

2023-2024 WFEA RA Meeting Agenda and Notes

*This is an ongoing document. **Most recent meeting notes will be at the top** of this document.*

Building Reps - These notes are for building reps, you can share them with your building at your meetings, but please be sensitive to any confidential or not ready to share with the whole group items.

Matt will be putting together a summary/update document that will be shared with members after our Executive Board meetings, which follow the RA meetings.

[WFEA Website Link](#)

****Find the link to the meetings on the WFEA website calendar.**

[Link to Montonye summary/update to members](#)

Meeting Date/Time: 4-16-24

Attendance: *those not in attendance are highlighted*

Matt Montonye	Jolene Sand	Suzie Haaland
Krista Hulderman	Amber Thorstad	Timothy Broeren
Tressa Lura	Jen Von Pinnon	Deanna NDU
Lisa Dullum	Janelle Adams	Jordan Willgoths
		Andy NDU
Aurora	Independence	Cheney
Brooks Harbor	LE Berger	Heritage
Deer Creek	Legacy	Liberty
Early Childhood	Osgood	Community High
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Freedom	Westside	WFHS
Harwood	Willow Park	ESP Member(s)
Horace Elementary		

Agenda and Notes

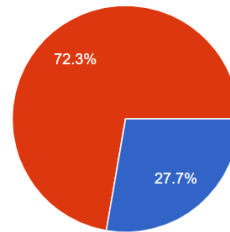
Item	Time	Notes *Highlight action steps and name responsible for carrying out that action. <i>Bold and italic for an item to be brought to WFEA Exec Board and or Exec/Admin meetings.</i>
Mike Burton	10 Min	Mike is the President of the Fargo Retired Teachers Association. He's asking for our help in raising money for scholarships by purchasing pizza through Papa Murphy's the week May 7-11 for Teacher Appreciation Week. In the past few years, this group has given about \$65,000 to students who are going into education as a career. The scholarship fund is used for: 3 or 4 scholarships every year at \$1000 each. MSUM education students Students coming out of high school going into education Monday, May 6 and Thursday, May 9 - Papa Murphy's fundraiser (Dine to Donate). Must mention this is for the Retired Teachers' group or if ordered online, GIVE20 at checkout. Cass County Retired Teachers is looking for members; if you know a teacher who is retiring, share the Cass County flyer with them.
Minutes approved Agenda Approved		Motion - Mae, 2nd, Dullum Approved
Updates from Admin meeting	15 min	Behavioral/Safety team update- Annie Richards leads the committee, WFEA asked for a summary of what was accomplished and what the plan is moving forward. Annie shared: The current plan is transition subcommittees establishing action items for 2024-25 for entering Kindergarten, 5th to 6th, and 8th to 9th. Elementary admin is reviewing documents and establishing "tight, loose" guidelines for behavior matrices. Fall of 2024 the committee will prioritize elementary... *get notes from Jen VP for actual language What went well - the philosophy of education at WFPS - what we expect from our learners and stakeholders. Working toward a "code of conduct"

		for teachers, community, and students. WFEA would like to see this ready for fall...back to school. Questions - Will administrators do what the policy says and follow the same plan? WFEA would like to see if this could be put on the website/district and building where it is evident and clear. *same plan - What if an admin doesn't follow? Can WFEA brainstorm what our goals were for the SEL-B committee, so we can share with admin and the committee to ensure it is meeting our intent with bringing it to negotiations? Schools are beginning to form their own plans that seem similar to a code of conduct...shouldn't this be the work of the district committee that was formed during negotiations? Transfer Protocol- ESSER funding ending, Meadowlark opening, shifting students and staff were discussed. Staff/Teachers have been displaced. Building administrators have discretion in this situation; there is not a district wide policy. Team dynamics, leadership, experience are taken into consideration. If displaced, not necessarily to Meadowlark, could go to a building where there is an open position. Why does this matter to teachers? Working environment, distrust, unhappiness. Internal/part time/travel teachers - there is no set system. WFEA/Admin Key Comms Update - WFEA/Admin meeting summaries will be shared in Key Comms moving forward. This will allow for transparency and communication about things that are happening. https://wfps.sharepoint.com/Leadership/Collaborative%20Agendas/Forms/AllItems.aspx?csf=1&web=1&e=XoSDGx&cid=a06ac8cf%2Df84b%2D444e%2D92a0%2Dbce4eef21927&FolderCTID=0x012000E32E5B1F4FDC0C44893CB789EC1A6A22&id=%2FLeadership%2FCollaborative%20Agendas%2FWFEA%20%26%20Admin%20Meetings End of the Year/Start of next year Classroom Cleaning- Planned Change for Summer 2024: Based on feedback and further investigation, we found that some classrooms were not returned to their original setup last summer and that there were tables and chairs had been left stacked. For the upcoming summer, we aim to ensure that classrooms are correctly put back the way they were found at the beginning of the
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		summer break. To facilitate this, we plan to implement the following changes: 1. Photographs: Prior to beginning the summer cleaning, we will take photographs of each classroom's setup. These photographs will be taped outside each classroom door near the cleaning checklist. This will serve as a visual reference to ensure that classrooms are returned to their original state. 2. Inspection Towards the End of Summer: As we near the end of the summer break, we will work closely with staff to conduct thorough inspections of each classroom. The photographs posted outside each door will assist in this process, helping to ensure that each room is returned to its proper order. We believe that these planned changes will not only streamline our cleaning processes but also enhance the overall organization and cleanliness of our school facilities. Your feedback and cooperation are greatly appreciated as we work towards implementing these improvements. Who takes the photos? What happens if something breaks over the summer or during cleaning/movement of items?
President Report	5	Homework for May meeting: Must haves for start of next school year and things to work on during next school year. Building Reps should complete this.
Treasurer Report	20	Final Budget Reading/Vote ***Proposed Budget Summary below this table. Jordan Willgoths moved to return to the \$40 per member dues for teachers and \$20 for the 24-25 school year (this is still a dues reduction from our normal dues rate of \$58.00) Megan seconded Conversation: this is still a reduction in dues Motion carried - dues are \$40 for teacher members, \$20 Jordan Willgoths moved to accept the overall proposed budget. Tim Broeren seconded. Motion carries
Elections Results	5	Samantha Olson accepts the Elementary Rep position

