

Professional Council Meeting Quarter 2

Date 12/2 — 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, Julia Wenzel, Jennifer Woolever

Meeting begins at 4:31pm

Meeting begins with each member sharing what they did over the Fall Break to rest and recharge to finish the rest of the semester.

Agenda:

Annual Review Items

- See items from NA highlighted in [this document](#)
 - Retirement Insurance Benefit Plan: Report on this and VERP in March
 - District-Wide Program Assignments: 2nd Quarter Meeting
 - Distribution of the language from the Negotiated Agreement, page 65
 - Goal at looking at the document: Make sure it's all correct and if any updates are needed
 - Proposed Change: "At-Risk Reading Teachers (elementary and secondary reading teachers; At-Risk State Funds) and "Title 1 Reading and Math"
 - Reason: None of the other positions include the funding source, proposed change would be to rename the category "At-Risk Reading, Including Title I"

Question: Are these reading positions the same as the Reading 6-12 or Literacy at the middle school level?

Answer: No, those are different positions; they're not the "at-risk"

Question: Is there a reason that PE, Art, General Music listed as just elementary?

Answer: There is not a clear answer, possibly due to licensure

- Assignment Area Review: By Dec 1st (2nd Quarter Meeting)
 - Council members review the document in the shared online folder. This document is used when going through the Reduction in Force procedure. When in a RIF procedure, the first would be to look at the level of the position, then the assignment name.
 - The Reduction in Force (RIF) language in the NA is in page 20-21.
 - Upon review of the document, there is an observation regarding the inconsistencies in the descriptions for "Position Name" column

- After discussion of the document, there is an agreement among Professional Council members that the document contains the pertinent information that is needed for the review.
- Leave Committee: Report in 2nd Quarter; Review of committee 1st Quarter
 - Report provided by Dr. Donovan, the Leave Bank Chairperson
 - Note: The previous system recorded the number of days, whereas the current system records in hours
 - The reserve number of hours has to be at 12,000 (according to the language)
 - Current Total Hours/Days Available for use beginning on January 1, 2025: 17,149.15 hours or 2,143 days

Committees

- Review [committee list](#)
- Committee updates
 - Appraisal Committee update (Angie)
 - In last meeting, review of the KEEP Rubric to make any other adjustments; drafts of specialized rubrics will be on the next agenda
 - Looking to update the documents and the process – will look at what it looks like within Frontline; someone from Frontline coming to walk through what that can look like on the digital platform to determine if Frontline is the best place for it

Question: Is there a goal date to roll out these new rubrics?

Answer: Working to decide when the rollout will be once there is a decision made about the platform that will be used (if Frontline, that would be sooner).

- EC/AS (Eric)
 - The committee had an initial meeting to establish an understanding of the charge and to begin discussions.
 - One area of discussion: Examine the pay for events – make it more equitable for classified and certified staff; rates have not changed in several years
 - The committee will consider new positions that will need to be added. As an example, KSHSAA is working through the process of approving eSports.
- Calendar (Clint & Angie)
 - Reaching out to the members of the committee to schedule the first meeting. Historically this has been in January. The group meets via Zoom (now Teams) at 7am.
- Conferences (Jennifer)
 - Will reach out to committee members to schedule the first meeting in January. Will look at ways of collecting data and information about conferences, in particular Winter Conferences that will happen in February.

- Benefits (Angie)
 - When the committee met, they discussed usage, which is up due to higher cost claims.
 - The committee is looking into “customer service” type issues that have come up for some employees trying access services/providers.

Professional Council Bylaws & Expectations

- Updated Bylaws
 - Review of the changes made to the document from the previous meeting.
 - Core Values: Updated to include the vision statement
 - Meetings: Added “designee” to align with prior changes; removed term “operational guidelines,” Changed needed: Add “or designee” after Superintendent of Schools and President of Olathe NEA to align with the changes
 - Decision Making: Removed sentences in cases where voting occurs; Integrate the language from the separate document that was about decision making; removed the word “multiple” in reference to “exists to address issues that affect staff members”
- Expectations
 - See revised expectations at bottom of agenda.
 - This addition to the end of the agenda will replace documents (“How we will work” and “Processes we will use”) to help reduce the number of locations information is found.

