



SUMMARY OF NEGOTIATIONS FOR THE 2023-2024 PROFESSIONAL NEGOTIATED AGREEMENT

The Negotiations Team is providing this summary to our Professional Employees and administrators as a reminder about negotiations and PNA updates, and to ensure that our Professional Employees have needed information to participate in the ratification vote.

The Team had productive discussions throughout the Spring semester to reach a PNA for 2023-2024. The Team used the interest-based bargaining (IBB) method and a neutral facilitator to problem-solve solutions to various issues raised by NEA SM and by the District. Our joint summary lists the tentative agreements (T.A.s), collective commitments (C.C.s), and a Memorandum of Understanding (MOU) reached during negotiations. T.A.s memorialize agreed-upon solutions that involve a change to PNA language. C.C.s and the MOU memorialize agreed-upon solutions that do not involve a change to PNA language. A [redline copy of the PNA](#) (which reflects the T.A.s, new salary schedules, and an updated supplemental schedule), the C.C.s, and the MOU are linked in this summary.

Tentative Agreements	
New Salary Schedules & Updated Supplemental Schedule	Professional Employees will receive a compensation increase of 4.36% to 5.61% (1.25% step, plus base increase of 4.36%). The updated supplemental schedule is more streamlined and reflects a stipend adjustment for multiple supplemental positions. [Additionally, please note that the District will cover the 2.7% increase to the health insurance premium, which equates to an additional \$24/month (the District will now contribute up to \$816/month for health insurance benefits)].
Sub Fill Rate & Payment for Unused Leave Days	increases the payment for unused leave days from \$50/day to \$75/day, with the goal of incentivizing Professional Employees to bank more leave days, thus decreasing the number of substitute teachers needed throughout the school year.
Compensation for eSchool Teachers	Adds language to the PNA stating that teachers who agree to teach an eSchool course will be compensated \$750 per course, plus \$70 per each student enrolled in the course (enrollment is capped at 100 students per course).
Current Temp Leave Days and Inactive Status	Adds new language to the PNA that allows an employee to receive retroactive credit for unused current temp leave days if they return to active status during the contract year (or the employee still has the options of using the days, banking them, or selling them back).
Protected Time for Elementary PLCs	Extends the pilot program for elementary PLCs for an additional year, but reduces the number of schedule options to the most popular two options (options 1 and 2) in order to achieve more consistent elementary PLC scheduling.
Educating New Hires about the PNA	Adds a 2-page Q&A summary to the PNA, which will be used to educate new hires about their rights and obligations under the PNA.
Late Resignation	Revises the PNA's late resignation provision to: (1) add an additional qualifying exemption for a serious medical condition of the employee or immediate family member necessitating 12 weeks of FML; (2) allow release during the summer

	(from the statutory late resignation deadline through the first contract day) upon payment of an escalating liquidated damages amount; and (3) allow release during the school year upon a suitable replacement being secured.
Annual PNA Issues	The \$1,000 early notice of resignation/retirement incentive, as well as the requirement to log a personal day for the Monday following the Superbowl by no later than 4:59pm on the Friday before, have been renewed in the 2023-24 PNA.

Collective Commitments and MOU	
C.C. re: Negotiations Procedure	Sets forth the procedure the Team used for negotiations for the 2023-2024 PNA; established meeting norms.
C.C. re: Educating New Hires about the PNA & New Teacher Academy (NTA)	States that: (1) during the Fall 2023 semester, Human Resources and NEA SM will jointly plan, advertise, and host an information session for all Professional Employees, but geared toward new hires, to educate them about the provisions in the PNA; and (2) during the Fall 2023 NTA, NEA SM will be permitted to hold an optional one-hour breakfast for new hires.
C.C. re: Sub Fill Rate & Payment for Unused Leave Days	Memorializes an agreement to review data regarding leave days and sub fill rates during future negotiations to determine if the increased payment for unused temp leave days has achieved the identified goals of incentivizing Professional Employees to bank more leave days and decreasing the number of substitute teachers needed.
MOU re: Comp for 6:7 & Workload of SPED Professional Employees	The MOU for 2023-24 regarding compensation for secondary general education teachers who agree to teach six periods has been updated to address workload for <u>all</u> pre-K-12 SPED Professional Employees and recognizes the work that has been done to ensure that caseloads and work are manageable for <u>all</u> SPED Professional Employees, including the 4 paperwork days.
C.C. re: Supporting Professional Employees with regard to Aggressive Student Behaviors	Lists action steps that have been and will be taken to support Professional Employees both during and following incidents of student aggression, including an incident guidance document for administrators, training for staff on de-escalation techniques, and the updated student discipline matrices.
C.C. re: Late Resignation	Memorializes a commitment by Human Resources to make reasonable efforts to secure a suitable replacement if a Professional Employee indicates that they would like to resign during the school year.



May 18, 2023 Joint Statement from SMSD and NEA SM

Our tenth and final negotiations meeting focused on: (a) reviewing and finalizing Tentative Agreements (T.A.s), which memorialize changes to language in the Professional Negotiated Agreement (PNA); and (b) reviewing budget and health insurance renewal information and reaching a consensus on compensation increases for the upcoming 2023-2024 school year. The Team is excited to share that Professional Employees will receive a compensation increase of 4.36% to 5.61% (1.25% step, plus base increase of 4.36%), plus the Board-approved retention payment of \$1,000 to be paid in the September 2023 payroll. The new salary schedule and the updated supplemental schedule are available [HERE](#). Accounting for professional growth (.94%) and an increase to the employer-paid portion of the health insurance premium (.25%), the total compensation package increase for Professional Employees is a range of 4.36% to 6.75%.

The Team first reviewed the T.A. regarding current temporary leave days, which would delete language in the PNA stating that current temp leave is prorated when an employee goes on inactive status. This change would allow employees to use all 10 current temp leave days when they go on inactive status for reasons such as leave under the Family and Medical Leave Act (FMLA) or short-term disability leave. Jennifer Lumley, Benefits Facilitator, presented information to the Team regarding how this change would impact Professional Employees. Ms. Lumley explained that our short-term disability policy is written to require that employees use all of their available leave days before accessing short-term disability. Therefore, if current temp leave days are not prorated when an employee goes on inactive status, then employees with the short-term disability benefit will have to use all 10 current temp leave days (and any banked sick leave) before accessing their benefits. This would result in employees receiving less short-term disability benefits overall. [Note that 836 out of approx. 2,200 members of the bargaining unit have elected to participate in the short-term disability benefit.] Further, Ms. Lumley shared that, in her experience, it is beneficial for employees to have temp leave days left when they return to active status, so that they have days available in case they have a sick child, etc. The Team reviewed the issue statement, which focused on ensuring that Professional Employees have adequate leave for personal and family reasons. Given the possible negative impact to short-term disability benefits if current temp leave days are not prorated when an employee goes on inactive status, the Team reached a consensus to keep the language in the PNA regarding prorating current temp leave days and to add new language that allows an employee to receive retroactive credit for unused current temp leave days if they return to active status during the contract year (or the employee still has the options of using the days, banking them, or selling them back). The T.A. memorializing these changes is [HERE](#).

