



The Professional Committee



*ProCom is a joint committee of
the Lincoln Public Schools and the Lincoln Education Association*

ProCom Minutes
December 6, 2006
LEA Office
Approved 01-31-07

In Attendance:

Association: Jenni Absalon, Doreen Ainslie, Marcia Benner, Matthew Hoffman, Arlene Rea, Jim Rea, Daniel Ross, Resa Wiltse.

District: Dr. Nancy Biggs, Bill Bucher, Dr. Susan Gourley, Dr. Mary Beth Lehmanowsky, Dr. Marilyn Moore, Dennis Van Horn, Ruth Ann Wylie

The first meeting of the 2006-2007 Professional Committee (ProCom) started with introductions. LEA President Arlene Rea and LPS Dr. Nancy Biggs began the meeting at 4:15 p.m. Guidelines and purpose of ProCom were reviewed. The minutes from December 8, 2005 were approved.

1. According to the Negotiated agreement: During the 2006-2007 school year, PROCOM will study the work load of certificated employees and issue a summary report no later than January 2008.
2. Dr. Biggs indicated that this meeting should be devoted to hearing and learning from ProCom members what they perceive is teacher workload. In subsequent meetings, we will discuss the steps we will take to develop a report.
3. Ms. Rea indicated that the intent of the negotiations teams was that if solutions could be agreed upon by both parties before the January deadline, that we should implement those solutions.
4. Individual teacher members discussed a variety of items that are impacting workload.
 - a. Most things that teachers are asked to do are good. Teachers are not questioning the value, but concerned how they can continue to do all and still be able to do quality work to positively impact student achievement.
 - b. All levels: Because of budget restraints, TeamMates liaisons, VIP liaisons, team leaders are no longer being paid. Paraprofessionals have been cut. As a result, teachers are being asked to do these duties.
 - c. Elementary: Each subject area such as math, reading, and science requires their own sets of records. In some cases the recording is duplicated up to six or seven times for the same subject. The record keeping is taking an inordinate amount of time. Re-teaching and re-testing add to the number of evaluations needed and more record keeping.
 - d. Kindergarten: Individual testing of students takes time and places teachers in a position to take time away from other students while testing one student or having another person/substitute to teach while assessing. If the latter is chosen, then lesson plans have to be designed for the substitute. Recording the information follows the assessment. Time to plan, assess, evaluate, and record has increased dramatically.

- e. All levels: Communication has increased with parents via e-mail and phone which is good, but drains teacher time from plan time or having to complete the communication after contract hours and in the evenings.
 - f. All levels: The new copying system is time consuming because now teachers are doing the work that once paras or parent volunteers were doing. Teachers are standing in line to scan, make individual copies, etc. The copying system has created a huge learning curve and is a stressor.
 - g. High School: PLCs vary from building to building. Schools that have modified their schedule and released students early are showing less stress. Stress may be caused by individuals because they want to do more. It is not because they have been asked to do more. Other buildings where the schedule is not being modified: Extra meetings are being called between PLC times. Team members are asked to meet but finding a common time to meet is difficult and usually takes up lunch or planning time. At some point in time teachers may see PLC's as saving them time, but right now that it not the case.
 - h. High School: Have formed teams, matching every student with an adult in the building is good, but every adult is being stretched to meet the needs of each student. Teachers feel that they are not doing quality work for anyone.
 - i. Middle Level: For the SAT process, counselors initiated now teachers are being ask to lead. Some schools are initiating student-led conferences which takes a great deal of time to plan and implement.
 - j. All levels: Computer usage has increased dramatically. The time to look up bulletins, handbooks, etc takes up more time than looking at a sheet of paper or for a specific page from the handbook.
 - k. SPED: One to two-hour meetings with parents on a monthly basis. Thirty to forty-page assessments (i.e. ABLLS and Alternative Assessments) needed to be completed for each student are very time consuming. These are all paper, none are electronic.
 - l. Elementary: Documentation and back up documentation need to be saved for the whole year. Some parents request to see individual work to determine what areas the student is doing well or needs improvement.
5. Next meeting is January 30, 2007, at the LEA Office, 4:15 p.m. Between now and the meeting, the district will collect solutions to concerns, define which tests are required by the government and which by LPS, and report on the progress toward efficiencies (i.e. math tests, impact of all day kindergarten, etc.). The Association will have a preliminary report of their workload study that was conducted the week of November 13 – 19, 2006.
6. Future scheduled meeting dates are March 7 and April 4.