Elementary Rep

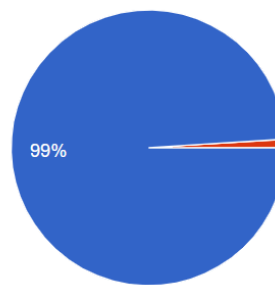
101 responses



- Kyle Berkley - Bio: I'm Kyle Berkley, a dedicated music teacher with nine years of teaching experience. Over the last four years, I've had the pleasure of teaching at West Fargo Public Schools, including Osgood and Independence,...
- Samantha Olson - Bio: My name is Samantha Olson, and I have been nominated as one of the elementary representatives for WFEA. I have accepted this nomination because I a...

High School Rep

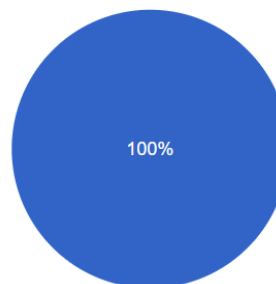
101 responses



- Tim Broeren
- Anyone else

ESP Rep

101 responses



- Janelle Adams

Vice President

101 responses



- Krista Hulderman

NDU update	5 min	End of the Year Bowling Party - May 10th, 2024. Appreciation for members...not open to nonmembers. Held at KingPins...taco bar. Joint event with FEA. Building Reps - hang up flyers at your buildings. There will be door prizes and a trophy for the best bowling between WFEA and FEA.
Member Concerns	10 min	RA Meeting Times: Buildings will be ending at 4:00 next year, can we move our RA meetings to a later time? Yes - meetings will be from 4:20 - 5:20?

2024-25 Proposed WFEA Budget

If you have questions, email Lisa Dullum: wfeatreasurer@gmail.com or ldullum@west-fargo.k12.nd.us .

Background Information:

WFEA Dues have traditionally been \$58.00. Within the last ten years, WFEA leadership decided to lower the dues to \$40.00. Two years ago, due to our bank fund balance, WFEA leadership instituted a two-year dues holiday.

Our approximate bank balance at the end of the 2023-24 school year will be approximately \$90,000, which is a healthy balance. With deficit spending (to our budget), we cannot continue this forever and because the dues holiday (\$0) is at the end of year 2, we need to decide whether to continue the dues holiday or once again charge dues.

The table below shows two different options for dues amounts. These amounts aren't set in stone and are up for discussion. In the example below:

- **If we continue the dues holiday, we will deficit spend to our budget and will deplete our bank fund balance in about two years.**
- **If we charge \$30, we will deplete our fund balance in about four years, and**
- **If we charge \$58, we will deplete our fund balance within twenty years.**

2024-2025 Proposed				
		Dues Holiday	\$40 Dues	\$58 Dues
Full Time Members	670	\$0.00	\$20,100.00	38860
Part Time Members	4	\$0.00	\$120.00	116
ESP Members	42	\$0.00	\$1,260.00	1218
Total Revenue		\$0.00	\$21,480.00	\$40,194.00
		\$0	\$40	\$58
	Total Proposed Budget	\$44,775.00	\$44,775.00	\$44,775.00
	Local Dues Revenue	\$0.00	\$21,480.00	\$40,194.00
	Difference *Deficit spending to our budget	-\$44,775.00	-\$23,295.00	-\$4,581.00

2024-2025 Proposed Budget		\$44,775		
Budget Code				Budget Reading Notes
100's	State or National	\$3,700		
101	NEA Rep Assembly	\$2,200		We rarely use this
102	NDU Delegate Assembly	\$1,500		Usually about \$500

200's	WFEA Leadership Expenses	\$24,600		
201	President Stipend	\$10,000	<i>Stipends are paid half in December and half in May</i>	
202	Vice President Stipend	\$1,000	<i>Stipends are paid half in December and half in May</i>	
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204	Treasurer Stipend	\$1,000	<i>Stipends are paid half in December and half in May</i>	
205	Exec Board Reps (1 ESP, 3 Elem, 1 Middle, 1 High)	\$4,000	<i>Stipends are paid half in December and half in May</i>	
206	<i>Past President Stipend (*1st year of new president)</i>	\$800	<i>Stipends are paid half in December and half in May</i>	<i>Not always paid out, only 1st year of new president role</i>
207	Membership Chair	\$700	<i>Stipends are paid half in December and half in May</i>	
208	Member Rights	\$3,500	<i>Two positions, stipends are paid half in December and half in May</i> <i>Update - Three Positions. Will give a \$500 stipend to current member rights for training purposes; this stipend will be done at the conclusion of the 2024-25 school year and the yearly budget for member rights will be</i>	<i>\$3000 (\$1000 per person plus \$500 additional (either to one person or \$250 for two current))</i>

			<i>\$3000; \$1000 each for three positions.</i>	
209	Exec Board Training and Expense	\$1,200	<i>Annual Training and Planning</i>	
210	Meeting Expenses	\$400	<i>Rep Assembly or Exec Board</i>	
211	Association Leave	\$1,000		<i>Not always used; varies</i>
300's	WFEA Membership/Association Expenses	\$10,675		
301	Public Relations	\$3,500	<i>NDU/Member Organizer</i>	
302	Membership Recruitment	\$500	<i>Back to school for new teachers</i>	
303	Negotiations Stipends	\$5,000	<i>Five Table Negotiators (\$1600 ea), Lead Negotiator (\$2000), One Alternate (\$1600); budgeted for every other year as negotiations are held every two years.</i>	
304	Negotiations Expenses	\$500	<i>Meals (can be divided per person or used for group orders) \$350 each year; \$700 paid out on negotiations years; includes notetaker if a WFEA member. Negotiations Minutes \$150 each year; \$300 paid out on negotiations years (\$25 per meeting; flexibility to pay additional meetings beyond twelve meetings)</i>	