Next, the Team reviewed the various paths forward with regard to the issue of providing consistent time for elementary PLCs to meet, the calendar, and professional learning time. The Team considered options of: sending the issue back to the committee for further study and

consideration; moving forward with the committee's recommendations regarding an ABCD schedule for elementary PLCs and adjustment to the elementary contract day and plan time; extending the current pilot program for elementary PLCs; revising the pilot program; and letting the pilot program expire. Given the concerns currently being expressed by elementary teachers about an ABCD schedule for elementary PLCs and an extended contract day, the Team agreed not to move forward with the committee's recommendation at this time to allow additional time for the committee to problem-solve and to allow additional time to survey elementary staff and educate them about options and recommendations for achieving consistent PLC time. The Team reached a consensus to extend the pilot program for elementary PLCs for an additional year, but to reduce the number of schedule options to the most popular two options (options 1 and 2) in order to achieve more consistent elementary PLC scheduling. The T.A. reflecting extension of the pilot program for 2023-2024 is [HERE](#). The Team acknowledged that, because the committee's recommendation was not adopted, we were unable to achieve the goals of adding additional teacher workdays, additional time for professional learning, and additional plan time for elementary teachers. We hope to find a solution that achieves most or all of these goals and that has sufficient buy-in from elementary staff for the 2024-2025 school year.

The Team then continued its discussion regarding the issue of supporting Professional Employees with regard to aggressive student behavior. Jill Johnson, NEA SM president, shared that, after our last negotiations meeting, she met with the Directors of Elementary Services, Kristie Darby and Chris Lowe, to discuss this issue. Ms. Johnson shared that she walked through the incident guidance document with Ms. Darby and Mr. Lowe to understand the steps that a building leader should take when a student has been physically aggressive toward a staff member. The Team discussed other tools that provide our staff with support in dealing with aggressive student behaviors, such as training on de-escalation techniques and the updated student discipline matrices. The Team developed a Collective Commitment (C.C.) which lists action steps that have and will be taken to support Professional Employees both during and following incidents of student aggression. The C.C. is available [HERE](#).

The Team reviewed, edited, and approved the following items that were discussed and agreed-upon at previous meetings:

- [Updated MOU for 2023-2024](#) regarding compensation for secondary general education teachers assigned to 6 teaching periods and regarding work assignments for special education teachers
- [T.A. that will add a 2-page Q&A summary to the PNA](#), and which will be used to educate new hires about their rights and obligations under the PNA
- [T.A. that revises the PNA's late resignation provision](#) to: (1) add an additional qualifying exemption for a serious medical condition of the employee or immediate family member necessitating 12 weeks of FML; (2) allow release during the summer (from the statutory late resignation deadline through the first contract day) upon payment of an escalating liquidated damages amount; and (3) allow release during the school year upon a suitable replacement being secured

- [C.C. that memorializes a commitment by Human Resources](#) to make reasonable efforts to secure a suitable replacement if a Professional Employee indicates that they would like to resign during the school year

Finally, the Team reviewed information regarding health insurance renewal and cost factors for various components of a compensation increase. Dr. Michael Schumacher, Associate Superintendent of Human Resources, shared information about the benefit committee's recommendation. The benefits committee made a recommendation to adopt the pharmacy formulary, which will reduce the overall health insurance premium increase from 6.3% to 2.7%. The pharmacy formulary under the District's plan is very broad, meaning only a small percentage (4.3%) of prescription drugs are impacted. [Note that, for prescription drugs that will no longer be covered under the District's plan as of Jan. 1, 2024, there are alternative options available.] The Team broke into 3 different compensation teams and independently developed "economic supposals" for spending the \$8,488,756 amount available. After each team presented its "economic supposal", the Team agreed to a 4.36% increase to the base, making a salary schedule placement adjustment for a group of Professional Employees who were impacted in an inequitable manner during the move to the new salary schedule, step movement, professional growth (column) movement, and an updated supplemental schedule. The Team also agreed that the District will cover the 2.7% increase to the health insurance premium, which equates to an additional \$24/month (the District will now contribute up to \$816/month for health insurance benefits). The Team did not use available funds to add contract days for instructional coaches, but it will keep this issue on the table and will consider the issue again next year. Instructional Coaches will continue to be compensated on an hourly basis (up to a maximum of 20 hours) for work completed during the summer outside of contract time.

At the conclusion of our final meeting, the Team discussed the possibility of a multi-year PNA on terms and conditions, but continuing to negotiate compensation annually. The Team agreed that a multi-year PNA could have benefits, including: (a) providing stability periods where the PNA's terms and conditions are not altered, allowing the negotiations team time to see how revised PNA provisions work and gather data/feedback; and (b) reducing the amount of time and resources spent on the negotiations process. Rachel England, General Counsel, shared that, while the IBB process has resulted in better negotiations outcomes, increased understanding about issues, and a more collaborative relationship between the District and the Association, it has been significantly more time consuming and resulted in some work-life balance issues for those who serve on the negotiations team. Our facilitator, Stephanie Haynes with the Federal Mediation and Conciliation Service (FMCS), stated that, in her experience, 1-year agreements are very rare and encouraged the Team to consider moving to multi-year agreements. The District and NEA SM will collaborate on a manageable schedule and time commitment for negotiations for the next PNA, and also will consider adopting a multi-year PNA in future years.

Within the next couple days, the Team will send a joint summary of negotiations for the 2023-2024 PNA and a red-lined PNA showing all language changes. The Team's goal is to hold the ratification vote on or before the last day of school, Tuesday, May 23rd. All Professional Employees - please keep an eye out for the ratification email from NEA SM and please vote!

