



**Exec Summary: Certified Meet & Confer**

Wednesday, January, 25 2023 | 4:30 pm - 7:00 pm | T-4

**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><b>Present:</b> Jo Shurman (Facilitator), Kinora Hernandez (co-facilitator), Lisa Gibson, Diane Hyllested, Scott Wilson, Scott Maxwell, Stephanie Leake, Sarah Collins, Mary Alati, Cheryl Riggle (left at 5:15 pm), Allison Williams (new team member)</p> <p><b>Adhoc:</b> Delia Lyding, Kevin Anway</p> <p><b>Absent:</b> Marie Bialorucki (she will be leaving the team) Allison Williams will be moving from ad-hoc to take her spot.</p> <p>Meeting began at 4:35 pm</p> <p>KEA sponsored snacks and drinks.</p>
Review Agenda	Team will understand the goals of the meeting.	I	Kinora	4:45 pm	Review of the Agenda Items.
Purview of Meet and Confer	Team will review HABA and discuss the working conditions under the purview of Meet and Confer and the process for adding items to the document.	D	Kinora and Jo	4:50 pm	<p>Review of <b>Norms and Ground Rules</b> 👍</p> <p>Question from last meeting: <i>what is in the purview of MC, and what information is added to the MC document?</i></p> <p>Team read Policy HABA to determine that Meet and Confer discusses compensation and working conditions.</p> <p>When bringing up topics to discuss in Meet and Confer, here are a couple questions to ask:</p> <ul style="list-style-type: none"> <li>• Is this a working condition?</li> <li>• Is it a compensation issue?</li> </ul>

					<p>State and federal laws cannot be changed by this team. Though Policy and State laws may not always be stated in Meet and Confer. The goal of this team does try to add certain policies and laws that have come up in the purview in order to clarify an issue. Which also makes it a one stop shop for those topics.</p> <p>Information that becomes part of the Meet and Confer Document when:</p> <ul style="list-style-type: none"> <li>• The 10 team members must agree <ul style="list-style-type: none"> <li>○ Must be a working condition</li> <li>○ Must be affordable</li> <li>○ Must be legal</li> <li>○ Must be in compliance</li> <li>○ Must be sustainable</li> <li>○ Must be aligned with the Strategic Plan</li> <li>○ Children must be kept at the center of the decision</li> </ul> </li> </ul> <p>Before a topic is agreed upon as a <i>Priority</i>, it must also be agreed that it is in alignment with all of the above. Once the team agree this is a Priority, then it becomes part of the <i>Agenda</i>, tell the <i>story</i>, share <i>information</i>, discuss possible <i>solutions</i>, and come up with a proposal.</p> <p>Follow a communication plan,</p> <ul style="list-style-type: none"> <li>• Take proposal to other groups (if all groups agree)</li> <li>• Admins take it to Cabinet for review/approval</li> </ul> <p>As brilliant, as a plan may sound the team alone is not aware of the ramifications it may have throughout. Therefore, the expertise of the entire organization is needed. We must listen to the voices of all groups.</p>
<p><b>Enrollment &amp; Budget</b></p>	<p>Team will learn about enrollment projections and the budget implications.</p>	<p>I/D</p>	<p>Chris and Susie</p>	<p>5:10 pm</p>	<p><b>Presentation</b> – (presented to KEA and Parent Council)</p> <p>This presentation exposes how student enrollment impacts the budget. The information will lay the groundwork before we move to other topics.</p> <ul style="list-style-type: none"> <li>• 40<sup>th</sup> day is an important day in data collection, for budget planning for the next year.</li> <li>• We currently have 14129 students enrolled (see the breakdown on the slide)</li> </ul> <p><i>Why has our district been declining internally?</i></p> <ul style="list-style-type: none"> <li>• One major factor is our community is now close to senior age</li> </ul>

