have a para-educator in each of those classes. "The devil is in the details," he said.

Traveling teachers: There was a question about how much time to allot for travel. Johnson suggested using the grid that we have and converting it to time so that everyone is following the same practice. A committee member said some guidelines would be sufficient.

Items for additional research/discussion

MEA rights: Johnson presented the information that Paul Kinne gave the Board of Education. The MEA can use list serves from the District and can hold a meeting as long as it is a teacher meeting and not an MEA meeting. Johnson said he wanted to verify with legal counsel that MEA could post materials on staff lounge bulletin boards. He also wants to make sure it is OK to let MEA do this and deny other groups. A committee member suggested being able to hand-deliver or place materials on teachers' desks. Johnson said the issue is can the District make a distinction and not let other groups do that.

Johnson clarified it isn't about how many teachers attend a meeting. The District has always been OK with teachers meeting. He did suggest that if it is a larger meeting that needs more than a classroom a request for a facility such as the PAC should be put in.

Johnson said he will check with legal counsel about delivering materials by hand or by interoffice mail. He also reiterated that it isn't a personal thing against the MEA but simply that the District has to treat all the groups the same. A committee member also asked if any of these things would change if the MEA re-certified and Johnson said he would find out.

Teaching hours: A committee member expressed displeasure with the current schedule, especially when staff have to stay until 4:30, and asked that it be looked at again for next year. Johnson and Assistant Superintendent for Educational Services George Mavroulis suggested sharing information about the bus scheduling and costs so the committee could understand the dilemma the District is facing.

There were also questions about the amount of contact time with students. Some committee members would like to review contact time and prep time by levels. Brenda suggested comparing contact time in our district with other districts.

Gundrum said the green highlighted items on page 24 provide work-day hours for 4K and added details on extended learning time. However, Mavroulis pointed out not all of the times match among the levels so still need to work on that.