305	General Association Expenses	\$1,175	<i>Includes RA/Exec meeting expenses and general operating expenses</i>	
400's	Gifts, Awards, Special Expenses	\$5,800		
401	End of the year Awards Banquet	\$300		
402	Retirement Gifts	\$1,500	<i>Gift cards; \$50 for certified staff, \$20 for classified staff</i>	<i>This covers up to 30 people...we rarely use all of this amount</i>
403	WFEA Scholarships	\$3,000	<i>Five scholarships of \$500 each; flexibility to give a sixth scholarship, based on the number of applicants</i>	
404	Special Projects	\$1,000	<i>Projects must be approved by the Exec Board</i>	
600's	Emerging Expenses	\$0		
601				<i>As needed; as they come up; 2023-24 was the dues increase that wasn't accounted for when signing up members...\$1800</i>

Parking Lot:

Share/Gather Feedback From Your Building

Meeting Date/Time: 3-19-24

Attendance: *those not in attendance are highlighted*

Matt Montonye	Jolene Sand	Suzie Haaland
Krista Hulderman	Amber Thorstad	Timothy Broeren
Tressa Lura	Jen Von Pinnon	Deanna NDU
Lisa Dullum	Janelle Adams	Jordan Willgohs
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Agenda and Notes

Item	Time	Notes *Highlight action steps and name responsible for carrying out that action. <i>Bold and italic for an item to be brought to WFEA Exec Board and or Exec/Admin meetings.</i>
Minutes approved		Lisa motion Krista 2nd

Agenda Approved		
Updates from Admin meeting	20 min	Behavioral team update- Do we have an educator bill of rights? Sub committees reported out about how transitions can go better K, 5, 8. Asked for more meetings. Good things coming but work in progress We would like more concrete information. Is there a student bill of rights? High School handbook needs to be revamped-discipline a student-no backing in the handbook Need more people to be safety care trained Day to Day behavior issues Set up some things for the transition to K, between 5-6, between 8-9 We negotiated this-we need to really see what we can put into action Negotiated language too vague? Measurable outcomes discussion at Admin meeting Current surveys-Sup Slette will continue to use Panorama Questions geared towards how things are great-but we want to see concrete things that we can do to make positive changes What can we do to manage teacher wellness, stress, and work load? When AI interprets the data-it shows areas that need improvement WFEA board-will consider our own survey Chain of Command-follow chain of command Team Leader, Admin, try to make change in the building When not comfortable or when change is not happening, feel free to come to WFEA When talking to principal-feel free to invite Members Rights-Mark or Tressa
President Report	5	none
Treasurer Report	5	Budget Reading ***Proposed Budget Summary below this table. Lisa cleaned up the categories and made it more readable. Dues Holiday for the last 2 years. Have money in the account but if dues holiday continues-we will be deficit to our budget Getting back into good standing with taxes We haven't been in good standing with non profit since about 2012 Could we ease back into increasing dues Matt recommendation is to move up to \$30-40 in local dues-until we get our taxes back to good standing with non profit in case of fees

		Keep money into members hands Also-make sure we don't bankrupt account (2 years) We did deficit spend to our budget this year \$42,875
Delegate Assembly	5	-Volunteers for the NDU Delegate Assembly-Bismarck (April 20th) Had 3 last year! 15 spots available Paid for your time-stipend \$25 from NDU, and WFEA stipend \$100, hotel room, drive together Do have some voting rights APRIL 1st DEADLINE Matt's going Reach out if you are interested Michelle Strand is running for a K-12 director of schools over 600 Jared-NDU-great year for going with lots of big changes, budget, legislative items, NDU agenda 14 delegates Haven't used budget money to National lately July 3-7 in Philadelphia
Upcoming Elections	5	Vice President High School Rep ESP Rep Elementary Rep-termed out Treasurer/Secretary-can serve more than 2 consecutive terms Nominate: Krista moves to open nominations, Tim second Send email to Matt or nominate from the floor Positions-next step after building reps Come to Exec/Admin meetings Exec board meetings \$800 Reps \$1000 Vice Pres. Lisa nominated Kyle Berkley-Elementary Megan will send ESP list to BR if needed Jolene nominated Janelle Adams-ESP Jordan nominated Tim Broeren-High school Jen nominated Samantha Olson-Elementary

		Lisa nominated Krista Hulderman for Vice President Next meeting nominations will close.
NDU update	10	A field rep has been hired-will be starting summer Grant Kraft-starting the end of June-current president in Fargo
Member Concerns		-Will there be a trade out day next year? We will check at the admin meeting. NDU-Nate Cariveau is getting wrong name-message Intervention teacher-still no clear direction about a snow day- Reading Admin doesn't have a clear decision We would like a clear answer What if you have to sub for someone and you don't have the materials? NEED clarification for next year Keep notes about how the new way goes
		Adjourn: 5:01 1st-Krista 2nd-Lisa

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601				As needed; as they come up; 2023-24 was the dues increase that wasn't accounted for when signing up members...\$1800

Parking Lot:

Share/Gather Feedback From Your Building

Meeting Date/Time: 2-20-24

Attendance: *those not in attendance are highlighted*

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Krista Hulderman	Amber Thorstad	Timothy Broeren
Tressa Lura	Jen Von Pinnon	Deanna NDU
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Minutes approved Agenda Approved		1) Lisa 2) Krista Passed 1) Jordan 2) Krista Passed
Updates from Admin meeting	20 min	-Safety Committee- Lisa/Mark- Mark-9th grade transition, how to make that go better More updates at March meeting -Back to School Night Moved to 2nd night back as it was this year. Similar hours to put classroom together Legal stuff will be online and up to /responsibility for teacher to get it done 8.5 hours for classroom Legal requirements-requested for it to be shorter, due end of Sept -Post it furniture As they clean and furniture gets moved, put a sticky note on it and they won't move it. All buildings -Supplemental Pay Wednesday Key Comm. Should be consistent

