

Collaborative Conferencing

March 21st Minutes

Facilitator: Melissa Lindsey

1. In attendance: All team members present.
2. Review of Minutes for February 7, 2023: No notes or edits - Approved
3. Special Guest: Elizabeth Vincent, Director of Continuous Improvement update on Lesson Plan Audits.
 - a. Has compiled a report but has not shared with level directors yet
 - i. Overall: variation at building levels, all have similar processes, no admin shared a process of checking/reviewing lesson plans although they have specific places to submit; variation of LP design; admin shared expectations for components, not method of creation (i.e.: PowerPoints, slides, etc.)
 1. Biggest difference between elementary and secondary
 2. Teacher reported challenges from focus groups: Time & Support for new hires/teachers required from Veterans
 3. Admin & teachers were open to more concrete examples/playbook, etc. for planning/expectations
 4. Other workload issues lumped with Lesson Planning: figuring out ongoing expectation for new tool, method, which leads to need to adjust lesson plans (not the case for all); how this is communicated and translated
 - ii. CMCEA shared that consideration needs to be made regarding the added work on Veteran teachers to help new teachers/carry collaborative planning, sometimes to the detriment of their own workload/time. Suggestion of potential stipend. Asked about possibility for a student-teaching daily period for new teachers with no experience. High school has a new teacher doing this model now (plan with teacher who talks through plan, watches teacher teach before emulating teacher).
 - iii. CMCSS shared that they have shared concerns with principals and leadership to discuss options for addressing this need (new teacher guidance) and others regarding supports, including Site-Based Induction Specialists. They are also evaluating the alignment of supports (Coaches, SBIS, new teacher mentoring). Elementary has conducted multiple stipend or in-service credit opportunities to work on ELA materials/plans.
4. Update for Budget 23-24
 - a. Staffing is most important concern: Kirkwood High school (122 positions) and K-12 Virtual (no longer federally funded) and now is absorbed to district staffing budget. Textbook and digital resources budget costs have increased (from approx. \$1 million to approx. \$3-million).
 - b. Market analysis for classified conducted.
 - c. TISA funding coming.
 - d. COLA concerns (step puts increase at an average of 2%, which is a set \$ amount)
 - e. Funding has been increased by state.
 - f. Team will need to meet before CFO presents to board (within 2 weeks)-meet on April 11th to review.

- i. CFO asked for feedback on expectations. CMCSS shared potential disappointment of anything less than 3% since it what is most often offered. Any increase is not related to midyear 5% increase.
5. No insurance premium increase for 4th year in a row, per CMCSS, following Trust meeting.
6. Grievance Procedures:
 - a. CMCEA asked if Letter of Reprimand can be a form of harassment/intimidation? Members are reporting receiving Letters that they feel may have been retaliatory in nature or unfairly issues. CMCSS says these can be modified by filer and rebuttal letter/letter of dissent can be submitted. An employee can request to meet with HR if they feel a review above the supervisor. Employees have right to due process. Each situation is dependent on circumstances.
 - b. CMCEA shared that some members have reported grievance against supervisor. As part of the process, the one filing is asked what their desire outcome is. What are example options? Admin can receive “write ups” as well. Mediation can lead to determination of agreed upon resolution. This is not always possible. Reflection and change of behavior that led to grievances is often part of expectation for one grievance has been filed against.
7. Next meeting: April 11th for budget review presentation; will decided if April 25th meeting is still needed at that time.

Minutes taken by Tanisha Taylor