Subject for All-Staff Email: May 18, 2023 Negotiations Update

From field: Joint NEA SM and SMSD IBB Team



May 10, 2023 Joint Statement from SMSD and NEA SM

At yesterday's negotiations meeting, the IBB Team reviewed the consensus that the Team previously reached on issues that concern Professional Learning Community (PLC) and plan time at the elementary level, the calendar, and professional learning time. The consensus involved a multi-prong solution:

1. Recommending that the administration/Dr. Hubbard implement an ABCD rotation for elementary PLC time with pairing-up two grade levels for supervision;
2. Increasing elementary plan time from 230 minutes/week to 250 minutes/week;
3. Changing the elementary contract day to 8 hours;
4. Deleting the pilot program for PLC time at the elementary level and reactivating the once per week staff meeting provision; and
5. Administration increasing daily student contact time at every level by 10 minutes per day, which would allow for 3-4 student days to be converted to non-student days in the calendar, as well as year-round late starts at the secondary level.

Jill Johnson, NEA SM President, shared that NEA SM reps received a lot of feedback on changing the elementary contract day. NEA SM issued a survey to elementary staff, and 75% of elementary staff indicated that they were not in favor of a longer contract day, even taking into consideration that it would allow additional plan time and additional teacher workdays. Ms. Johnson explained that elementary staff expressed concern that a longer contract day would present challenges with dropping-off and picking-up children, and also had concerns with the supervision plan for an ABCD PLC schedule. Nolan Lewis, Mill Creek Elementary teacher, further explained the supervision concern. Mr. Lewis stated that he received feedback from teachers regarding the "buddy system" supervision approach, including concerns regarding physical space limitations in classrooms, substitute teachers managing two classrooms of students, and how to provide instruction during "buddy system" time.

Our facilitator, Stephanie Haynes with the Federal Mediation and Conciliation Services (FMCS), provided guidance to the Team regarding what it means to reach a consensus and how to navigate the process when some Team members are no longer agreeable to a consensus. Dr. Michael Schumacher, Associate Superintendent of Human Resources, outlined possible next steps that the IBB Team could take: send the issues back to the sub-committee for more problem-solving work, extend the pilot program for elementary PLC, let the pilot program expire, or move forward with the previous consensus. Amber Pagan, Nieman Elementary pre-K teacher, suggested an additional possible next step: delaying implementation of the multi-prong solution to allow additional time to inform and educate elementary staff about the solution and to allow elementary staff to plan for and adjust to the changes. The Team discussed the time sensitivity of finding a solution to the issue of consistent PLC time at the elementary level and the fact that this issue has been discussed in negotiations for the past several years. The Team

agreed to think about the options and to make a decision regarding how to proceed at our next meeting.

Next, the Team picked-up an issue that previously was introduced regarding current temporary leave days. One focus of this issue was language in the Professional Negotiated Agreement (PNA) which states that leave days are prorated when a staff member is on “inactive status” because they went on unpaid leave under the Family and Medical Leave Act (FMLA). Ms. Johnson explained that the Association has a concern that staff members who go on maternity/paternity leave do not get the benefit of all of their 10 annual current temporary leave days when they go on FML. Dr. Schumacher explained that the reason the PNA states that leave is prorated for inactive status employees is because the District could not recoup the paid leave days in the event that the employee did not return after their leave. The Team identified interests in this issue, including equitable access to leave days, physical and mental well-being of our staff, and having a leave program that encourages responsible use of leave. The Team reached a consensus to remove the language in the PNA regarding prorating leave days if an employee does not complete the full term of their contract on active status. The Tentative Agreement (T.A.) reflecting this change is available [HERE](#). Professional Employees who need to take FML during the school year will now have access to all 10 of their current leave days.

An additional leave issue that the Team discussed was the Memorandum of Understanding (MOU) regarding accessing the Board of Education sick leave assistance bank for COVID-19-related leave. The MOU will sunset at the end of this school year. The Team agreed that the MOU achieved the desired outcomes during the pandemic and is no longer needed.

The final issue that the Team discussed at our May 9th meeting concerned aggressive student behaviors. The problem that was identified was: How do we ensure physical and emotional well-being of staff who deal with physically aggressive students? The focus of this issue included both how to manage aggressive students at the time of an incident and supporting staff after an incident. The Team reviewed a guidance document provided to administrators outlining protocol to follow after student escalation, which was developed as a result of negotiation meetings last school year. Dr. Todd Dain, Shawnee Mission South principal, and Kristy Fornal, Rushton Elementary principal, shared that this document has been reviewed extensively with administrators. The Team also talked through workers compensation coverage if a staff member is injured by a student. The first five days of leave are covered at full pay, and thereafter workers compensation provides a prorated daily amount which can be supplemented with the employee’s leave days. Ms. Fornal described how she handles re-entry after a student returns from a suspension related to being physically aggressive with staff. Ms. Fornal shared that, for special identification students, the re-entry could include review of the student’s IEP plan and/or behavior intervention plan (BIP). For un-identified students, the re-entry could include a SIT (student improvement team) meeting. The Team will continue to discuss this issue and complete the IBB process on this issue at our next meeting on May 17th.

Russel Knapp, Chief Financial Officer, presented 2023-2024 budget information to the Team. The budget presentation included the following information: \$11,288,239 is available for pay raises for all pay groups; the Professional Employee pay group comprises 75.2% of the District’s total salary/health insurance costs; and applying the 75.2% to the total available amount for pay raises equates to \$8,488,756 available for compensation increases for Professional Employees (not including the \$1,200,000 cost of column movement, or the

increase of the temporary leave buy-back amount from \$50/day to \$75/day). As a reminder, the Board has approved a retention payment from ESSER funds of \$1,000 to all employees who continue with the District for the 2023-2024 school year. The preliminary estimate for the health insurance premium is an increase of 6.5%, or an additional \$58/month per employee. Dr. Schumacher shared that our health insurance broker, CBIZ, has presented an option of a 3% premium increase if the District adopts a pharmacy formulary to restrict the types of prescriptions covered by our plan (this formulary would not impact 93% of District participants in the health plan). Mr. Knapp shared that adding one additional contract day for all instructional coaches equates to a cost of \$22,040.

Following the compensation presentation, Ms. Johnson presented an issue regarding the movement of Professional Employees to the new salary schedule. One consequence of the varied placement approach used to transition to the new schedule is that, in some instances, Professional Employees who were on the same step but different columns were advanced to different steps. Mr. Knapp shared that it would cost \$245,437 to make placement adjustments to the Professional Employees who were impacted by this issue. Dr. Schumacher reviewed a presentation that Allison Staroski, Budget Manager, gave to the Team last year regarding the pros and cons of the varied placement approach. One of the identified cons was that employees would receive different movement based on their placement on the old salary schedule. However, all employees were treated the same with regard to the methodology used to place them on the new schedule.