		If not, let us know You can share with them or have us reach out Effective Feb 15th so will show up on Mar paycheck -Surveys Do the ESSR fund survey-data gathering not a decision making survey Trying to see where people see the value Floating subs, smaller class sizes, etc Increments of \$100 (what do you feel your time is worth) Which positions may go away and which may stay *NDU-can send out survey Not ours to promote-People really need to read Key Coms, it is part of expectation and professional obligation
President Report	5	-Leave if injured Para was bitten Legally have to do it and use your sick time to go to designated hospital Injury longer than 5 days-short term disability Legally doing what they can/workmans comp Paras-12 sick days up front Contracted employee go to designated hospital Sub cover Long term disability is 60% -EL At multiple buildings-Newcomer is FULL Can't get staffing Students with 0 English are being put into general ed classroom and teachers are getting no support No more people being hired the rest of the year Liz Mak. and Dakota Breen-contact them about concern Dakota Breen-proposing Asking for one more fulltime EL so kids can go to Newcomer Highschool could do overload (not looking into until numbers are over 20) Trying to problem solve in their own building Newcomer teachers are in a small classroom with full size class load Try to brainstorm with leadership and admin Trauma sensitive issues-what are their needs-what do classroom teachers need to know/how do they support Record testing-may be getting more EL students in near future Missing CULTURE of school Can we get some direction from Admin about what they are doing to try to

		solve this/support teachers? -Push In El may be affected -Not able to hire certified Sped teachers Should have plans on file Other sped teachers are having to do everything to support them
Treasurer Report	5	Working on the budget-first reading of the budget will be in March If you like numbers, let Lisa know, she would love your help
Delegate Assembly	5	-Volunteers for the NDU Delegate Assembly-Bismarck (April 20th) Had 3 last year! 15 spots available Paid for your time-stipend \$25 from NDU, and WFEA stipend \$100, hotel room, drive together Do have some voting rights Matt's going Reach out if you are interested Haven't used budget money to National lately July 3-7 in Philadelphia
Upcoming Elections	5	Vice President High School Rep ESP Rep Elementary Rep-termed out Treasurer/Secretary-can serve more than 2 consecutive terms Nominate: Krista moves to open nominations, Tim second Send email to Matt or nominate from the floor Positions-next step after building reps Come to Exec/Admin meetings Exec board meetings \$800 Reps \$1000 Vice Pres. Lisa nominated Kyle Berkley-Elementary Megan will send ESP list to BR if needed Jolene nominated Janelle Adams-ESP Jordan nominated Tim Broeren-High school Jen nominated Samantha Olson-Elementary

		Next meeting nominations will close.
NDU update	10	Suzie-NDU member organizer Spend some money and plan some activities Facebook page Educator/Support Staff of the Month Need nominations-each month by third Wednesday Highlighting Building Reps on the WFEA facebook page-please fill it out Streamlining website-more user friendly Spot on the website for notes Please offer suggestions or things to add to Suzie Haaland Red Union shirts are available -want to get more shirts so they are available Try to wear on Wednesdays Did trivia-district trivia Matt was the WINNER Money per school year
Member Concerns		-Taxes Not districts fault- W4's are not correct for some people Check and make sure it is correct -Payroll/Paycheck # Change Changing how paychecks are given out Going with 20 or 26 payments Can we check to have a middle ground? Dues Credit Trust no longer exists -Sped teachers doing para evaluations-will check into it
		Adjourn: 1) Krista 2) Jordan Adjourned 5:25

Parking Lot:

Share/Gather Feedback From Your Building

Meeting Date/Time: 1-16-24

Attendance: *those not in attendance are highlighted*

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Minutes approved		1) Lisa

		2) Megan approved
Updates from Admin meeting	10 min	1. Sub pay is close to being finalized. We brought our document to the table. Admin is discussing and Matt will send out once approved. Issue 5 is what is being discussed. They needed to look at the numbers. Will come back to it. https://docs.google.com/document/d/1gTpLDgVL2XWDE5LZCiHBECsKuJwTXaS4/edit Levi will let us know after running by HR. Matt will give go ahead to share. Monitor your paycheck. Matt-we can send to administrative assistants-hoping HR puts in KeyCommunication. Feel empowered to say NO to #3 if it is not a good fit for your team/class. It should be last resort. 2. Safety issue-transitions from elementary to middle or middle to high. Teachers are not getting behavior paperwork (not necessarily IEPs but MTSS-B situations. Be proactive not reactive when there is already data. We are great at collecting data but not great at sharing it out. Data spreadsheet from Cheney Middle school shown. All the data is there but we need to have time to dive in or share it out. District has this. We should be able to see this. Plan with Jake Schneider-plan is to share the data What is the overall goal for the Safety Committee? Came out of the negotiated agreement. Did we say certain things need to be accomplished to meet the goal of the agreement. 2 parts-one group looking at matrices Other group looking at transitions-different opportunities that don't fit into the model ex: kinders not ready for kinder. Wondering if matrices will be ready for the Fall. Memorandum sunsets end of 2025 3 teachers and 22 administrators on this team MOU Language: WF School Board & WF Education Association 2023-2025 Negotiations Session This Memorandum of Understanding will sunset at the conclusion of the 2023-2025 Negotiated Agreement, at which time the next negotiations team shall review and determine whether it should be considered again. <u>Memorandum of Understanding 2</u> The district will create a Social-Emotional-Behavioral Learning & Safety Committee with participation from district and building administrators, teachers with at least one selected from each level, classified staff, and an SRO. The purpose of the committee is to provide monitoring and guidance

