

**Collaborative Conferencing Meeting  
February 11, 2019**

**Facilitator:** Jeanine Johnson

**1) In attendance** - Chris Jarrell, Jeanine Johnson, Kim Trotter, Danny Grant, Stefi Outlaw, Barrett Crane, Dr. Angela Huff, Denise Smith-Martinez, Dr. Jean Luna, Jerita Reese, Dr. Mason Bellamy, Dr. Mary Gist, and Melissa Lindsey.

**2) Reviewed Minutes from January 14, 2019** – Approved

**3)** A concern was made shared concerns with the recent teacher survey that was sent via e-mail. The survey is not set up in a way to collect meaningful data. It was clarified that this survey did not come from CMCEA, Collaborative Conferencing Team.

CMCEA plans to mainly utilize the Vanderbilt TN Tell survey.

**4)** A procedure for implementing the Progressive Discipline Policy was reviewed and discussed. Much of the discussion focused on whether level directors should be involved in every incident requiring a Letter of Concern. Definition will be added for Letter of Concerns and Letters of Reprimand.

The group discussed including in the procedure that employees can request that Letters of Reprimand be removed from their personnel file, this will be added to the next meeting agenda, for further discussion.

**5)** A proposed Employee Grievance Procedure was provided by CMCEA. Considering looking at separate employee grievance for employee/supervisor concerns. Members will review and discuss at the next meeting.

Minutes by: Dr. Mary Gist