Jill Johnson, NEA SM president, presented the recommendations of the supplemental salary schedule committee. The committee's proposal for the supplemental schedule includes the following changes: move drill/dance 11-12 from Group 2 to Group 1; move the assistant dance/drill to be 60% of Group 1; move boys basketball JV and girls basketball JV from group 1A to Group 2; add \$2 to the pay for Group 1 so that 60% of Group 1 is \$4,416 (the same amount as Division Coordinator 20+FTE); move the high school counseling coordinator from \$3,751 to \$3,789; add the position of middle school musical director (\$2,912) and assistant middle school musical director (\$1,747); list the different middle school head coaches and their assistants; move elementary choir and student council from \$1,136 to \$1,677; eliminate the supplemental for debate trip supervisor Fri. & Sat. no overnight (\$187) and instead allow an employee to receive both the Fri. (\$68) and the Sat. (\$125) stipends (\$193 total). Ms. Johnson showed a proposed new supplemental salary schedule to the team, which is more streamlined and has a simpler format than the current schedule. Mr. Knapp shared that the cost of these changes to the supplemental schedule would total \$84,436.

Dr. Schumacher shared an additional recommendation that eschool teachers, rather than being compensated hourly, be compensated at a rate of \$750/class, plus \$70/student. [THIS T.A.](#) reflects new language that will be added to the PNA regarding compensation for eSchool teachers. Please note that eSchool is self-funded, and that compensation paid to eSchool teachers does not factor into the amount of funds available for compensation increases for Professional Employees.

Finally, the Team went back to the issue of encouraging our Professional Employees to save for retirement through the 403(b) retirement plan benefit. Dr. Schumacher stated that the District wants to incentivize employees to save for retirement, but that it makes sense to reconsider this issue after the District has moved to a single vendor.

The next negotiations meeting is scheduled for May 17, 2023 from 8:00 a.m. to 3:30 p.m.

Subject for All-Staff Email: May 10, 2023 Negotiations Update

From field: Joint NEA SM and SMSD IBB Team



April 27, 2023 Joint Statement from SMSD and NEA SM

During our 8th meeting to develop a Professional Negotiated Agreement (PNA) for the upcoming 2023-24 school year, the Team continued to work through an issue raised by NEA SM that concerns a variety of work-life balance and workload issues: workload of our special education teachers; number of preps across different departments for secondary general education teachers; duties of instructional coaches outside of their designated 187 contract days; and equity with Full Time Equivalent (FTE) for elementary specialists (PE, library, music and art). The focus of this issue is ensuring that the District continues to support manageable workloads, so that the SMSD can attract and retain quality staff.

Ms. Sherry Dumolien, Director of Special Education, presented information to the Team regarding workload of special education teachers. Our special education teachers are granted up to 4 paperwork days this school year pursuant to a [MOU between the District and NEA-SM regarding number of teaching periods for secondary teachers and work assignments for secondary special education teachers](#). Ms. Dumolien explained that the paperwork days were provided so that special education teachers would have uninterrupted time, outside of their plan time, to complete paperwork requirements. Ms. Dumolien shared that, since implementing the paperwork days, there has not been a reduction in instances of incomplete paperwork or errors in paperwork. To address this problem and to try to make the paperwork days more effective, special education teachers who need support and/or training have been paired with a buddy on paperwork days. Jill Johnson, NEA SM president, stated that the Association has received overwhelmingly positive feedback regarding the paperwork days and that special education teachers would like the paperwork days to continue. The Team discussed, as a possible solution to this issue, renewing the provision in the MOU regarding paperwork days for the 2023-24 school year. There is a cost associated with the paperwork days (\$153,600 annually) because some special education teachers require a substitute teacher when they are taking a paperwork day. Ms. Dumolien shared that she has included the cost of the 4 paperwork days in the special education budget for the 2023-24 school year, and so it would be possible to renew that provision in the MOU for the 2023-24 school year.

Ms. Dumolien presented the following historical averages and projected averages for resource teacher caseloads:

	2019-20	2020-21	2021-22	2022-23	Projected 2023-24
Elementary	14.2 - 22.8	13.7 - 18.2	8.5 - 15.3	8 - 14	8 - 14.4
Middle	12.7	11.4	11.5	11 - 14	9.5 - 14

High	13.5	11.9	12.5	11 - 14.6	12.6 - 13.9
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Ms. Dumolien shared caseload numbers from the Blue Valley and Olathe School Districts, which show that SMSD’s caseload numbers are either comparable or lower than our neighboring districts. Ms. Dumolien also explained how outliers with regard to low and high caseload numbers occur, and how the special education department works to address such outliers and open special education positions. When there is an open special education position, depending on the nature of the position and student needs, the District will add a long-term substitute through Kelly Services, partner with outside contracting agencies, provide support by instructional specialists, or divvy caseload amongst existing special education teachers. Where a caseload must be divided amongst existing staff, the administration allows the local school team to have significant input in how the caseload is divided and also gives consideration to adding 1-2 paperwork days for those staff members, particularly when paperwork is due within a short timeline. The Team again discussed the MOU, specifically the language regarding average caseloads for special education teachers. The Team agreed that Ms. Johnson and Rachel England, SMSD General Counsel, would review the MOU and present an updated version to the Team for consideration at a future meeting. In reviewing the MOU, they will consider whether to add language addressing caseloads for unified pre-K special education teachers and elementary special education teachers (the current MOU is specific to secondary teachers).

Next, Dr. Jeremy Higgins, Director of Secondary Human Resources, presented information to the Team regarding the number of preps across different departments for secondary general education teachers. Dr. Higgins shared that there currently are 13 secondary teachers who teach between departments. He projects that, next school year, there will again be 13 teachers scheduled to teach between different departments. Of these 13 secondary teachers, 7 have 2 preps, 4 have 3 preps, 1 has 4 preps, and 1 has 5 preps. Dr. Higgins explained that there are a variety of unique reasons why a teacher may crossover between departments. Dr. Higgins shared that, in developing master schedules, building administration works with teachers to develop creative and workable solutions. Building principals recognize that working across departments can present challenges for teachers, and they are always willing to work with staff who have a 4-5 preps or who work across departments to develop solutions.

