



Minutes: Certified Meet & Confer - FINAL

Tuesday, February 21, 2023 | 4:30 pm - 7:00 pm | Manitas

Purpose Interest: We are engaged in a collaborative process to create solutions that are in alignment with best professional practices, ensuring optimal compensation and working conditions that maximize student learning.

Item	Desired Outcome	I/D/A*	Facilitator	Time	Minutes
Grounding Activity	Team will participate in a grounding activity.	I	All	4:30 pm	<p>Present: Jo Shurman, Kinora Hernandez, Diane Hyllested, Delia Lyding, Mary, Alati, Carrie Furedy, Scott Maxwell, Sarah Collins, Stephanie Leake, Scott E. Wilson, Allison Williams, Lisa, Gibson</p> <p>Absent: N/A</p> <p>Adhoc: Jeff Lang, Kevin Anway, Drew Stewart (new)</p> <p>Grounding Activity: Team participated in an activity using their cell phone, opened their photo app, and looked at the sixth picture on their phone (beginning or end). The team shared their fun picture discoveries.</p>
Review Agenda	Team will understand the goals of the meeting.	I	Kinora	4:45 pm	<p>New team member Delia Lyding to replace Cheryl Riggle who is no longer able to participate on the team.</p> <p>Review of Agenda</p> <ul style="list-style-type: none"> • Priorities • Teacher workload • Break • Tell the story of sick and personal days <p>Review of Norms and Ground Rules (thumbs up) Reminder to all Adhoc will be invited to the table in order to speak (physically come to the table)</p>

<p>Priority Review</p>	<p>Team will review priorities agreed upon at the last meeting and specifically be updated on Election Day - free of meetings and Class Size.</p>		<p>Lisa Gibson</p>	<p>4:50 pm</p>	<p>Priorities from first meeting:</p> <ol style="list-style-type: none"> 1. Compensation (Waiting on State Legislature) 2. Teacher Workload 3. Election Day- Meeting Free <ol style="list-style-type: none"> a. A wall to wall meeting was tentatively scheduled for next Tuesday, February 28th (the committee, Scott , Delia L, Deb S., Kristin K, Holly N., Tricia A. will meet to review information and make the decision), it will then become a Tentative Agreement (TA) which will then go forward to Board approval in the spring. The TA will be reviewed by the Meet and Confer team before going to board. 4. Sick/Personal Time 5. Blackout Day 6. Language Clean-up (Sub Committee) 7. Unfilled Subs 8. Class size <ol style="list-style-type: none"> a. Because class size has always been based on budget variables it is not in the M&C purview b. Even if it could affect compensation, it is not within the Meet and Confer prevue to decide how much money is available for compensation c. It is in the prevue of Meet and Confer to decide what to do with budget that you're allocated for compensation d. Recommendations can be made but the decision making rests with Cabinet. <p>Possible further clarification of what can be in the scope of M & C and in the purview of this team may be needed across the three employee groups. As the teacher workload is unpacked, class size can be discussed in that respect, but we have no decisions making with this team.</p> <p>The task is to tackle priorities and see how far we can get.</p>
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<p>Teacher Workload</p>	<p>Review data from teacher workload survey as the beginning of telling the story.</p>		<p>Kinora and Jo</p>	<p>5:00 pm</p>	<p>Story: Understand what the problem is Problem of Practice – When it comes to teacher workload, our system is designed in a way that is prohibited to plan, prepare, and deliver high quality instruction academic/behavior and social/emotional based on student data. Survey Results Presentation</p> <p>As we tell the story:</p> <ul style="list-style-type: none"> • refrain from solving the problem • what, when, where, and how • listen to what are the needs that are not being met <p>Review the data from survey and time log from team members.</p> <p>KEA Survey:</p> <ul style="list-style-type: none"> • Survey Represented by three groups represented (elementary, MS and K-8) • Over 200 people responded – sent out to 500 KEA members • Before and After School • Arrival at school before students are on campus <ul style="list-style-type: none"> ○ 48% arrive 30 minutes prior, 40% 60 minutes prior, 9% 90 minutes prior, 2% 120 minutes prior to the start of the school day • How time is spent <ul style="list-style-type: none"> ○ Prep time for lessons ○ Prep for Duties ○ Meetings ○ Team Planning ○ Other ○ • Time after school <ul style="list-style-type: none"> ○ 37% 60 minutes, 24% 90 minutes after, 19% 30 minutes, 18% 120 minutes • How time is spent <ul style="list-style-type: none"> ○ Lesson Prep ○ Duties ○ Meetings ○ Team Planning
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- Family Contact
- Grading
- Additional Items
 - Emails
 - Mentoring
 - Clubs
 - Behavior data reports
 - Events
 - Bulletin boards
 - PLC meetings
 - District level meetings (Cadre)
 - IEP prep
 - Cleaning/disinfecting