		on safety and behavior concerns within WFPS, provide feedback on policy and procedures related to learner and educator safety, and recommend professional development/training that supports improved outcomes. The committee will meet a minimum of three times a year. Would love a set of eyes to look at matrices-what are the actions and supports. Email Lisa Dullum or Ericka Urness If you would like to help with this. Board needs a check in with Admin 3. Panorama survey came, out today. Company WF may use. Be aware to fill out for teacher retention information. Please fill out the survey truthfully. Super. Slette will be sharing out information in its entirety. It is anonymous. Survey questions were similar to what we would like answered. Board met last Tuesday to create our own survey. The company survey sounded similar in questions. If we don't think this matches our intent we will send our own.
Inclement Weather	10 min	Still 1 snow day prior to inclement weather day Looking for clarification whether you need extra supports, how that is being done during online time. Not much clarification. Heather Sand said she would go back to look at it. Middle level at Heritage did get clarification about schedule. Tight/loose documents: The schedule and the tight/loose document: https://www.west-fargo.k12.nd.us/cms/lib/ND02203445/Centricity/Domain/2495/InclementWeatherSchedule2324.pdf Currently-buildings are assigning specialist to other elementary classrooms. Board-Check with Heather Sand about what specialists will do and what are the expectations? Not sure who you should be following-curriculum or building admin may not be on the same page. Board-Seek Clarification
Member Concerns		District trying to give choice to Admin and teachers but not very clear. At PD it can be confusing. Friday January 26th Trivia Night 4-7 a Traditions Please bring your friends! Great prizes
		Adjourn 1) Jordan 2) Liz Adjourned at 4:53

Parking Lot:

Share/Gather Feedback From Your Building

For the Executive Board to Discuss

Meeting Date/Time: 12-19-23

Attendance: *those not in attendance are highlighted*

Matt Montonye	Jolene Sand	Suzie Haaland
Krista Hulderman	Amber Thorstad	Timothy Broeren
Tressa Lura	Jen Von Pinnon	Deanna NDU
Lisa Dullum	Janelle Adams	Jordan Willgohs
		Andy NDU
Aurora	Independence	Cheney
Brooks Harbor	LE Berger	Heritage
Deer Creek	Legacy	Liberty
Early Childhood	Osgood	Community High
Eastwood	South	WF Sheyenne
Freedom	Westside	WFHS
Harwood	Willow Park	ESP Member(s)
Horace Elementary		

Agenda and Notes

Item	Time	Notes *Highlight action steps and name responsible for carrying out that action. <i>Bold and italic for an item to be brought to WFEA Exec Board and or Exec/Admin meetings.</i>
Minutes approved		1) Krista 2) Lisa
Updates from Admin meeting	10 min	- Sub pay - committee will be looking at the odd situations to adjust payment accordingly. The board is willing to work with us and we will meet with admin again on January 11. - EL teachers - we don't have enough teachers to fill the positions so there is really no update.
Inclement Weather	10 min	- Didn't have time to discuss at Admin/Exec Board - Issue - principals are interpreting the block of time at the beginning of the day differently. Specialists are required to meet with a classroom teacher and spend the block of "student-contact" time on Teams. This is being interpreted differently (some are required to meet the entire hour and some are just checking in). This is being micro-managed by principals. Each team could talk to their principal and discuss requirements. Treat us like professionals. - Specialists were told they need to be on the Teams meeting for the time. Some were told they need to help teach, while others were told they need to help with management. - This came about because classroom teachers brought up that they didn't feel specialists were doing the same amount of work as them on snow days. - The "solution" to this problem is really just putting it back on the classroom teacher. It is awkward for the classroom teacher to have randomly assigned people join their classes. - Clarity needed. Matt will email Beth. - The larger problem is inconsistency between buildings and expectations of teachers. - From the sped perspective: sped teachers are also required to meet with classroom teachers as well when they have their own jobs to be doing.
ESSR updates	2 min	- ESSR funding is running out at the end of this year. There will be a committee formed to work with Levi to create a survey to stakeholders about preferences on possible solutions. Stay tuned.
Zoom Meetings	5	- Hosting the RA has become a hassle. Would we be ok eliminating the Zoom aspect of hosting the meeting on Zoom as well? Yes.
Rotating Preps at	5	- At the three middle schools, all three grades have their team and

Middle Level		personal prep paired. They are staggered amongst grade levels. Every three years it is supposed to rotate. Is that happening? When would that communication come out and from whom? - Ask the leadership team to discuss during their next meeting. Have your principal ask at their leadership meeting.
Unwrapping Standards at Elementary	10 min	- Back to unwrapping the standards. Again. - Looking for critical content (nouns and verbs) because of Marzano. - If one elementary school has done it, why not just share info? - We have a pacing guide that has the standards, activities, and everything listed so why are we doing this? - This is taking away from PLC and planning time. We'd rather use this time for planning and discussing students. - What's the why? - Will add to admin/exec for Jan 11.
Member Concerns		- Is there any plan to fix South? - Hopefully the district will enlist some of the naysayers to go through the referendum and make changes that could possibly be passed. The long-term study committee will be starting right away in January.
		Adjourn 3) Krista 4) Tim

Parking Lot:

Share/Gather Feedback From Your Building

For the Executive Board to Discuss

Meeting Date/Time: 11-21-23

Attendance: *those not in attendance are highlighted*

Matt Montonye	Jolene Sand	Suzie Haaland
Krista Hulderman	Amber Thorstad	Timothy Broeren
Tressa Lura	Jen Von Pinnon	Deanna NDU
Lisa Dullum	Alycia Wiese	Jordan Willgohe
		Andy NDU
Aurora	Independence	Cheney
Brooks Harbor	LE Berger	Heritage
Deer Creek	Legacy	Liberty
Early Childhood	Osgood	Community High
Eastwood	South	WF Sheyenne
Freedom	Westside	WFHS
Harwood	Willow Park	ESP Member(s)
Horace Elementary		