Dr. Brittany Gonser, Director of Professional Learning, and Victoria Lynch, Instructional Coach at John Deimer Elementary, delivered a presentation to the Interest Based Bargaining (IBB) Team regarding instructional coach contracts. That presentation can be reviewed [HERE](#). Currently, our instructional coaches serve on the same contract as all Professional Employees (187 days), and they may be compensated at an hourly rate for up to 20 additional hours of work. Dr. Gonser and Ms. Lynch explained that many of our instructional coaches are working beyond their contracted number of days, and beyond the 20 additional hours, in order to prepare for the upcoming school year and in order to provide quality professional learning during the school year. They presented a recommendation to the Team that instructional coach contracts be extended by 5-10 days, which would align SMSD instructional coach contracts with other area school districts. Because there is a cost component to extending instructional coach contracts, the Team will consider this recommendation when discussing all compensation-related issues during our last couple meetings.

Finally, Pam Lewis, Director of Elementary Human Resources, presented to the Team regarding equity in FTE status for elementary specialists. That presentation can be reviewed [HERE](#). Ms. Lewis provided historical information regarding FTE status for specials teachers, and she explained the challenges of having consistent FTE assignments for specials teachers across our 34 elementary schools due to different enrollment numbers. Elementary schools with 24 sections will have 1.0 FTE specials teachers. Schools with over 24 sections receive instructional support from smaller schools. Specials teachers without a full-time 24 section schedule are used for a variety of support tasks, such as supervision during dismissal, morning/afternoon triage with students, intervention in reading and math, and social skills instruction. Ms. Lewis and Dr. Michael Schumacher, Assistant Superintendent of Human Resources, explained that they are looking closely at this issue and are continuously working to achieve more consistency with FTE as specials teachers retire and as enrollment and number of sections at schools change. As specialist openings arise at schools, Human Resources will analyze individual situations and consider the possibility of reassigning current staff to cover additional sections at the school and reassigning current staff to cover additional sections at large schools.

After reviewing the data and information on workload issues presented by different administrators and staff, the Team identified interests on this issue, which include job satisfaction for our Professional Employees, sustainability and flexibility of staffing models, staff retention, supporting positive mental health for staff, improving student outcomes, and ensuring that the District has an ability to meet student needs. The Team did not reach a final consensus on this issue, but agreed that the information provided during the meeting addressed a number of the workload concerns. The Team also agreed to discuss renewing the MOU and extending the District's commitment to: (a) provide additional compensation to full-time secondary general education teachers who agree to teach 6 periods; and (b) to identify average caseloads for special education teachers and provide specific workload supports for special education teachers.

The next negotiations meeting is scheduled for May 9, 2023 from 12:30 p.m. to 5:00 p.m.

Subject for All-Staff Email: April 27, 2023 Negotiations Update

From field: Joint NEA SM and SMSD IBB Team



April 19, 2023 Joint Statement from SMSD and NEA SM

At our April 18th meeting, the sub-committee that worked on calendar-related issues, professional learning time, and Professional Learning Community (PLC) and plan time at the elementary level (pre-K-6) presented a set of advisory recommendations to the Interest Based Bargaining (IBB) Team. The sub-committee was led and facilitated by Jill Johnson, NEA SM president, and Dr. Michael Schuamcher, Associate Superintendent of Human Resources. The sub-committee's goal was to address the following issue:

How do we ensure that the calendar and contract day support adequate time for PLCs, for Professional Employees to prepare for each semester, for professional learning activities, and for supervision during student dismissal, while also not harming the joint interest of work-life balance or any other shared priorities?

The sub-committee used a 5-pronged test when considering possible solutions:

Could/Would the solution:

- (1) provide consistent PLC time?
- (2) provide more professional learning time?
- (3) provide more prep time at the beginning of semesters?
- (4) provide contract consistency for Professional Employees?
- (5) provide more work-life balance?

Ms. Johnson presented two options for a solution to elementary PLC time:

- (1) An ABCD rotation for elementary PLC time with pairing-up two grade levels (buddy system) for supervision.
- (2) Late start for elementary PLC with a rotation of staff supervising students (like middle school).

Ms. Johnson shared that, after hours of discussion regarding schedules and supervision of students, the majority of the sub-committee members favored option 1 (ABCD rotation) for a solution to elementary PLC time. While option 1 does not provide consistent PLC time with middle and high schools (vertical alignment), a majority of the sub-committee members felt that option 1 provided a more viable approach to student supervision. Under option 2, staff members would have to supervise potentially very large numbers of elementary-aged students during late start days. Note that, with regard to both options for elementary PLC time, the sub-committee was not recommending any additional language in the Professional Negotiated Agreement (PNA), but rather was recommending that the pilot program for elementary PLCs not be renewed and instead the administration/Dr. Hubbard revise the daily schedule for elementary schools to provide consistent time for PLCs to meet.

In order to provide sufficient time during the contract day for elementary PLCs to meet and to achieve the other identified goals, the sub-committee made additional recommendations that would involve changes to the PNA. The sub-committee recommended increasing elementary plan time by 20 additional minutes each week, and changing the elementary contract day to 8 hours per day (to mirror the contract day for middle and high school). Dr. Schumacher explained that, in conjunction with the changed elementary contract day, the sub-committee was also recommending that the superintendent increase daily student contact time at all grade levels. Adding 10 minutes of student contact time each day would allow the District to convert approximately 3-4 student days to non-student days, which could be used for professional learning and teacher workdays. It also would allow for late starts at the secondary level throughout the school year. Ms. Johnson provided some historical context for the elementary contract day being shorter than the secondary contract day. Ms. Johnson explained that many years ago, sometime in the 1990s, the elementary contract day was shortened as a concession by the District during negotiations to account for the fact that elementary Professional Employees were afforded less plan time than secondary Professional Employees. Returning to an 8-hour work day at the elementary level is necessary in order to provide adequate plan time for elementary Professional Employees, and to provide adequate and consistent time for elementary PLCs to meet.

The Team spent some time talking through both options for elementary PLC time, as well as reviewing possible daily schedules that add 10 minutes of student contact time at the elementary, middle, and high schools. The Team reached a consensus to recommend Option 1 to the administration/Dr. Hubbard, as a solution to the issue of elementary PLC time. The Team also reached a consensus to adopt the sub-committee's recommendations regarding elementary plan time and the elementary contract day, as a solution to various calendar-related issues and professional learning time. This solution will involve multiple changes to the PNA. The PNA will be revised to increase elementary plan time from 230 minutes/week to 250 minutes/week, to change the elementary contract day to 8 hours, to delete the pilot program for PLC time at the elementary level, and to reactivate the staff meeting provision with regard to elementary Professional Employees. A Tentative Agreement (T.A.) reflecting these PNA changes will be developed and reviewed at a future negotiations meeting. As part of the solution, District administration acknowledged that daily student contact time will be increased at every level by 10 minutes per day, which would allow for 3-4 student days to be converted to non-student days in the calendar, as well as year-round late starts at the secondary level.

