

Professional Council Meeting Quarter 1

Date 10/30 — 4:30-6:30 p.m. — Ed Center Board Room

In attendance: Clint Albers, Megan Bricks, John Hutchison, Shelby Lewis, Chris Pittman, Angie Powers, Trisha Putthoff, Lachelle Sigg, Eric Skoglund, Laura Wiltanger, Jennifer Woolever

Absent: Julia Wenzel

Meeting begins at 4:30pm.

Minutes:

Annual Review Items

- The Negotiated Agreement identifies a number of items which PC is charged with reviewing on an annual basis. Discussion today was about aligning when we discuss these different items.
- See items from NA highlighted in [this document](#)
 - Retirement Insurance Benefit Plan
 - Question: What was the report to entail and what timeline makes sense. Answer: the language in the agreement is fairly vague; discussed what information would be helpful for PC to have.
 - Important to distinguish this policy from the VERP; both follow the same timeline for notice but have different components.
 - Agreed to provide a report for both this policy and VERP in March.
 - District-Wide Program Assignments
 - Plan to review during 2nd Quarter PC meeting in December.
 - Assignment Area Review / RIF
 - Agreement specifies that this list is to be provided to PC by December 1, so this will also be discussed at the December meeting.
 - Leave Committee
 - Agreement asks us to review who is on the committee, so part of this will be achieved at today's meeting.
 - December meeting – a report will be presented on the current state of the Leave Bank from the committee.
 - Bylaws & Association Activities
 - Will be discussed later on today's agenda. Suggested that we make this a 1st quarter routine.

Committees

- [Update committee list](#)
 - Agreed to come back 2nd quarter with a goal of having most open spots filled by that meeting.
 - Unanimously agreed to re-title the “Elementary Plan Time Committee” to the “Elementary Committee” and broaden its scope to align with the Middle and High School committees.
- Miscellaneous Committee Updates
 - PTO - Question: How should we deal with data regarding PTO? Answer: Let's bring data to the larger PC table and discuss as a group. Currently,

we are learning what data can be created and what comparisons will be the most useful to help our group move forward. Expecting to have some data to look at during our first meeting in 3rd quarter.

- Conferences – Todd Wheat had been the lead for that group in the past; Jennifer Woolever will be taking that lead moving forward. Trisha Putthoff will also be serving as the elementary admin representative.
- ECAS – Eric Skoglund will continue to be the PC representative on this committee, but looking at having Kurt Parker (OW) work with Eric Hansen to co-chair.

Professional Council Bylaws & Expectations

1. Bylaws

- Core Values – **Agreed to revise the quotation to update to the revised district vision statement.**
- Meetings – **Agreed to add “or designee” to align with prior changes to allow for a PC which may not include the ONEA president and/or superintendent.**
- Meetings - “Operational Guidelines” document does not seem to exist; historically, it may have been part of the title of the “Expectations” document. **Agreed to remove “and Operational Guidelines” from this item.**
- Agenda - Discussed the phrase “approval of the Council” which we typically interpret more informally, rather than as a call to use Robert’s Rules or similar.
- Decision Making – Voting is in the bylaws but this group generally seeks to make decisions by consensus. Discussed the history of when PC may have used voting in the past, such as prior to the formation of the Variance Committee. **Agreed to remove the two sentences starting with “In cases where voting occurs...,”**
- Angie will bring a redline version of these changes (identified in **bold**) to the December meeting for final review.

2. Expectations

a. General

b. Communications

- Reviewed the most recent version of both documents.
- Discussed whether separate “Expectations” documents are still required, or if the reminders of our norms on the agenda (“How We Will Work”, “Processes We Will Use”) is better.
- Agreed to make small tweaks to the reminders on each agenda, and to replace the separate stand-alone documents.
- Discussed the need for timely review of the minutes, setting up a timeline beyond which they are automatically considered to be approved.
- Consensus for a new communications norm: minutes should be reviewed “within a week, OR prior to the next meeting, whichever is faster.”

- After review, minutes are shared to the In the Know newsletter and posted on the district web site.
 - Had some clarifying discussion to describe the intent of the “Draft Consensus” label as used by this group as negotiations proceed.
3. Decision-Making / Solving Issues Process: The Council believes that issues should be resolved informally when possible, starting at the lowest levels and advancing to higher levels only as necessary. Resolution, therefore, should start staff to staff, then proceed to include direct supervisors, then building-level administrators, then district-level administrators, then the Superintendent. For an alleged violation of the Negotiated Agreement, follow the Grievance Policy. The Professional Council exists to address issues that affect multiple staff members and that can be resolved by changing the Negotiated Agreement. The Professional Council will address those issues in accordance with its bylaws, Board Policy, and the Kansas Professional Negotiations Act. (Last confirmed 2019)
- Bylaws refer to the “Olathe Public Schools Decision-Making Process” - this document is quoted above in the agenda. Clarified that all members of the group are on the same page about the inclusion of this decision-making process.
 - Discussed the phrase “multiple staff members” and the intent of that inclusion to avoid dealing with unique grievances. Agreed to remove the word “multiple” to avoid issues in the rare event that we discuss a policy that only actively applies to a single educator.
 - Angie agreed to include this in the new bylaws redline to be presented in December.

Upcoming Meetings:

- 12/2 at 4:30 pm

How We Will Work:

- Quick communication between Council members
 - Listen to understand
 - We all have and should use our voice
 - Consider the scope of our impact as a Council
 - Not shying away from difficult conversations or topics
 - If someone feels that communication norms have been broken, we need to feel comfortable respectfully pointing this out.
 - The Council considers this important to deal with at the time and as a group.
 - Have an open mind, being good listeners, treating each other with respect

Processes We Will Use:

- Note taker (Julia) will send out minutes to all Professional Council members for review
- Final minutes are submitted to communications department to be both added to the Professional Council website and included in the “In The Know”
- Meetings are noticed in the “In The Know”

- Agenda will be set by Clint and Angie
- Draft Consensus Folder

Meeting concludes at 5:38pm.