Daily time spent outside of school doing schoolwork:

- 37% 1 hour, 31% 2 hours, 19% less than an hour, 10% 3 hours, 2% 4 hours

Weekly time spend outside of work (including weekends) doing schoolwork:

- 31% 1-5 hours, 30% 5-10 hours, 20% 10-15 hours, 11% 15-20 hours, 3% less than an hour

Number of prep days a week:

- 58% 4 days, 28% 5 days, 56% 3 days, 5% 1 day, 2% 2 days

As an AI there was no prep time, barely had a lunch

Length of prep time:

- 52% 45 minutes, 15% 40 minutes, 9% 30 minutes, 8% 50 minutes, 6% 60minutes, 6% 58 minutes, 3% 0 prep time

How much time during their prep time they were able to actually prep for their students' instruction?

- 40% said 50% of the time
- 27% said 25% of the time
- 26% said 75% of the time
- 5% said 0% of the time

				<p>How is your prep time spent on a typical day?</p> <ul style="list-style-type: none">• Student behavior• Family contacts• Sub coverage• Plan B for duty• Preparing Lessons• Meetings• Meeting prep• Team planning• Grading• Additional items, emails, bathroom break, technology issues, assist with behavior <p>How many minutes are spent on duty during the week?</p> <ul style="list-style-type: none">• 52% more than 60 minutes weekly• 13% 60 minutes weekly• 17% 30 minutes weekly• 9% 50 minutes weekly• 8% 40 minutes weekly <p>Some team members felt there was missed opportunity from Admin team to add additional questions in the survey. Communication between the team and Admin members would be appreciated before something like this is sent out to staff and should be part of the Communication Plan.</p> <ul style="list-style-type: none">• The survey was sent out because the committee wanted to have good data to bring to the team. They needed the information quickly from the source, the teachers.• Sent to KEA members, people who the committee who created the survey had access to at the time, to help them understand the topic better <p>Duty has grown for teachers due to new transportation schedules and the fact that kids are on campus 30 minutes before school. Teachers are usually on duty during their plan time</p>
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				<p>Are there any surprises or new information as a result of this survey?</p> <ul style="list-style-type: none">• Duty – possibly dig deeper• One school reported that teachers like the interactions and the supervision of before school when students come directly into the classroom because it has helped have a smoother start in the day• How did the teachers who took the survey define a school day?<ul style="list-style-type: none">○ We lack a common definition of a “school day” <p>(The school day starts when duty begins in the morning until kids are gone from campus)</p> <p>Comments about the amount of time it takes to prep for a meeting is sometimes longer than the actual meeting.</p> <p>SPED teachers/law require a lot more from the classroom teacher in order to give the parents a clear picture of the child’s improvement.</p> <p>Team shared their homework...what is their typical workday like?</p> <p>MS Teacher – One day example</p> <ul style="list-style-type: none">• Before School• IEP meeting - canceled after 10 minutes (parent no-show)• Covered duty for late colleague• Answered emails• Set up Google Classroom for next week <p>Plan</p> <ul style="list-style-type: none">• Grading• Entering grades• Reset human timeline for afternoon classes• Make copies• Set up board for next week• Lesson plans for new 7th grade unit <p>After</p> <ul style="list-style-type: none">• Reset timeline• Answered emails• Duty - 15 minutes
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Elementary teacher – spent a lot of time to help a sub

- How many would agree that there's time spent supporting a sub?
 - Most would agree that this is a typical problem
 - Especially if the sub is IT challenged
 - Emergency teacher absences that do not have plans prepared
 - Sometimes its just a body in the classroom
 - TM will be forwarding this information with the sub recruiter

Self Contained Resource – She sometimes has students come in at 7:00am

- Miss lunch and prep repeatedly

Elementary Teacher – 7:00 am

- Meetings, duty, prep and grading, call parents, and emails

What admins would like to add:

Very similar things that take their time before or after school, educators now have to do extra hours a week taking care of all the extra things. Everyone is constantly “on” due to technology, and demands and expectations are very different from 30 years ago.