Agenda and Notes

Item	Notes *Highlight action steps and name responsible for carrying out that action. <i>Bold and italic for an item to be brought to WFEA Exec Board and or Exec/Admin meetings.</i>
Minutes approved	1) Jordan 2) Krista approved
Updates from Admin meeting	1) Removed once in a lifetime language on leave policy 2) Conferences should be 7 hours and 20 minutes total 3) Policy on expected behaviors for stakeholders
Sub pay	Update: Admin would like a full list of inequalities or situations that occur *Sub pay committee is being created to look at how to make things more equitable -Volunteers? 11/21-Forming a committee to look at this • List from top 5 schools that have High Wellness • Matt, Jen and Terry will meet

	• Ask some questions to buildings who are feeling good • Still working to identify the discrepancies • Can we recruit more college kids • CO teaching is a big one to discuss • Working out-should be getting \$40 an hour on prep • Elementaries are not getting paid-specialists are getting pulled all the time • Who's working on the document for Admin? Question: 1. What if you split a class or take on part of a class? 2. What about if Admin is not available and teachers need to work with students during prep or lunch?
Behavior committee updates	Any updates or suggestions? Powerschool Pilot-teachers put in, admin puts in, all over at different schools • Alternative education-needs to be a space for students not successful in the classroom ○ How would students qualify for this? ○ IEP? ○ Legal actions ○ At what point is 1 child's legal rights impeded the rights of the rest of the class ○ Local courts are having things thrown out and pushed back to school or SRO's • Matrices-small disruptive behaviors -small team to look at that and see how they can change/modify it • Minor and Major revamp system • Next meeting: undecided • Some admin said what can we do now to help teachers? • Info will be coming to share with teachers
Powerschool notes-behavior documentation at all levels	Updates: Admin knows SWIS has problems. Asking Annie Richards-she'll be coming to our Dec. Admin meeting SWIS will be done at all schools May 2024 Question: 1. Why have elementary teachers not been given access to look at the past data 2. Inconsistent assess 3. Why can't we have access? Are principals taking more power over that?
NDU letter (Jen)	11/21/23 -Jen wrote the letter, Matt signed it and was passed on to Nick

	Archuleta -Focus on behavior -would WFEA write a short letter to the Governor to formally ask for behavior issues to be discussed 1st-Jordan 2nd-Lisa WFEA will write a letter and should be signed by Matt :) -passed
PLC/Staff meetings at all levels	Update Question 1. WFEA/ADMIN-equitable minutes -for PLC and preptime -Too many trade outs -3 PLC days/1 staff meeting day -What is the philosophy for PLC time? How many hours? How many hours for staff meeting? Working well with PD time PLC is different at every level and in all schools. Professional Learning / Professional Learning Communities (PLCs) (k12.nd.us)
New IV payment system coming	Update: as we move into the 2024 year Rolling over in July-may be some growing pains with the taxes. Watch your pay stubs -Levi and team will come out with information in Spring -May need to fill out a new W4 -It's a good change- • We will be sending out more info later, but make sure you look at your withholding prior to going to IV and then after going to IV. • We wanted to give time for people to monitor withholdings and make sure they are okay with what they are now and then look to see what they will be after IV. You should see the adjusted tax withholding. • After we stop using Green Employee, we will still have it around to make the comparison after switching to the new system. • Before switching maybe download or print the last two pay stubs to make sure you can compare.
Member Concerns	1. Teachers being asked to do PD -being asked to present as Professional Development. 2. Dismissal Time on PD days/some mandated staying a. Marzano videos b. Some buildings could do videos at home

	c. Up to administrator discretion d. Reflect and Apply time should be on LEAP day 3. Budget (Suzie moved to Exec)
	Adjourn 5) Jordan 6) Krista approved

Parking Lot:

Bring Budget info to the RA in Dec.
Governors Task Force-Looking at getting more subs, finding out if colleges could offer credit or something for subs

Share/Gather Feedback From Your Building

<u>Small Group Topic:</u> • PD time-suggestion from JW-can we work on building wide session earlier-leave modules and other items that are specific to later in the day with Admin discretion • Beth is letting buildings have their autonomy to do what their building is needing • Can Building Rep or Leadership team meet with Principal in these cases • Can we treat our staff as professionals?! If there are people abusing it or not meeting the expectation-deal with them individually • Can we minimize the micro managing? • Bring up Marzano modules-these are virtual-could they be allowed to watch offsite for all professionals • Beth is giving professional courtesy to Principals to schedule as they need. Give that courtesy to us.

For the Executive Board to Discuss

Bring up treating like Professionals for PD-discrepancy and value of PD
List of inequalities and situations that people are/are not getting paid
Philosophy of PLC time?
Committee for looking at subbing

Meeting Date/Time: 10-23-23**Attendance:** *those not in attendance are highlighted*

Matt Montonye	Jolene Sand	Suzie Haaland
Krista Hulderman	Amber Thorstad	Timothy Broeren
Tressa Lura	Jen Von Pinnon	Liz Bjerke
Lisa Dullum	Alycia Wiese	Jordan Willgoth
		Andy NDU
Aurora	Independence	Cheney
Brooks Harbor	LE Berger	Heritage
Deer Creek	Legacy	Liberty
Early Childhood	Osgood	Community High
Eastwood	South	WF Sheyenne
Freedom	Westside	WFHS
Harwood	Willow Park	ESP Member(s)
Horace Elementary		