Collaboration on Issues:

- Language from the Negotiated Agreement states: “The purpose of the Professional Council is:
 1. to address issues and concerns that affect the working climate for delivery of the mission of the Olathe Public Schools
 2. to collaboratively discuss work environment issues that enhance educational opportunities for students
 3. to represent others and to act as the bargaining agency
 4. to clarify processes and procedures related to the work environment
 5. to communicate and act as a clearinghouse
 6. to promote public education” (38).
 - Olathe NEA would like to open a collaborative discussion about topics that have been raised by members.
- Topic 1: How can PC clarify what “collaboratively determine” means?
 - *From the Negotiated Agreement:* “The principal and pertinent staff will collaboratively determine, based on student needs, how staff time (beyond plan time, PLC time, and daily 25-minute duty-free lunch, travel time, prep

- and clean up time when traveling) will be utilized. Changes in student, building, and programmatic needs require flexibility in scheduling” (78).
- There have been instances where elementary specialists are reporting these decisions have not been collaboratively determined.
 - It creates a difficult situation when the specialist is the employee trying to start this conversation with their administrator who is a supervisor.
 - The educators would like to have language within the agreement that can ensure this process would happen.
 - The expectation is that a conversation should be had to include the needs of the building, the strengths of the educator are all considered.
 - How can Professional Council help ensure that this is happening in all buildings?
 - Angie and Clint can work with Jill and Liz to communicate these expectations to the administrators; set these expectations to all of the administrators.
 - After these conversations in the past, information has been included in The Source, which is helpful, but more direct communication is needed to emphasize the importance of this process.

Question: What are some examples of this happening?

Answer: Specialists are being assigned tasks that are not beyond their capacity without having a conversation with their administrators – the collaborative conversations are happening in some buildings, not all.

- Refer to the list on Page 78 of the Negotiated Agreement – Specialists in Schools with time outside of Plan/PLC/ Duty Free Lunch
- Topic 2: How can PC help clarify the answers to questions staff have about the two-hour delay start option new this year?
 - If we have a delay start option, does this mean the two inclement weather days marked as part of the calendar do not apply? Do we need to revisit the inclement weather days in the calendar?
 - There seems to be a misunderstanding of inclement weather days; if needed the inclement weather days can and will still be used. These days are considered .5 credit for student attendance because they are PD days, so having school on those days adds .5 credit.
 - Other districts will put the inclement weather days (that are assigned as Professional Development) after Memorial Day; the interest to put them there is because the state will award them

additional credits for being after Memorial Day – Olathe has not done this because it could mean that we attend school and/or Professional Development days after Memorial Day.

- The 2-hour delay start is an option to not have to extend the number of minutes in the 4th Quarter – this is something that all levels will need to do with the new adjusted times and 3-tier system.
- Will the bus company have enough drivers to run our routes if delayed?
 - Yes, this plan was discussed with the bus company before the decision was made .
- How will schedules for each level be determined? Within elementary, how will specials and recess work? Who will determine schedules? How will those working within those schedules have input?
 - The district worked with the administrators at each level to determine the schedules. The bell schedules at middle school would be as similar as possible; there are some variations for the number of lunches based on building size. High school bell schedules are the same at each building – any block days would be then changed to 7-hour days. This is necessary to help with traveling/OATC.
 - The district will work with Jill and Liz to create a minimum standard for what is happening in each building at the elementary level.
 - Elementary level would be treated more like a half-day.
 - Discussion: This creates inconsistencies in plan time and duty expectations.
- What are the plans to cover classes if we don't have enough subs take jobs and/or many employees use PTO time?
 - This is a common problem that is a daily occurrence; it would not be any different, however, this is something for the district to figure out – no clear answer at this time.
- How will we deliver instruction equitably when we have some families that won't be able to bring their students to school on a delay?
 - Not discussed at this time
- How will plan time be affected by the delay start?
 - This would be affected at all levels in different ways, no clear solution at this time.
- How will the delay start impact traveling educators serving multiple buildings?
 - There would be no travel; educators would report to their home building.
- Do we have data on how many Olathe education employees have children attending different school districts that may not have a delay start?

- There is already collaboration among districts (in Johnson County) when determining the inclement weather days; the surrounding districts have either already had this type of day in place or are also implementing a delayed start this year.

Upcoming Meetings:

- How will we determine our meeting schedule?
 - Traditionally Clint and Angie will meet to come up with common date options to send to the group in a Doodle to select the dates.
 - The 3rd Quarter meeting is in mid-January, the bargaining letter exchange will happen mid-February, then we begin meeting regularly in March.
 - Olathe NEA has asked the council to consider moving the start time of the meeting to 4:45 to allow for elementary educators on the council and those who would like to attend the meeting time to come. Starting at 4:30 does not allow them to complete their after-school duty and travel.
 - There are also several big construction projects planned for the area that may make travel more difficult as well.

Meeting Ends at 5:58pm

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 within a week, OR prior to the next meeting, whichever is sooner.
- 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