

Executive Council Minutes
Open Session
December 16, 2006

Officers present: President Marc Houle, 2nd VP/6-12 Director of Educational Issues and Labor Relations Candy Smiley, Communications Secretary Naomi Lukaszewski, Treasurer/K-5 Director of Educational Issues and Labor Relations Karen Wusthoff

Reps: R. Ruark, TPMS

Meeting called to order: 4:10 p.m.

Handouts: PUSD Board Policy: Student Personnel, School Visitations
 CA Ed Code: Classroom Interruptions, Classroom Observations, Electronic Listening Devices, Recording Devices

Secretary's Note: In order to save paper, the agenda is written on the whiteboard and recorded by the secretary.

Agenda:

- UBC & Classified Staff
- MS Team Leadership
- K-5 ELA Council and TLC
- Staff Development
- HS minutes
- PFT Rep Agenda
- Open Items

I. Minutes

- A. November 14 Executive Council: unanimously approved with amendments
- B. December 5 Executive Council: unanimously approved with amendments.

II. UBC and Classified Staff

- A. Question from Site Rep: "Can Classified and Certificated Staff be on the UBC together?"

Discussion:

- The presence of classified staff can be used to dilute the effectiveness of teachers. One site principal included classified personnel simply as "yes-men".
- In a perfect world, classified staff would be included because the purpose of the UBC is to deal with issues that affect the school.
- We have classified staff on our UBC.
- What if the classified staff is the problem?
- Is there a problem?
- The site rep just wanted to make sure they weren't breaking any rules by including classified staff on the UBC.
- The original Memorandum of Understanding (MOU) language states that the UBC is made up of 5 teachers. Principals can appoint 2 people as a "resource". I don't think that means Special Ed.
- I think that means as a resource relevant to the discussion.
- The term "appoint" sounds like more than a one meeting thing. It sounds like if the principal appoints a classified staff person as a resource then that appointee is allowed to attend all the meetings.

Consensus: Classified staff can sit on the UBC committee.

III. Middle School Team Leadership Meeting

- A. Attendee surveys collected.
 - 1. Overall positive response
 - a. Attendees felt they were treated professionally.
 - b. Felt included in decision making.
 - c. Want more meetings, more time for discussion
 - d. "Team Leader" job needs description, clarification.

- e. Expressed need for more instructional leadership
 - f. Expressed need for more participation among like subject matter instructors.
 - i. Science teachers meeting with other science teachers.
- B. R. Ruark (TPMS) suggests reconvening for a debriefing and extending and invitation for those who were not able to attend initial meeting.
1. Can be used as an opportunity to build capacity for leadership and PFT.

Discussion:

- Who would be invited?
- It's not who to invite, it's what is the topic. You would get different participants depending on the topic. Teachers who would show up for an examination of Assessment may not come for a discussion of Writing.
- There is a tendency to say, invite the Team Leaders because they are easy to identify but those people are not necessarily the ones who are going to take leadership roles.

IV. K-5 ELA Council and TLC

- A. The Writing TLC offered by Stacy Vinge is different from the Council work. The TLC is specifically aligned and the work of the Council is global.
1. We have a potential conflict of interest that needs to be monitored.
 2. TLC needs to remain a professional growth avenue directed by teachers and not a vehicle for LSS agendas.
 - a. TLC's original purpose was to provide teachers with professional growth based on needs of the teachers.

V. Staff Development Study Group

- A. K. Wusthoff and C. Smiley, in collaboration with District, completed a survey regarding professional growth in PUSD.
1. PFT and the District will be provided with a personalized report analyzing professional growth in the district.
- B. K. Wusthoff and C. Smiley will attend a 2 day workshop in Houston.
1. They will represent PUSD/PFT as one of 20 districts invited from the USA.

VI. High School Minutes

- A. Schedules need to change because if they continue as is, we will be under minutes required by the state.
- B. New schedules will be effective Fall 2007.
- C. Simply eliminating Professional Time and Tutorials fixes problem but impact on academics and teachers is not known.
1. Need to have teacher input and examine prototypes of other schedules.
- D. M. Carrillo to have meeting with small committee to examine schedule data.
1. Need to determine how to decide on schedule.
 2. How much of an interest is there in uniform schedules?

VII. PFT December Rep Meeting Agenda

- A. School visitations-*see handouts*
1. Review Ed Code and PUSD Board Policy
 - a. Visitation rights
- B. Audit
1. Review Recommendations
 2. Audit is posted on website.
- C. Rep Elections
1. Sites need to be informed to run own site rep elections.
 - a. This was not explained well to reps.
 2. New reps not installed until January.
 - a. Sites who did not hold elections in December may do so in January.
- D. Agenda Order

1. Budget
2. Audit
3. Parent Visitations
4. High School Minutes
5. Site Rep Elections
6. Officer Elections

VIII. Open Items

A. Certification Form

1. Communications Secretary has written an e-mail to CFT Secretary Mike Nye for information regarding an election certification form. If one is not available from CFT, the Communications Secretary will write a draft for approval by the Executive Council.
 - a. Even though the last election was uncontested, it is better to have forms and processes in place to reduce conflict in the event of a contested election.

Meeting adjourned: 5:15 p.m.

Next meeting: January 2, 2007

Submitted by Naomi Lukaszewski, PFT Communications Secretary