Facebook messaging a teacher because they feel they cannot get in touch with them. The communication with parents has changed from 20 years ago. It should possibly be communicated to the parents, that there is a 24 hour rule for a response.

Perceived stress thinking what is the next thing that will happen, all the “what if’s”, almost like PTSD, waiting for the next thing to happen which are creating a different level of stress.

One member noted that there weren't any statements about spending 10 minutes interacting with colleagues. This is just as important as everything else. We need to do this together as a unity not on your own. You need to connect with people you work with.

					<p>Teachers feel guilty talking to another teacher because they feel like they may be taking time from their workday. Those are missed opportunities of connecting with their colleagues.</p> <p>After school clubs and athletics which they are paid a stipend but time consuming and it's extra work and a lot of extra time.</p> <p>Admins also feel like they don't have time to talk to their staff but also feel the pressure of emails, messages that need to be answered to.</p> <p>Goal: Teachers Provide high quality instruction</p> <p>What is the essential task that a teacher needs to perform to meet the goal?</p> <p>What should be the essential duties for teachers??</p>
Break				6:05 pm	
Sick//Personal Days	Team will begin to tell the story about Sick/Personal Day.		Kinora and Jo	6:15 pm	<p>Review Certified M&C document, page 8-9. Current Language:</p> <ul style="list-style-type: none"> ○ Sick days must be earned ○ Sick days cannot be denied but they can be verified <p>Personal Days:</p> <ul style="list-style-type: none"> ○ Used at the discretion of the teacher ○ Cannot be taken on a blackout day ○ No more than two consecutive days can be used at a time ○ If all sick days are used you can use a personal day ○ Cannot be used for gainful employment (violation of policy) ○ Unused personal days will roll over as sick days ○ The system normally recognizes when you have already taken the five days ○ A need for clarification of the two (sick and personal) ○ Pay dock when you exceed your days

				<p>Possible Solutions to improve the understanding of both:</p> <ul style="list-style-type: none">○ Principals go over the Meet and Confer document periodically○ Combine both into PTO (paid time off)<ul style="list-style-type: none">○ Regardless what the situation is○ Within perimeters and guidelines <p>Story:</p> <p>What is behind the solution to combine both?</p> <p>Certified teacher had the opportunity to take a trip with aging friends, he knew it be over five days. His bank had 180 days and thought he would be paid for. He felt disrespected when he wasn't paid when he had the time. He felt bad because he hadn't taken time off all these years and was docked.</p> <p>In 2008 (actually 2012/2013) there was a change from ACA to personal days and sick days because ACA was only allowed to be used for illness.</p> <p>A certified teacher did not use her ACA for years because she knew she was going to be a mother and knew she would need them. She took her son to military recruitment, then later to be in his graduation. The second graduation, when she entered absences, the system allowed her to request. She was docked because she went over 5 days. She was docked, and she is not going to be paid out for all the saved time.</p> <p>Maybe we should look at how they are categorized? Now with Covid if you get it twice a year, that is 10 days already. What is the purpose of changing back to what we did in the past?</p> <p>Admins feel like it should not be on their plate to determine if someone should take time off or not.</p> <p>There are also different attitudes behind the usage of time off. There are those that will take their time as soon as it becomes available. Not everyone thinks twice about taking time. We cannot afford for every teacher to take the 12 days they are allowed to take. At the end of the</p>
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					<p>day, we have to think about the little people depending on you to be in the classroom. Unintended consequence how many colleagues will have a major life even but they will not have the time. You also have to think about the effect it will have on your colleagues. The way things are now how do we know when someone is really out because they are sick or just taking the 7th Friday in a row.</p> <p>Why is the certified staff the only group with personal days? Support and Admin have vacation (District based)</p>
Communication Process	Team will understand the communication process that will be utilized this year with stakeholders. Communication Log	I/D	Kinora and Jo	6:45 pm	
Next Steps, Agenda, Closure <ul style="list-style-type: none"> Next meeting Monday, March 28 12:00 pm - 4:00 pm Brisas Aprende Library 	Team will confirm agenda priorities for the next meeting, identify needed information, and provide feedback to improve effectiveness for future meetings.	D/A	Team	6:55pm	<p>Next meeting Aprende Cottonwood Library, all future meetings will be held there until the end of the year.</p> <p>7:06pm meeting adjourned</p>
Needs/Questions				Immediate	