				<ul style="list-style-type: none"><li>• Birth rate declining/school age children numbers declined.</li><li>• Kindergarten classes are getting smaller/ 8<sup>th</sup> grade students are leaving the District</li></ul> <p>There is not much we can do to influence the birth rate, but we can come up with strategies to plan for the future.</p> <p>When open enrollment first became an option, we did not see the declining effects.</p> <p><b>Presentation Part 2</b></p> <p>The state has released the Budget Annual Review (which is everything you have wanted to know about budget).</p> <p><i>How do we spend money?</i></p> <ul style="list-style-type: none"><li>• 74.6% of Classroom spending(\$.75 of every dollar)</li><li>• 25.4% (\$.26 of every dollar) non classroom spending</li></ul> <p>Current practice is “keep your money where it needs to be regardless of how much money you have to spend”. As enrollment changes/declines, the dollar amount will be less.</p> <p>As enrollment declines, staffing classrooms must also change. If we have more teachers than what we need to service students, we may face a RIF. Currently we have 60-100 teachers exiting every year, therefore, there has not been a need for a RIF.</p> <p>Currently, the few unfilled classroom positions, are filled with contracted teachers, long term subs, and in some cases principals restructured classrooms to accommodate classrooms with no assigned teacher.</p> <p>Building closures/school closures have not yet been discussed, but can be a possibility with the continuous decline.</p> <p>Financial burden with in-house declines: 2.9 million dollars less than last year</p> <ul style="list-style-type: none"><li>• Open enrollment has masked the declining in-house enrollment in the past years. Though we also lose out of district students we have other students coming in.</li></ul>
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<b>Break</b>				5:55 pm	Come back at 6:20 to speak Priorities
<b>Priorities</b>	Team will establish priorities for the 22.23 MC season.	D	Kinora and Jo	6:05 pm	<p>Priorities from last meeting using the “fishbone” have been saved but are available for viewing. There is room for more priorities.</p> <p>Proposed Priorities:</p> <ul style="list-style-type: none"> <li>• PTO (Paid Time Off)– language (sick and personal day) <ul style="list-style-type: none"> <li>○ Personal Day distribution</li> <li>○ Blackout days (BOD) – Analyze the tracking and date of BOD (do we have the one that we need, are we missing, or is a current one not servicing us? And discuss Staff Development Day)</li> </ul> </li> <li>• Election Day – free of meetings, keep it open and clear <ul style="list-style-type: none"> <li>○ State of Arizona as it mail voting may be changed</li> </ul> </li> <li>• Teacher Before and After school Duties</li> <li>• Language Sub Committee (end of M&amp;C Season) <ul style="list-style-type: none"> <li>○ Liquidated damages (page 20)</li> <li>○ Any policy updates would need to be updated in the document</li> </ul> </li> <li>• Classroom Sizes (Carrie will come back to confirm this is something this group could talk about or decide) Lisa will talk to Mark about this</li> <li>• Meetings and Duties (Falls under Teacher workload)</li> </ul> <p>Election day free of meetings. Is this something you would support to elaborate in a full discussion? Will this be a wall to wall? Lisa will come back at a future meeting and inform the group if this a Wall to Wall. (Add her to the next Agenda)</p> <ul style="list-style-type: none"> <li>• Unfilled Classroom - Plan B, teacher loses their planning time</li> </ul>

					<p>The remaining nine (9) team members took a vote to prioritize new Priorities.</p> <ol style="list-style-type: none"> <li>1. PTO</li> <li>2. Blackout Days</li> <li>3. Unfilled Subs</li> <li>4. Class Size (table adding this Priority for the next meeting- more information will be shared with the team)</li> </ol> <p><b>Priorities for Meet and Confer:</b></p> <ol style="list-style-type: none"> <li>1. Compensation</li> <li>2. Teacher Workload <ul style="list-style-type: none"> <li>o Meetings</li> <li>o Duties</li> </ul> </li> <li>3. Election Day - free of meetings - Wall to Wall Discussion <ul style="list-style-type: none"> <li>o Lisa will confer with KESPA and KAC</li> </ul> </li> <li>4. PTO - Paid Time Off (changing Sick/Personal Days)</li> <li>5. Black Out Days <ol style="list-style-type: none"> <li>1. (analyze data - do we have correct days identified?)</li> </ol> <ul style="list-style-type: none"> <li>o Staff Development Day</li> </ul> </li> <li>6. Language Sub Committee (End of M&amp;C Season) <ul style="list-style-type: none"> <li>o Liquidated damages (page 21)</li> <li>o Unfilled Sub - Plan B Teacher loses planning period</li> </ul> </li> <li>7. Class Size - (hold - Lisa)</li> </ol>
<b>Calendar Dates</b>	Team will review the meeting dates and times for the 22-23 school year.	I/D	Kinora	6:40 pm	It was agreed that Wednesdays, 4:30 – 7:00 PM was a good time for the team. With the exception of the February Meet and Confer Meeting. Due to a schedule conflict the meeting will be held on <i>Tuesday, February 21, 2023 at Manitas Elementary in the library,</i>
<b>Communication Process</b>	Team will understand the communication process that will be utilized this year with stakeholders. <a href="#">Communication Log</a>	I/D	Kinora and Jo	6:45 pm	Communication Process reviewed

<p><b>Next Steps, Agenda, Closure</b></p> <ul style="list-style-type: none"> <li>Next meeting Tuesday, 21, 2023 4:30 pm - 7:00 pm <b>at Manitas in the Library</b></li> </ul>	<p>Team will confirm agenda priorities for the next meeting, identify needed information, and provide feedback to improve effectiveness for future meetings.</p>	<p>D/A</p>	<p>Team</p>	<p>6:55pm</p>	<p>Teacher workload is a big topic, therefore:</p> <p><b>“Here’s a day in the life of a teacher!”</b></p> <p><b>Teachers</b> - take two to three days and write down everything you do during your workday.  <b>Administrators</b> – Write down what the teacher responsibilities are at your school  <b>Adhoc</b> - Will take part of this research</p> <p>Meeting Adjourned at 6:59 PM</p>
<b>Immediate</b>					
<b>Needs/Questions</b>					

**\*I = Information, D = Discussion, A = Action/Decision Point**