

10/28 AGREEMENTS AND COMMITMENTS FOLLOW-UP:

- The district continues to offer Business Office/HR open office hours via Zoom to support secretaries. The next scheduled dates are November 15th and December 6th.

Director Reed shared that we will likely not continue to offer this as the support option based on participation. The district will continue to brainstorm meaningful ways to help and asked for ideas from PSEC as well.

- PSEC will talk about “big rocks” in regard to a secretary training manual and ideas for who may be able to begin the work.

The association shared that conversations have not yet occurred. Director Reed reminded that the district does want to support, but needs a better understanding of what should be included in the manual to determine how to move forward.

- PSEC agreed to share PSE’s legislative priorities when they are available.

Director Reed shared that the district took a first draft to the school board at their November meeting and the final draft will go in the December meeting. Ms. Ford shared that PSE is still working on their priorities. President Miller indicated that the PSE leg conference in Presidents' Day weekend.

PSEC ITEMS:

- Job placement review process
The group discussed the process as outlined in Section 16.12.
- Training for FAC paras
Vice President Horvath indicated the need for FA paras to have both Ukeru and Right Response training. Director Reed requested ideas from the group regarding how we get paras to attend. Vice President Horvath shared that when she was in a para role, she was more inclined to attend when she had buy-in from the classroom teacher and/or building admin. Director Moses shared that an additional consideration is offering the trainings on days that do not require a sub, such as semester break day or conferences so as to not leave classrooms short-staffed.
- Afternoon buses at Sunset
Ms. Brantley shared that drivers are struggling with amount of time they are sitting idle waiting for students to come out of the building with some drivers waiting 15-20 minutes Ms. Seeberger also shared that having sped kids sitting on the bus and waiting also creates behaviors. Director Reed indicated that the district will follow-up and find out what they've tried and what has/has not worked.
- Job description updates
Vice President Horvath inquired about updating specific job descriptions. Both groups are working on an update plan.
- Letter writing campaign
President Miller shared that every building has a basket with cards to send to their legislative representative.

DISTRICT ITEMS:

- Status of Nutrition Services updated job description review by PSEC
Vice President Horvath shared that PSEC is reviewing.
- Custodial job description updates to complete M&O classification
Director Moses shared that HR is working on custodial job descriptions.
- Student Information Systems Specialist job description update
Director Moses shared that an update is in progress to post an additional position and complete IT classification.

- Qmlativ migration calendar
Director Reed shared a calendar, although training dates are not yet set in stone. The full system will be down 7/16-23/25. The week of August 4th will play an important part in training. Questions regarding training around the student side of Qmlativ should be directed to Chris Buob, Student Information Systems Specialist.
- Absence/fill data
Director Reed shared that the average absence fill rate for the month of November was 69% and requested ideas for recruitment.

RECURRING ITEMS:

- Bond Update
Director Reed provided an update on progress regarding projects.
- Legislative priorities
See above
- Qmlativ migration
See above

PSEC ITEMS TO MOVE FORWARD TO NEXT MEETING:

- None

DISTRICT ITEMS TO MOVE FORWARD TO NEXT MEETING:

- None

AGREEMENTS AND COMMITMENTS:

- PSEC committed to reviewing the updated Nutrition Services job descriptions.
- The district will follow-up regarding Sunset afternoon bus loading.

2024-25 MEETING SCHEDULE, 4:30-5:30 p.m., Teaching & Learning Conference Room:

October 28; December 2; January 27; February 24; March 31; April 28; June 2