

Collaborative Conferencing Meeting

May 7, 2018

Facilitator: Jeanine Johnson

1. Check-in: Chris Jarrell, Kim Trotter, Jerita Reese, Barrett Crane, Melissa Lindsey, Jeanine Johnson, Dr. Mason Bellamy, Dr. Mary Gist, Dr. Sean Impeartrice, and Dr. Jean Luna

2. Reviewed minutes from April 30, 2018 – Approved

3. Personal Leave Policy HUM-A037 – Revised to include “Certified employees may use a personal leave day on the last day of their calendar, if they have submitted their retirement or resignation”.

4. School Safety

- Teacher member asked about placement of newer phones and access to “all call” features; “no panic button”.
- Tommy Butler, Safety and Health Director – Responded 40 % of schools still have working “call back” buttons, but they are not monitored. He also shared typical safety plans.
 - 1) Placement of phones will need to be in one uniform location, law enforcement recommendation.
 - 2) There is a one button panic button call to front desk and administration. This is in addition to the multi-step all call procedure. Will work on communicating this option with all principals.
- Management member shared that responses to calls for support could be addressed in the School’s Safety Plan.
- Teacher member stated that more planning and support is needed for student fights.
- We need to clarify whether crisis response is a part of the School Safety Plan.

5. Bereavement Leave Policy HUM-A061 – We should be able to start tracking bereavement leave next year. KRONOS, SmartFind, and Munis will be set up to track this.

6. Employee Grievance Procedure HUM-P022 – Teacher member shared that the employee grievance procedure is hard to understand for some people. People are stressed about the grievance process, and are afraid to bring issues up.

- **Issues**
 - 1) Language is difficult to follow; not in laymen’s terms.
 - 2) Would like representative of choice available for all.
 - 3) Would like written response that affirms or denies the grievance.
 - 4) Would like an option beyond step 2, possibly going to the board.
- Amend current option to include someone of mutual aid.
- Management member explained that CMCSS School Board follows policy governance, the board does not deal with employee issues, except hiring a director and granting tenure and dismissal of tenure teacher per TCA. Carol Joiner handles all of our employee grievances and does provide a written summary. She also shared that a grievance is never denied, the person may not get what they want, but the grievance is not “denied”. The written summary provides an outcome. It may include expectations for both parties. She suggested a change to 5.7 to something like; Prepare a written summary of agreed upon outcome.
- Teacher member questioned why we don’t allow all parties to have representation?
- Teacher member stated, they are specifically looking at educator vs. administration grievances.

- Management members shared an example of how these types of issues are handled quickly with communication and do not need a grievance to solve.
- Teacher member suggested tabling this discussion for now, but all agreed to move forward with the change to 5.7.

7. Employee Perquisites Policy HUM-A059

- Management member shared revisions to the existing policy.
- All are okay with revisions.

8. Employee Dress Code HUM-A063 – Revisions made, expectations beyond student dress code.

9. Teacher member stated the importance of Principals enforcing the Student Code of Conduct.

10. Next meeting: May 21, 2018 @ 4:15pm – 6:00pm – HR Conference Room 2.

- A copy of the Memorandum of Understanding (MOU) with proposed changes.
- Next meeting's agenda
 - 1) Employee Grievance (Policy & Procedure)
 - 2) Progressive Discipline

Minutes by: Dr. Mary Gist