

## Collaborative Conferencing Minutes for 2.20.24

Facilitator: Melissa Lindsey

In attendance all but Denise Smith-Martinez.

1. Welcome-overview of Check in procedure & Check-ins
2. Review of April 25, 2023 minutes- Approved.
3. Scope of Conferencing
  - a. Work conditions- assignment of duties
    - i. CMCEA presents: collaborative conferencing team has been seeking options to take things off teacher's plates in respect for what is required of job (ex: grading, planning, etc.). One option is to consider current CMCSS administrative police on Extra Duty, which states *"The building principal will assign teachers extra duty assignments such as lunchroom (provided teacher(s) has a duty free lunch), corridor, playground, club and student organization supervision, and sponsorship duties"* (para. 2). CMCEA states this does not match TCA 49-2-303, point 7A, which states school principals should *"assign educational assistants noninstructional supervision of students, which may include, but is not limited to: (i) lunchroom duty; (ii) bus duty; (iii) recess or playground duty; (iv) before and after school duty, or (v) other related duties."* CMCEA states that since there are EA's in every building and the number may vary, this may look different, but if possible, could EAs take on bus duties, etc. so that teachers have time as they are getting ready for their day in the am, and leaving things (including helping students) when required to go to bus duty (team acknowledged that we can't alleviate teachers standing in halls). CMCSS-Elementary shared that EAs are 6, maybe 7-hour employees and don't have much time when not working with kids. HS shared that admin does morning duties now, not sure how every school does it specifically, but admin must be present for bus drop-off to begin. CMCEA suggests offering stipends to do bus duty, afternoon duties, and possibly get volunteers. Elementary morning duties only served by special area teachers (without classes); PM duty for all. One school has staggered releases, depends on schools and times. In staggered releases, teachers are done once their station dismisses. CMCSS shared that late bus/duty teams are formed in the first nine weeks. Directors asked to check on how dismissals are being done at schools. CMCSS says they can audit the processes; state people staying are being paid alongside admin. Question directed to CFO about possibility to push EAs to 7-hours. Data must be collected see how substantial the implications would be for budget. CMCSS team asked to look into re-wording CMCSS policy to align more with state law, and clean up things like clubs and student organizations as admin. does not historically assign this to teachers. Directors asked to encourage Principals to be mindful of duties, and if others can do it, assign tasks to others instead of teachers. Directors asked to have Principals determine if there are other ways to provide more time for teachers, even if not consistent (i.e. weekly).
  - b. Work conditions- Planning Periods

- i. CMCEA shared that they had reports from teachers (particularly in related arts/specials) that the integrity of planning periods is not being honored. Teachers given 10 mins here, 5 min here (including transition time between classes), therefore, providing a lack of quality for planning time. CMCSS says true “individual, duty-free” planning periods will be added to the list of non-negotiables for Principals next school year. Related arts teachers in the elementary school should see immediate relief.
        - c. Salaries or Wages- Pay period options
          - i. CMCEA shared a scenario in which a new hire was unable to buy food or professional clothes for her first year of teaching. CMCSS shared a reminder of the option for new hires to receive a \$1000 advance to be paid back in \$200 increments upon hiring. CMCEA asked CFO why CMCSS certified staff are paid once monthly and why on the 5<sup>th</sup> and not 1<sup>st</sup>. CFO to research find out the reasons and what options there are regarding this standard.
        - d. Salaries or Wages- Budget Update
          - i. Not a lot of information is available about the budget for the 24-25 school year. ESSR/ARP funds will end, and some positions will transition to the general fund. Costs for the new elementary school must be included. Potential medical premium increase? Insurance Trust is reviewing. Local option sales taxes are not growing and this will be a property tax appraisal year. Step increases and COLA are always a consideration on the table. CMCSS agenda is to meet and exceed Gov. Lee’s planned \$50,000 salary for 1<sup>st</sup> year teachers. CMCEA shared that Robertson County currently exceeds CMCSS pay for the first 8 years. We need to exceed to be competitive; comparisons to other districts are always a consideration. CFO will have more information at the next meeting.
4. Meeting Schedule
  - a. March 26<sup>th</sup>- review assignment of duties policy, payroll frequency findings, and budget updates
  - b. April 9<sup>th</sup>- budget presentation
  - c. May 7<sup>th</sup>
  - d. MOU due by June

Minutes by: Tanisha Taylor