

Collaborative Conferencing

January 14, 2014

Facilitator Jeanine Chester

1. **Check in**
2. **Review of minutes**
3. **Check schedules:** Meetings at 4:00
 - February 25, March 17, April 22, May 13
4. **Review of Current Memorandum Of Understanding**
 - HUM A066- Disciplinary Conference Policy- to be discussed further
5. **Differentiated Pay Focus Group**
 - As a district we were selected to participate in differentiated pay schedule. A differentiated pay plan will be presented to the state, but it will be taken slowly. In the future a focus group will be formed to further discuss differentiated pay. Teachers will be invited to participate in the focus group.
6. **National Board Certified Supplement**
 - Should this be considered for teachers who are nationally board Certified? This will be considered under the Differentiated Pay Focus Group.
7. **Prioritize Topics**

List of topics to be discussed:

 - Gate workers- Are they compensated for their service? (Possibly 15/hr.) *We will look into this.*
 - Bereavement Discussion- bereavement comes from the sick days, does it apply for niece, nephew, etc.? *NO, per the state – (help with this- might have been confused)*
 - Stipend day- could it be split up between two days? For example half a day Wednesday, half a day Thursday. *Record keeping could get confusing, but since it is registered for on PLAN, this could be approved.*
 - Could the stipend be bumped to \$100/day? *To be discussed.*
 - Personnel File- if a person requests to see their personnel file, can this be accessed right away? If not why?
-employees have the option to view their personnel file in Human Resources, this does require an appointment. If a request is received by HR to view an employee's file, as a courtesy we notify that employee to let them know a request has been made and allow them the option to be present when file is reviewed. If an employee is asking for a copy of a file it may take at least 24 hours for that file to be copied, the request is completed in the order that it was

received in HR. If a personnel file is being reviewed by someone other than the employee we are required to cover the following information: SS#, date of birth, address, phone number and evaluations are removed from the file. Principals may also have a working file/ local file that are kept in their office, a teacher may request to review that file directly with the Principal. HR may also have a working file if there has been an investigation conducted, the working file is not kept with the official personnel file.

- Employees can request for someone to have in a meeting with them
Investigation meeting does not need to have someone in the meeting. If there is a letter of reprimand, then they can request that the meeting is stopped and that they have a rep in there with them. It is the responsibility of the teacher to ask that someone be there with them, NOT the principal's responsibility.
- Parent Grievances- If parents come to CO, are they encouraged to talk with the teacher first? *Yes, parents are always directed back to the teacher. If they have done that, then a formal complaint can be made. (Formal complaint process-requires complaint to be placed in writing).*
- Too many standardized tests-. *Only useful assessments are used that provide data that would help prepare for PARCC testing. CO is aware that some tests are not what they originally thought they would be, and therefore they are reconsidered.*
- Consistency needs to happen among schools (high/ middle school mainly that run on a pt. system).
Discretion is built into the system- to avoid teachers "ganging up on the student". Behavior will be dealt with; however, the question is what is the appropriate consequence.

8. Check Out

Minutes taken by: Erika McCraw