The Team also reached a consensus on a solution to the issue of the PNA's late resignation provision. The Team reviewed a chart showing all possible options for late resignation provisions. The Team talked through each of the possible options and tested them against the identified interests. The Team also discussed adding a fourth qualifying exemption to the late resignation provision, which would allow Professional Employees who are experiencing a serious medical condition (or who need to care for a spouse, child, or parent with a serious health condition) to be released from their contract if the employee provides a Family and Medical Leave (FML) certification indicating that they need to take 12 continuous weeks of leave. The Team arrived at a solution that would change the PNA's late resignation provision to:

- (1) Add the additional qualifying exemption for a serious medical condition of the employee or immediate family member necessitating 12 weeks of FML.

(2) Allow release during the summer (from the statutory late resignation deadline through the first contract day) upon payment of an escalating liquidated damages amount:

Statutory date - June 30:	\$500
July 1 - July 31:	\$1,500
Aug. 1 - First Contract Day:	\$2,000

(3) Allow release during the school year upon a suitable replacement being secured.

These changes will provide Professional Employees with the ability to resign at any time for valid, qualifying reasons, allow the District to secure a suitable replacement for a Professional Employee if they resign during the school year, and bring SMSD's late resignation provision more in-line with other area school districts. A T.A. reflecting these revisions to the PNA's late resignation provision will be developed and reviewed at a future negotiations meeting. A Collective Commitment (C.C.) also will be developed reflecting that SMSD Human Resources will make reasonable efforts to secure a suitable replacement if a Professional Employee indicates that they would like to resign during the school year.

The next negotiations meeting is scheduled for April 26, 2023 from 12:00 p.m. to 3:00 p.m. The agenda for this meeting includes continuing the IBB process on issues identified by NEA SM, including staffing and caseloads, student cell phone usage in class, and leave.

Subject for All-Staff Email: April 19, 2023 Negotiations Update

From field: Joint NEA SM and SMSD IBB Team



April 5, 2023 Joint Statement from SMSD and NEA SM

At our negotiations meeting yesterday, the Team agreed to increase the payment for unused leave days by 50% as a solution to the sub fill rate issue. Starting next school year, the Professional Negotiated Agreement (PNA) will increase the payment for unused current leave and for unused accumulated leave from \$50/day to \$75/day. (Note that the Team discussed trying to simplify our leave system by eliminating the pre-2008 leave day category, but we were unable to find a financially viable solution. The payment for pre-2008 unused leave days above 50 will remain at \$25/day.) The goal of increasing the payment amount for unused leave days is to incentivize Professional Employees not to use their leave days (unless needed), thus decreasing the number of substitute teachers needed throughout the school year. This change to the PNA language is reflected in a [Tentative Agreement](#). The parties also entered into a [Collective Commitment](#) memorializing an agreement to review data regarding leave days and sub fill rates during future negotiations to determine if the increased payments for unused leave has achieved the identified goals.

The Team tabled continuing its work on the late resignation issue, because our facilitator was unable to attend the meeting. Instead, the Team used the meeting time to introduce remaining issues and to develop agendas for our April and May meetings. NEA SM reps introduced and briefly explained a variety of workload issues for the Team to discuss and problem-solve, with the goal of ensuring that SMSD can continue to attract and retain quality staff. The workload issue focuses on SPED teachers caseload and schedules, specialists (PE, library, music, and art) caseload and equity with FTE across schools, ensuring that elementary teachers have adequate plan time every day, instructional coaches and duties performed outside of the contract days or outside of their 187-day contract, and ensuring that counselors and social workers have protected plan time every day. NEA SM reps also introduced issues concerning adequate leave to meet personal and family needs, and concerning student cell phone usage in classrooms.

Finally, Dr. Michael Schumacher, Associate Superintendent of Human Resources, introduced an issue regarding Professional Employees saving for retirement. Dr. Schumacher explained that, although the District offers a 403(b) retirement plan for all employees, very few Professional Employees are contributing to a 403(b) plan. Human Resources wants to ensure that teachers are aware and informed about the 403(b) plan benefit, and to support our Professional Employees in having sufficient retirement savings and being financially prepared to retire once they become KPERS eligible. Dr. Schumacher shared that one solution to this issue could be the District automatically opening a 403(b) account for each Professional Employee and making an annual contribution to each Professional Employee's account. At a future meeting, the Team will continue to brainstorm possible solutions to this issue.

The next meeting is scheduled for April 18, 2023 from 3:15 p.m. to 5:00 p.m. The agenda for this meeting includes: (1) a presentation by the sub-committee that is working on PLC time at the elementary level, plan time at the elementary level, adequate time for professional learning, and a variety of calendar issues; and (2) continuing the IBB process on the late resignation issue.

Subject for All-Staff Email: April 5, 2023 Negotiations Update

From field: Joint NEA SM and SMSD IBB Team

This email clarifies information provided in the Joint Statement sent earlier today, Wednesday, April 5, 2023, stating that “*the payment for pre-2008 unused leave days above 50 will remain at \$25/day.*” That statement is incorrect. **Professional Employees are no longer eligible to receive payment for pre-2008 unused leave days.** Under Article VIII(B)(3) of the Professional Negotiated Agreement (PNA), Professional Employees were only permitted to apply for payment for unused leave days above 50 that were accumulated prior to June 30, 2008 on or before May 1, 2009. Professional Employees with pre-2008 leave days may utilize those days, but those days are not eligible for buy-back. We apologize for causing any confusion.