Agenda and Notes

Item	Notes *Highlight action steps and name responsible for carrying out that action. <i>Bold and italic for an item to be brought to WFEA Exec Board and or Exec/Admin meetings.</i>
Update and Questions for Nick Archuleta	Thanks to all building reps. We appreciate you. -Rick Becker out of Bismarck-wants to get rid of property taxes-1.8 billion a year-funds schools, city parks etc. -Vast majority goes towards schools -NDU does not agree with that -Becker-use the Legacy fund -NDU-that fund is for the future-not to pay for schools -Hard fiscal place if this gets put into the state constitution -2012 group has been meeting-group was put together to defeat property

	tax issue-NDU has done polling and it is a coin flip if this passes-no advertising yet -small communities will be hurt by this -school board will only be a placeholder-new school board would be the Legislature in order to get something passed-decisions would become state decisions not local -no a party thing-THIS IS AN EDUCATION thing -Becker's proposal would freeze funding at 2024 levels-can't get anymore than we have now -Gotten a huge group back together to help defeat this idea -Getting it together because we need to make sure local issues remain local -Won't see it for 7 more years if we can defeat this -Will be in touch making sure how we can defeat this bill to help teachers and public education
Minutes approved	3) Krista 4) Lisa
Sub pay	Decided- Monday October 23, 2023 you will be paid \$40 for 60 minutes No more blocks Will be prorated based on the hour breakdown (\$20 will be 30 minutes) Small amount may be getting a little less as some buildings did things differently Should be same at all schools There may be some situations that we need to fine tune with Super. Slette and team There won't be prep time vs non prep time pay- just \$40 an hour Won't be paid sub pay on an open block if it is another duty assigned (open block music-can be filled with what is needed) Ex: reading teachers will not get extra pay for subbing vs in their own class A document has been created to help with special circumstances-and is a work in progress. Mid/ High level should not be subbing on both team time and prep-team time is not a second prep Ex: if CCSP teachers are not getting prep-they should be paid for every prep they are supposed to have and missing It should be logged with Administrative assistant Question: 3. What if you split a class or take on part of a class? 4. What about if Admin is not available and teachers need to work with students during prep or lunch? Levi and Beth will still be working with Administrative assistants and principals. It will be a learning curve. SHOULD all be on the same page. Let Principal know if there are issues, then let Exec Board know if there are still issues

	Can't sustain \$60 an hour Do have to sub if needed on prep (other duties assigned) Principals try to ask for volunteers first Prep time is recognized but we are still working on getting it protected. Exec board will continue to work on the language
Behavior committee updates	Lisa and Jen -group meeting to define behavior needs in the district -started with 12 things that could help us deal with behavior issues -22 non teachers, 3 teachers -discovered philosophy is missing of what we expect from parents and students and what teachers can /should have to do. -a sub committee is working to create that philosophy and then we can move on to fix the matrix and other documents -what do we do with IEP students who seem to be outside the behavior matrix -Lisa on small committee Nov 2. To help define the philosophy -WFEA tasked with contacting educator wellness person-Terry Kroll -Mental health for teachers-what if teacher needs to take leave because-what else can we do beyond the 3 sessions -Realized not just need to know more about Champs/building relationships -WFEA shared the document with Beth about behaviors in the buildings -not an easy answer and a work in progress -please share solutions or ideas with Lisa Dullum or Jen Von Pinnon
Powerschool notes-behavior documentation at all levels	-Elementary schools (only some) are using Powerschool to track behaviors. Middle and High schools are using Powerschool to document all behaviors. Do send that information home -More elementaries would like to know more. Some are piloting. -Principals concerned about that info traveling through the years with students -Most elementary still using SWIS but hoping to get all schools on board to move to Powerschool -Elementary teachers don't have access and still need to turn in paper form -South Elementary has been trained on how to use it-norms, MTSS A and B minor/major documentation, and then PLC items -Used as a behavior log to help kids-not as a punishment (can see others are struggling with the same issues with a student) -Is data and can be put in as needing a consequence or not -Some are told not to be keeping track of all the minor behaviors -Powerschool can be cleaned up -Transition between 5th and 6th grade-difficult to see files and see past data -documentation gets lost or why aren't things done, why are we redoing because of lack of data -Super. Slette said document cases-discuss with your principal if they are telling you not to or contact WFEA exec member -Data can do good things like seeing trends and get help for kids

	-Elementary has never been allowed to use SWIS, Middle/High do have access Powerschool Question: 4. Why have elementary teachers not been given access to look at the past data 5. Inconsistent assess 6. Why can't we have access? Are principals taking more power over that?
Calendar update	Krista and Jordan- -Previous email about voting-out the window -The calendar will not change in 2024-2025 -2025-2026 calendar is done and should be coming out with some explanation. -Time off in the spring is less because of when Christmas/New Years is not up to a weekend
NDU letter (Jen)	Met with Deanna Paulson from NDU-spoke about how some things are done in other districts -Task force for teacher retention -does not talk about behaviors that teachers are dealing with -could we get that info to the taskforce-overall behaviors we are dealing with -spoke with the Governor and do need to add behavior issues to the list -would WFEA write a short letter to the Governor to formally ask for behavior issues to be discussed 1st-Jordan 2nd-Lisa - WFEA will write a letter and should be signed by Matt :) -passed
PLC/Staff meetings at all levels	-1 staff meet a month at all buildings -3 should be a PLC -different start times but are also being asked to stay longer based on time -can ask to get paid for extra time or just leave - Ex: music district meeting -different building start times Should all buildings be the same or do what is best for each building? -length of prep should be defined at all levels -PLC minutes should be equitable -high school says Prep time on their schedule -left to principals and then is inconsistent and interpreted differently Question 1. WFEA/ADMIN-equitable minutes -for PLC and preptime -Too many trade outs -3 PLC days/1 staff meeting day -What is the philosophy for PLC time? How many hours? How many hours for staff meeting?

	Working well with PD time
	Adjourn at 5:21 1) Krista 2) Lisa

Parking Lot:

Share/Gather Feedback From Your Building

For the Executive Board to Discuss

Meeting Date/Time: Tuesday, September 19, 2023

Attendance: *those not in attendance are highlighted*

Matt Montonye	Jolene Sand	Suzie Haaland
Krista Hulderman	Amber Thorstad	Timothy Broeren
Tressa Lura	Jen Von Pinnon	Deanna Paulson
Lisa Dullum	ESP Rep	Jordan Willgohs
Aurora	Independence	Cheney
Brooks Harbor	LE Berger	Heritage
Deer Creek	Legacy	Liberty
Early Childhood	Osgood	Community High
Eastwood	South	WF Sheyenne
Freedom	Westside	WFHS
Harwood	Willow Park	ESP Member(s)
Horace Elementary		

Agenda and Notes

Item	Notes *Highlight action steps and name responsible for carrying out that action. <i>Bold and italic for an item to be brought to WFEA Exec Board and or Exec/Admin meetings.</i>
1. Call to Order and President's Welcome	- Moved to approve agenda as written - Krista, second, Jordan
2. President Report	- Will be sending out a monthly address, working to communicate what is happening with the Admin/Exec Board meetings. Hopefully the president's report will help that.
3. Exec Board Reports	- Treasurer's report - healthy balance, see recent expenditures below. Each month will give a brief update.

