

## MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT

**Teacher Employee Handbook Meeting  
District Administrative Center  
7106 South Avenue, Middleton, WI 53562**

**Committee Meeting Minutes  
Tuesday, August 12, 2014**

The meeting began at 5:17 p.m.

**Present:** Joellen Pauls, Sue Malliet, Jessie Moore, Kellie Collins, George Mavroulis, Kari Weiss, Don Johnson, Tabatha Gundrum, Tricia Rodey, Jerry Moen, Sarah Pflasterer, Brenda Weiss, and Board Representatives Bob Green, Paul Kinne, and Annette Ashley

**Not Present:** None

The committee started the meeting with some of the secondary items while the secondary administrators were present.

**Secondary School Service/Supervision** – Steve Soeteber and Steve Plank were present to share information on service and supervision in each of their levels. The middle schools would like 46 minutes of support duties from teachers and shared some examples. Traveling teachers do not have that requirement. Steve Plank presented information from the high school regarding the service requirement. Steve Plank shared a graphic of the high school teacher workday with the committee. The group discussed some of the possible scenarios.

Link: [https://www.youtube.com/watch?feature=player\\_detailpage&v=jm0EpMsUr7w#t=520](https://www.youtube.com/watch?feature=player_detailpage&v=jm0EpMsUr7w#t=520)

**Advisory Program at MHS** – The former side letter was crossed out and replaced with a new document. Tabatha highlighted the information that was changed. This section covers duties, compensation, selection and evaluation. The pay rate has changed to a set amount which is \$3000.00.

Link: [https://www.youtube.com/watch?feature=player\\_detailpage&v=jm0EpMsUr7w#t=2172](https://www.youtube.com/watch?feature=player_detailpage&v=jm0EpMsUr7w#t=2172)

### **1. Brief Review of Revised Items from Previous Meeting**

Teaching hours and teaching load was reviewed in conjunction with the previous advisory and service hour requests. There were questions regarding parent-teacher conferences and Back to School Night. Administration would like the language and time consistent across the levels. The three days are part of the teacher days and compensation.

The committee also discussed the change in staff meetings which is now 90 minutes to be used each month and to be used as the school plans.

Link: [https://www.youtube.com/watch?feature=player\\_detailpage&v=jm0EpMsUr7w#t=2949](https://www.youtube.com/watch?feature=player_detailpage&v=jm0EpMsUr7w#t=2949)

The committee reviewed MEA Rights. Tabatha shared the legal information regarding access to email for MEA. It is not prohibited if used outside of the work day. The teachers asked about using any of our buildings for meetings. The teachers can use building facilities but must schedule it through our facility use schedule which will be subject to fees. This change is due to the MEA not being recognized as a legal group. Interoffice mail cannot be used.

Link: [https://www.youtube.com/watch?feature=player\\_detailpage&v=jm0EpMsUr7w#t=5272](https://www.youtube.com/watch?feature=player_detailpage&v=jm0EpMsUr7w#t=5272)

The committee had a previously expanded discussion about the application of the salary schedule section. Committee members asked a few questions and made several comments.

The committee reviewed the list of items covered on August 7 and discussed a minor language change in unpaid medical leave.

## **2. Review of Assignments, Vacancies, and Transfer Language**

Posting of vacancies and filling of vacancies was reviewed. Don shared several scenarios with the committee. Tabatha presented some revisions in language that cover items brought up during the conversations at previous meetings. The committee members asked several clarifying questions. Teachers requested in writing that candidates internally can use WECAN or some other summary document.

Link: [https://www.youtube.com/watch?feature=player\\_detailpage&v=jm0EpMsUr7w#t=5722](https://www.youtube.com/watch?feature=player_detailpage&v=jm0EpMsUr7w#t=5722)

## **3. Review and Discussion of New Items**

The committee moved on to reviewing and discussing the new sections listed for this evening's meeting. The committee reviewed:

- Evaluation Procedure
- Tech Support Duties
- New Teacher Induction & Mentoring Program
- Specialized Physical Health Care Service
- Part-Time Teachers
- Approved Maternity Leave
- Side Letters – Educator Effectiveness, MHS Advisory, Secondary School Service/Supervision Guidelines, and Teaching Online-Virtual Course

Link: [https://www.youtube.com/watch?feature=player\\_detailpage&v=jm0EpMsUr7w#t=8559](https://www.youtube.com/watch?feature=player_detailpage&v=jm0EpMsUr7w#t=8559)

Tabatha presented information on the non-renewal and discipline and discharge section. This will be a quick review tonight and will be discussed in length on Thursday evening. Tabatha gave the overview of suggested changes. The changes are necessary to align with the State Statute for non-renewal. Included in this paperwork is the new grievance language and policy. The process has not changed but some of the wording has. The cause standard is implemented. Administration opened this item up for questions by the committee. Teachers asked if we could

add clarifying language on what some of the possibilities are that may lead to the steps for non-renewal.

Link: [https://www.youtube.com/watch?feature=player\\_detailpage&v=jm0EpMsUr7w#t=9695](https://www.youtube.com/watch?feature=player_detailpage&v=jm0EpMsUr7w#t=9695)

Don asked for questions and comments from the people in the audience. Several questions were asked by the alternate participants and discussed with the committee.

The meeting ended at 8:34 p.m., Cheryl Janssen, Board Secretary