March 3, 2023 Joint Statement from SMSD and NEA SM

At our fourth meeting to negotiate a PNA for the 2023-2024 school year, the Team continued the IBB process with respect to the issue of reducing the negative impact of late resignations. The Team discussed how various late resignation provisions (such as pure liquidated damages, time-barred liquidated damages, pure suitable replacement, and time-barred suitable replacement) work in practice. Dr. Michael Schumacher, Associate Superintendent of Human Resources, shared information about the goals of the SMSD Recruit Team, which include studying resignation data and developing retention strategies. The interests on this issue were reviewed and multiple joint interests were identified, including: avoiding a detrimental impact on students; avoiding inconsistency in the classroom and disruption to instruction; avoiding the burden and stress that late resignations and unfilled positions place on other Professional Employees, on building leaders, and on District administration/Human Resources; and avoiding undue burden on our substitute pool. Some conflicting interests were also identified - while the District has an interest in requiring teachers to honor their contract unless a suitable replacement is secured, NEA-SM has an interest in staff being permitted to resign upon payment of liquidated damages if they have concerns about their work environment. Team members discussed the importance of mental health support when a Professional Employee is feeling job-related stress or burn out, and the need to ensure that employees are aware of the mental health resources available through the District's Employee Assistance Program (EAP). The Team brainstormed solutions to this issue that could include an adjustment of the PNA's late resignation provision (but which would not involve any changes to the current exceptions for move of a spouse, promotion to an administrative position, or mutual benefit). The Team decided to ask HR and the SMSD Recruit Team to present information at the next meeting about late resignation data, including disaggregated data by grade level and position, and about retention efforts.

Next, Dr. Schumacher introduced the issue of sub fill rates and the goal of improving sub fill rates. Dr. Jeremy Higgins, Director of Secondary Human Resources, presented to the Team regarding our partnership with Kelly Education Services. Kelly handles all aspects of the District's substitute teacher program. Dr. Higgins presented historical data regarding substitute teachers. Over the past 4 school years, the number of substitute teachers (the "sub pool") has declined, but the sub pool made a recovery this school year. Over the past 4 years, the sub fill rate has declined from 99% in 2018-2019 to a current rate of 89% this school year. For this school year, we are on track to reach an all-time high on the number of sub jobs that need to be filled in a school year (approx. 29,000 jobs, including jobs filled by building subs). Dr. Higgins explained that, in the last couple months, we have seen an increase in the sub fill rate, which is attributable to incentives that the Board has put in place for subs - an additional \$20 on Fridays (from \$140/day to \$160/day) and increasing the daily rate for SPED subs (from \$140/day to \$155/day, or \$175/day on Fridays). Additionally, Kelly provides incentives to subs for working a specific number of days per week, provides a playoff Monday/Super Bowl Monday incentive,

and hosts a sub appreciation event. SMSD has an on-site Kelly account manager who works to monitor days when the District will have a high need for subs, to energize our subs, and to fill sub jobs.

The Team discussed how professional development days (trainings, curriculum cadres, etc.) can increase the need for subs and deplete the sub pool. The Team also discussed the thought process that Professional Employees use when deciding whether to use their leave days for purposes such as vacation or personal reasons, as opposed to banking unused days or selling them back at the buy-back rate of \$50/day. Team Members stressed that new Professional Employees must be educated about the importance of banking unused leave days and incentivized to bank unused days so that they have a built-up bank of days in the event of an extended illness or medical condition. The Team brainstormed solutions for this issue, which included increasing the temporary leave buy-back rate and ensuring that PD days are strategically scheduled to limit the number of Professional Employees out of a building on a single day. The Team agreed to ask the Finance Department for information about the impact of increasing the buy-back rate and possible methods for eliminating the complexity in leave balances caused by the pre-2008 buy-back process.

The next meeting is scheduled for Thursday, March 23, 2023 from 3:15 p.m. to 5:00 p.m. The agenda for this meeting includes completing the IBB process and trying to reach a consensus on a solution on both the late resignation issue and the sub fill rate issue.

Subject for All-Staff Email: March 3, 2023 Negotiations Update

From field: Joint NEA SM and SMSD IBB Team



February 22, 2023 Joint Statement from SMSD and NEA SM

The Negotiations Team began its third meeting by reviewing the interests and possible solutions that were previously identified on the issue of ensuring that newly hired Professional Employees are educated about the Professional Negotiated Agreement (PNA). Some of the possible solutions included: a joint communication from the District and NEA SM educating employees about the PNA, optional informational sessions hosted by Human Resources and NEA SM, optional informational lunches held at buildings, and preparing a joint “cheat sheet” on the PNA posted in an accessible location. The Team also discussed how to improve upon current methods for informing new hires about the PNA, such as Human Resources highlighting specific provisions of the PNA during employee onboarding. The Team reviewed the schedule for New Teacher Academy (NTA) and the timing of the breakfast hosted by NEA SM during NTA. The Team reached a consensus on a solution to this issue which includes the following components: (1) a voluntary informational session (possibly virtual) hosted by Human Resources and NEA SM a few months into the 2023-24 school year; (2) an optional breakfast during NTA hosted by NEA SM, which starts at “regular” daily start time for NTA; and (3) adding a FAQ or summary to the front of the PNA, and including the FAQ/summary along with contact information for Human Resources and NEA SM in the onboarding folder provided to new hires. [This Collective Commitment](#) reflects the first two components of the solution, and a Tentative Agreement memorializing the new section at the front of the PNA will be prepared and reviewed at an upcoming meeting.

Next, the Team discussed the issue of the late resignation provision in the PNA. Specifically, the Team focused on how we reduce the number of late resignations through both the contractual late resignation provision and through retention efforts. As a reminder, the current late resignation provision allows two primary options for late resignation: (1) 10-contract-days advance notice plus payment of \$2,000 liquidated damages; or (2) 28-calendar-days advance notice to give the District time to find a suitable replacement. Dr. Michael Schumacher, Associate Superintendent of Human Resources, and Rachel England, General Counsel, shared some challenges with the current late resignation provision. They explained that the current provision is more permissive than some neighboring school districts’ late resignation provision, which creates an opportunity for other districts to “poach” our Professional Employees during the summer and school year. They also explained that the current late resignation provision allows for abuse in terms of employees not working the required number of days before leaving their position. The Team agreed that, when a Professional Employee resigns late, specifically right before or during the school year, there is a negative impact on students and other staff, and a burden on administration and Human Resources. The Team identified information that is needed regarding this issue, including historical data on the number of late resignations, information obtained during exit interviews, information about why staff late-resigned and which late resignation mechanism from the PNA they utilized, the number of years of professional experience and number of years in a specific position for staff who late-resigned, and

information about other area school districts' late resignation provisions. At our next meeting, the Team will decide whether to form a sub-committee to study and make an advisory recommendation on this issue.

The next meeting is scheduled for Thursday, March 2, 2023 from 8:00 a.m. to 11:15 a.m. The agenda for this meeting includes: reviewing the schedule for discussing compensation and compensation-related issues, the issue of our sub fill rate and needing to reduce instances of having a low sub fill rate, the issue of ensuring that our staffing and caseloads support the goal of attracting and retaining staff, and the issue of ensuring that temporary leave time supports personal and family needs.

