

Collaborative Conference
January 9, 2013

1. Meeting started: 4:00 p.m.
2. Check in.
3. Minutes approved.
4. Review of Insurance Trust history.
5. COLA and STEP history.
6. Went over survey results, will discuss next meeting so all have time to discuss.
7. TELL survey – will be sent out February 11th.
8. Determine first issue – Salary not able to have effective dialogue at this time.

Discipline Issues:

Step 1

- Consider someone can sit in and take notes, there's a due process gathering information.

Step 2

- **Interests and Concerns:**

Feeling support, accurate information, HR concerns – meeting needs to be timely coverage issue – who would cover the class.

Constance – Clarification, how long they can wait. Each school should have a Rep. to come in, but it doesn't have to be a rep. from CMCEA.

Clarification between, Development Plan and Corrective Plan

- Development plan is generally a first step to help teacher with performance - coaching.
- Corrective Action Plan – second step used when development plan was not successful, did not meet expectations.

A reprimand could be included.

Discussed due process meeting or information gathering meeting - this is not a discipline meeting.
Reviewed pros and cons of having an observer present.

Written on the board

Interest and Concerns:

- 1) Employee feeling he/she has support.
- 2) Accurate notes for reference.
- 3) Having another person present could create a delay (classroom coverage).
- 4) Confidentiality.
- 5) Due process one-on-one vs. one/two or three?
- 6) After due process employee can have witness.

Refine Options: Disciplinary

Define Disciplinary meeting: Progressive

1. Verbal – summary of conference.

2. Letter of reprimand
3. Suspension without pay
4. Suspension

Disciplinary conference:

Teacher will know a witness will be allowed.

Statement: An observer may be present during a disciplinary conference with school administration. The selection of the observer shall not delay the disciplinary conference. "Fact finding" is not considered part of a disciplinary conference. The observer must be chosen from among the staff (chosen by the employee) at the school and not be an advocate. The Observer can take notes but may not speak.

Provide definitions of:

- What is a disciplinary conference?
- What is progressive discipline?

Discussion:

- It's the teacher's responsibility to call a rep.
- Law prohibits classified for having involvement in collaborative conference, for teachers only.

Options:

- Observer is being chosen by the teacher.
- TEAM observation not disciplinary conference.
- Observer cannot talk, just write down take notes, but cannot define terms.

Minutes taken by Erika McCraw