



RayTEAM Meeting Minutes

Consolidated School District No. 2

Date: 4/13/23

Time: 8 a.m.

Location: 6608 Raytown Rd., Raytown, MO 64133

Attendees: Carl Calcara, Terry Gibson, Regina Goodwin, Dennis Helsel, Ashley Jones, Jameson Link, Susie Morgan, Mary Rigan, Julie Schmidli, Melissa Tanner, Megan Willet, Brian Wise. Absent: Karen Coin, Toni Davis

- I. Introductions, Check-In, Celebrations
- II. Review Norms, Goals, and Mission Statement
 - a. Mission Statement:
 - i. RayTEAM is a collaborative Team, made up of representatives from classified, certified and administrative employees, working together to create solutions that improve the quality of the workplace and recommend an affordable and competitive compensation package for all employees of the Raytown C-2 School District.
 - b. *Vision-Will come with ideas at the next meeting.*
 - c. Collective Commitments-
 - d. Create recommendations for:
 - i. Communication-Facilitate a reciprocal open dialogue by seeking and valuing all employee input and providing timely information on progress toward the goals below.
 - ii. Quality of Work Life-Providing a work environment that is caring, safe, equitable and enriching.
 - iii. Benefits-Maintaining a quality and affordable benefit package that meets the identified employee needs.
 - iv. Compensation-A compensation package that is affordable and competitive.
 - e. Meeting Norms
 - i. Remain actively engaged.
 - ii. Unless asked to keep conversations confidential, topics of discussion are shareable. Individual opinions are confidential.
 - iii. Keep an open mind.
 - iv. Be respectful.
 - v. Take a risk-don't be complacent.
 - vi. Be a good listener.
 - vii. While representing your group keep all others in mind.
 - viii. Take responsibility for the process.
 - ix. Be positive as we're working towards consensus.
 - x. Everyone is equal.
 - f. Member expectations
 - i. Maintains a positive standing in their building/department.
 - g. Process
 - i. Identify the problem
 - ii. Analyze the problem

- iii. Gather information (pain, perceptions, perimeters)
- iv. Brainstorm solutions
- v. Choose best solution
- vi. Recommend solution
- h. Decision making options
 - i. Quorum
 - 1. 10 out of 14 members present
 - 2. At least 1 representative from each group: Admin, certified, classified
 - ii. Consensus-input, participation, agreement, compromise
 - 1. Thumb up-Yes, I'm for it
 - 2. Thumb sideways-I can support it
 - 3. Thumb down-Nope. Back to the discussion.
 - 4. If you have a thumbs down you need to come with a viable solution. If one thumb is down then a simple majority can overrule, more than 1 thumb down requires more discussion.
 - iii. Confrontation guidelines
 - 1. Listen to ideas, come with ideas. Be willing to compromise.
 - iv. Guests and observers
 - 1. Guests are invited to provide information and give recommendations.
 - 2. Observers are watching the meetings, no comments or questions.
- III. New Members
 - a. Need to add a few members for this year. Secretary, technology, middle school teacher.
- IV. 22-23 School Year in Review
 - a. The 3 day first week of school was amazing! (starting school on Wednesday!)
 - b. BOE mtg felt like a deflating moment. Some of our work didn't have the result that we wanted. Our discussions could have been more involved and involved more of the people we needed information from.
 - c. Good job coming to the decisions we did. Proud of what we asked for, not held to a recommendation based on 1 person's opinion.
 - d. Why have 6 months of discussion if the outcome has already been determined.
 - e. In retrospect we should have given multiple choices. A new BOE and admin work differently and it could have been a good thing.
 - f. Give the BOE info earlier so they have time to process it. But they do have our presentation a week in advance.
 - g. Shift in leadership and being transparent are things for us to keep in mind. We need to be present. Perception does matter. Hold ourselves to high standards.
 - h. Be a unit of partnership and equal membership.
- V. Financial Update-Mr. Gibson
 - a. Financial report & forecast 2019-2027
- VI. HR Update-Dr. Calcara
 - a. Employer brand-the way current and former employees feel and think about working in our district.
 - b. We need to be adult focused in order to keep our retention rates up.
 - c. Exit survey-less optimistic about the growth and development of the district
 - d. We are first and foremost caregivers of kids AND we take care of the folks who take care of the kids.
 - e. Word of mouth gets the most people attracted to our district for hiring.

- VII. RayTEAM Survey Review
 - a. Q7-Monetary choices-Change to a ranking question salary, benefit, paid leave, extra duty stipend
 - b. Q7 part 2-Non Monetary choices-class size, culture/climate, work load, plan time, prof development
 - c. Q8-there are opportunities for career advancement
 - d. Q10-delete
 - e. Add question-do you feel you are represented on rayteam? Please explain.
 - f. Add question-do you think there should be term limits for rayteam members? Please explain.
- VIII. RayTEAM Building Visits and Survey Distribution
 - a. Megan and Mary will work on a video
 - b. Distribution of survey by Oct 16th
- IX. Future Meeting Dates & Planning
 - a. Nov 16
 - b. Jan 11
 - c. Feb 8
 - d. Mar 14
 - e. Apr 11
 - f. May 16
- X. Reflection/Affirmation and Adjourn
 - a. I feel today was good and productive. Setting up for the long term of Rayteam.
 - b. Really enjoyed the conversation from finance and HR to give us focus for our work. Love the team branding and self advocacy conversations.
 - c. Always impressed with the conversations and active listening. People are open minded and willing to change their mind.
 - d. Good job at sticking with what we set out to do today.
 - e. Stayed focused, covered agenda, had good discussion.
 - f. Good conversation.
 - g. I liked the discussions on coming up with what's good for the district as a whole.
 - h. Still a learning process.
 - i. I liked how everyone was working to stay positive in the year especially given the atmosphere in education. Solutions based mindset.
 - j. We don't hide from the issues and we remain optimistic.