Subject for All-Staff Email: February 22, 2023 Negotiations Update

From field: Joint NEA SM and SMSD IBB Team



February 17, 2023 Joint Statement from SMSD and NEA SM

The IBB Negotiations Team had a productive second meeting yesterday morning. The Team introduced and discussed the following 5 related issues: equitable time to meet in PLCs during the contract day across all grade levels, the current pilot program for PLC time at the elementary level and the need for a permanent solution, adequate prep time before the start of each semester, problems connected to the length of the elementary contract day including a tight minute count and insufficient time to PLC, and insufficient time for our Professional Employees to engage in professional learning.

With regard to PLC time at the elementary level, the current 1-year pilot program in our Professional Negotiated Agreement (PNA) “borrows” from plan time and staff meeting time. While the pilot program has achieved the interest of providing more time for elementary Professional Employees to meet with their PLC, the Team acknowledged that the loss of plan time and staff meeting time has been problematic. Further, the pilot program presents some difficulties for singletons (*i.e.*, early ed., specials) to meet, does not allow for elementary teachers to collaborate with secondary teachers (vertical PLCs), and does not allow staff to have horizontal or “feeder pattern” PLCs because not all elementary schools are on the same schedule. Feedback from SMSD Professional Employees and administrators about PLCs has been overwhelmingly positive and we have seen the value in protecting time for PLCs to meet. The Team agreed that further problem-solving work needs to be done to ensure that we have consistent and equitable PLC time at the elementary level.

With regard to adequate prep time before the start of each semester, Team members shared an interest in ensuring that Professional Employees have adequate contract days/time before the first day of each semester to engage in activities such as: meeting with their PLC, planning and preparing lessons and curriculum for the upcoming semester, setting-up their classroom, and preparing for recently enrolled students. With regard to professional learning, the Team reviewed the significant work that the IBB Team and the SMSD Leadership and Learning Department have done over the past several years to improve professional learning opportunities for all our Professional Employees. Team members shared a concern that the calendar (particularly the current 2022-23 calendar), as well as the PNA requirement to provide plan time during professional learning days, has resulted in insufficient time for professional learning.

As the Team framed and focused the issues of PLC time at the elementary level, adequate prep time before each semester, and time for professional learning, the length of the elementary contract day (7 hours, 40 minutes) and the required number of instructional minutes for elementary students were identified as challenges. Team Members shared that the length of the elementary contract day has also presented a challenge for some elementary schools in ensuring adequate supervision during student dismissal. The Team agreed that an overarching

problem to solve during negotiations this year will be: *How do we ensure that the calendar and contract day support adequate time for PLCs, for Professional Employees to prepare for each semester, for professional learning activities, and for supervision during student dismissal, while also not harming the joint interest of work-life balance or any other shared priorities.* The Team formed a sub-committee comprised of members of the previous elementary PLC sub-committee plus additional Professional Employees and administrators to study, research, and provide an advisory recommendation to the IBB Team regarding this overarching issue. The subcommittee will present to the IBB Team at the meeting scheduled for April 18.

The Team introduced and walked through the IBB process with respect to the issue of ensuring that new hires are educated about the PNA and the SMSD negotiations process. The Team discussed the current methods that NEA SM and the administration use to inform new hires about the PNA. These methods include: NEA SM leadership being introduced at New Teacher Academy (NTA) and hosting an optional breakfast at NTA, NEA SM hosting informational sessions at individual buildings, Human Resources providing a copy of the PNA to new hires, the District ensuring that NEA SM leadership has up-to-date contact information for new hires, and the District's mentor program. Team members shared a concern that, despite these efforts, some Professional Employees are unaware of their rights and obligations under the PNA. The Team brainstormed solutions to this issue and will test the solutions against identified interests at the next Team meeting.

The next meeting is scheduled for Tuesday, February 21, 2023 from 3:15 p.m. to 5:00 p.m. The agenda for this meeting includes introducing and discussing the issue of the PNA's late resignation provision.

Subject for All-Staff Email: February 17, 2023 Negotiations Update

From field: Joint NEA SM and SMSD IBB Team



January 27, 2023 Joint Statement from SMSD and NEA SM

The IBB Negotiations Team had its first meeting to cooperatively work to develop a Professional Negotiated Agreement (PNA) for the 2023-24 school year. The Team has several new members this year: Amber Pagan (Nieman Elementary Pre-K Teacher and NEA SM Secretary), Kasey Orlik (Shawnee Mission West Special Education Teacher), Kristy Fornal (Rushton Elementary Principal), and Nolan Lewis (Mill Creek Elementary Teacher). Returning members to the team are: Jill Johnson (Indian Woods Teacher and NEA SM President), Dr. Joe Gilhaus (Deputy Superintendent), Jonathan Dirks (Indian Woods Teacher), Dr. Michael Schumacher (Assoc. Superintendent of Human Resources), Rachel England (General Counsel), and Dr. Todd Dain (Shawnee Mission South Principal).

At our first meeting, the Team exchanged notice letters and introduced their issue statements. Notice letters are required by the Kansas Professional Negotiations Act, and issue statements expand upon the noticed items and are part of the Interest-Based Bargaining (IBB) process. The Team prioritized the issues and prepared tentative agendas for the upcoming meetings. At our next meeting, the Team will frame and focus the following 5 related issues: equitable time to meet in PLCs during the contract day across all grade levels, the current pilot program for PLC time at the elementary level and the need for a permanent solution, adequate prep time before the start of each semester, insufficient instructional minutes and insufficient time to PLC at the elementary level, and insufficient time for our Professional Employees to engage in professional learning. The Team will consider whether a sub-committee should be formed to gather data and information about these five issues and provide recommendations for possible solutions. The Team will then move on to the issues of: Ensuring that NEA SM is able to effectively communicate with new hires about the PNA, and late resignations.

The Team discussed the issue of the procedure that we will use for negotiating the 2023-24 PNA, as well as meeting norms or “ground rules” for Team members’ conduct. The Team reviewed and revised a Collective Commitment (C.C.) that was entered into the last two years on this issue. The Team made some minor adjustments to last year’s C.C. and reached a consensus on the negotiations procedure. The C.C. regarding the negotiations procedure is available [HERE](#). The Team agreed that the C.C. will be reviewed and revised at the start of negotiations each year.

The next meeting is scheduled for Thursday, February 16, 2023 from 8:00 a.m. to 11:15 a.m.

Subject for All-Staff Email: January 27, 2023 Negotiations Update

From field: Joint NEA SM and SMSD IBB Team