Treasurer Report:

WFEA Treasurer's Report

8/1/23 - 9/17/23						
Date	Check #/Debit/Credit	Transaction Description	Debits	Credits	Category	Notes
8/14/23	Debit	Flying Pig	\$65.74		209 Exec Board Training and Expenses	Exec Board Retreat
8/22/23	Debit	Traditions	\$831.37		302 Membership Recruitment	Membership Social (NDU will reimburse \$500)
8/15/23	Check 4640	One Stop Student Services - Morris MN	\$500.00		403 WFEA Scholarships	Rose VanNelson
8/15/23	Check 4641	University of Mary	\$500.00		403 WFEA Scholarships	Aiden Knodel
8/15/23	Check 4643	NDSU One Stop	\$500.00		403 WFEA Scholarships	Jillian McMahon
8/15/23	Check 4644	College of St. Scholastica	\$500.00		403 WFEA Scholarships	Madison Glienke
8/15/23	Check 4645	One Stop Student Services - UND	\$500.00		403 WFEA Scholarships	Ellie Eckart
9/1/23	Check 4646	NDU	\$2,651.95		Payroll Dues to NDU	End of 2022-23 School Year Balance
8/31/23	Credit	Interest Payment		\$42.19	Interest Payment	Interest on Balance
9/8/23	Credit	Payroll Dues Credit		\$506.77	Payroll Dues from WFPS	First Payroll Dues Payment from WFPS
To Be Deposited - NDU Reimbursement Check for Membership Recruitment						

4. Bylaw updates	- Tressa, Krista, Lisa, and Liz met last summer to update and clarify the bylaws in a way that reflect how we currently do things. - Would the RA be willing to approve an amendment to the bylaws to the percentage of votes required to approve the changes? - Motion to suspend the requirement of the majority of the membership and replace it with the majority of votes cast - Jordan, second, Elaine Graham - Motion Passes
5. RA building number update	- Some buildings will have more than 1 vote depending on their members per building. Votes during the RA will be weighted based on membership at that building.
6. Matt's Monthly Address-watch for it	See #1 - Introduction of Andy and Deanna - NDU Reps
7. Need: Insurance Committee person	- Anyone interested? If so, email Matt. - Last Wednesday of each month at the LEC - You may join by Teams - Must be a member and on the WFPS insurance plan (family plan is a bonus)
8. Need: Safety Committee person	- Majority focuses on behavior side but also with wellness team in the district - This committee came out of negotiations - First meeting is 9:00-11:00, October 12
9. Update about sub pay (supplemental pay overage)	- Still a work in progress. - Number one priority is to put some money into in-house sub pay - Likely will switch to \$40/hour across all levels - Removes the idea of the second period receiving half pay - The district is also hoping to use this supplemental pay to

	increase team leadership stipends in hopes to include more voices in the conversations
Member Concerns	
10. Payment for educator and ESP of the month	- NDU/Horace Mann will no longer be assisting in funding our educator/ESP of the month. This was a way for them to start us off and then eventually take over. - Motion: Move to use WFEA funds (\$450) to cover the educator/ESP of the month awards in the form of gift cards. -Mark, second - Elaine - Motion Passes
11. Membership	- Membership dues were not taken out of paychecks on September 15 when they should have come out. - Nothing to do right now. Hold tight until we can investigate. - Those on ACH should start to see deductions October 20 and once a month thereafter
12. Reminder from Mark/Tressa	- If you or a member in your building is in trouble, talk to Mark or Tressa. You have a right to representation - Language from the Contract: Section 5. Notice of Written Disciplinary Documentation. In instances that result in the delivery of formal, written disciplinary documentation being placed into a teacher's personnel file, the teacher and district official shall find a mutually agreeable time to meet the next business day from the date the employee receives written notification from a district official. If a mutually agreeable time cannot be identified for the next business day, a meeting time will be set by the district official. The notice from the district official shall include the reason for the meeting and state that the teacher may bring a support person with them, should they choose. The exception to this requirement would be when immediate placement on administrative leave is necessary. In such cases, the official investigative questioning will not occur during the notification meeting, however, the ability to establish basic situational context is allowable. This section refers only to the delivery of concrete documentation being inserted into a teacher's personnel file.
13. What are we going to do right now to help combat the behavior issues right now?	- First meeting is in October. Can there be an "emergency" meeting sooner to get the ball rolling. - Number one priority of the group should be what are the immediate solutions to help us now?

14. Substitute teachers joining WFEA?	- Yes. Fill out the form on NDU - it is inexpensive but they do not get all the benefits of NDU that teachers do.
Motion to Adjourn	First - Krista, Second - Lisa

Parking Lot:

- Matt will contact Horace Mann to see if they will respond regarding the educator and EPS of the month

Share/Gather Feedback From Your Building

- Ask around to see if anyone is willing to serve on committees (insurance or safety)

For the Executive Board to Discuss

Meeting Date/Time:**Attendance:** *those not in attendance are highlighted*

Matt Montonye	Jolene Sand	Suzie Haaland
Krista Hulderman	Amber Thorstad	Timothy Broeren
Tressa Lura	Jen Von Pinnon	Liz Bjerke
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Agenda and Notes

Item	Notes *Highlight action steps and name responsible for carrying out that action. <i>Bold and italic for an item to be brought to WFEA Exec Board and or Exec/Admin meetings.</i>

Parking Lot:

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Share/Gather Feedback From Your Building

For the Executive Board to Discuss
