



## RayTEAM Meeting Minutes

Consolidated School District No. 2

Date: 9/19/24

Time: 8:30 a.m.

Location: Admin Bldg

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Attendees: Susie Morgan, Mary Rigan, T'Neisha Love, Julie Schmidli, Melissa Tanner, Aimee Meyer, Carl Calcara, Ashley Jones, Kevin Prosser, Jeremy Blunt, Jake Adamson, Aidan Link, Tyler Balk  
Absent: Jameson Link

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- I. Introductions, Check-In, Celebrations
  - a. Kevin Prosser-technology
  - b. Jake Adamson-elementary music teacher
  - c. Ashley Jones-elementary kindergarten teacher
  - d. Melissa Tanner-nurse coordinator
  - e. Julie Schmidli-Little Blue principal
  - f. Jacqui Vernon-Executive Director of Operations
  - g. Jeremy Blunt-Asst Director of Transportation
  - h. Aimee Meyer-student support services
  - i. Susie Morgan-elementary library media specialist
  - j. Tyler Balk-choir director Raytown Middle School
  - k. Aidan Link-science teacher Raytown South
  - l. Mary Rigan-early childhood special education New Trails
  - m. T'Neisha Love-Raytown High School AP
  - n. Carl Calcara-Chief Executive Business Officer
- II. Review Agenda, Meeting 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 and belonging in the workplace and recommend an affordable and competitive compensation package for all employees of the Raytown C-2 School District.
  - b. Goals
    - i. Rayteam will strive to increase the employee voice by increasing Rayteam survey participation to 80%.
    - ii. Rayteam will promote continuous partnerships with the BOE and District Leadership by inviting at least 2 members to each meeting for a lunch and learn session as well as a rotation of Rayteam members providing a short update at each Board meeting about the current status and direction of Rayteam.
      1. Get dates for all Rayteam meetings
        - a. Create sign up sheet/form for board members to sign up
        - b. Regularly reach out and personally invite them instead of just "open invite"
        - c. One of our goals is to build this relationship with you, this is one of the ways we are doing this

- iii. Rayteam will strive to increase visibility to the RQS community by communicating through newsletters, social media, and with the BOE after each Rayteam Meeting.
  - 1. Updating style of newsletter, having a regular spot on BOE agendas to provide updates or having a board member read out what we are doing, partnering with our own communications department to use social media to post updates - content creation!
- iv. Rayteam will strive to create a competitive compensation package by advocating for the maximum allowable addition to the bases and steps (salary schedule).
- c. 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.
- d. 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.
- e. Member expectations
  - i. Maintains a positive standing in their building/department.
- f. 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
- g. 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. Financial Update-Jacqui Vernon
  - a. Financial report and forecast
    - i. ordinary revenue-JaCo revenue, DESE funds; money that we get every year
    - ii. ESSR funds are finalized
    - iii. JaCo tax issues are still ongoing, new lawsuits filed-if we have to repay funds JaCo will withhold funds until it's paid back; \$8.2 mil
    - iv. No longer using 2020 ADA, now using 2023 ADA which is a significant drop; also expecting decrease in JaCo funds
    - v. Salary expenditures will be updated as some positions have not been filled; funds moved to pay contracted services.
    - vi. Ending fund balances at 39.7% which is high-do not expect to be near that at this year's end, will have to see how things with JaCo play out.
- IV. Dr. Martin-Knox
  - a. This is the place for collective voice to be heard to make decisions.
  - b. Opinions, perspectives, experiences and professionalism is appreciated.
  - c. Per Dr. Martin-Knox, Early release Wednesdays **ARE** jeans days
- V. HR Update-Carl Calcara
  - a. Capturing journey trees from different perspectives.
    - i. New teachers-What was your perspective of Raytown before working here?
  - b. 30% word of mouth for hiring. Continue to share!
- VI. Rayteam survey review
  - a. Questions-ALL questions are required, open ended questions can be skipped
    - i. Q5-I believe I am fairly compensated for my position.
    - ii. Q6-Combine ques 6 and 8, positive tone
      1. Rank your top 5 reasons that are most important to retaining you as an RQS employee
        - a. support from colleagues
        - b. support from bldg admin
        - c. support from district admin
        - d. plan time/work time
        - e. salary and benefits-combine to one answer
        - f. class size
        - g. professional development/career advancement
        - h. culture/climate/staff morale
        - i. paid leave-illness, bereavement, personal business
    - iii. Q7-Rank your top 3 reasons...
    - iv. Q8-remove

- v. Q10-I believe Rayteam is working to create a competitive compensation package by advocating for the maximum allowable addition to the bases and steps (salary schedule) and quality of work life issues.
    - vi. Q11-remove PD from question
    - vii. Q12-What needs to be brought to Rayteam's attention?
    - viii. Q13-remove
    - ix. Q14-remove
    - x. Q15-remove
    - xi. Q16-remove
  - b. Timeline for deployment
    - i. Carl will make changes and send it to the team to review
    - ii. Reach out to facility ops, nutrition and transportation to increase participation
    - iii. Schmidli and Love take to principals to bring the survey to staff.
    - iv. Send out at the beginning of Oct, cut off on Oct 31.
- VII. Next meetings
  - a. Nov 7
  - b. Dec 5
  - c. Jan 16
  - d. Feb 6
  - e. Mar 6
  - f. Apr 3
- VIII. Newsletter
  - a. Ashley and Mary will do the newsletter. Find out from Kevin if the district has an available Smore acct to use.