

**Support Staff Advisory Committee
October 18, 2010
Minutes**

A meeting of the Support Staff Advisory Committee was held on Monday, October 18, 2010, at 10:00 a.m. at the School Board Office, Chatham, Virginia. There were 18 members present.

Also present were Mr. James McDaniel, Division Superintendent, Mrs. Clarissa Knight, Assistant Superintendent for Human Resources, Mr. Donald Johnson, Assistant Superintendent for Business, and Mr. Rickey Parker, Assistant Superintendent for Information Technology.

The Superintendent called the meeting to order and welcomed those in attendance. Introductions followed. He stated the purpose of the meeting was to discuss information on a division level concerning budget, personnel, benefits, and working conditions.

The following concerns were discussed:

Individual School Concerns:

Chatham High School	Storage areas, considerations for a part-time custodian, and the use of trustees.
Dan River High School	Additional day required to continue enrollment in sick leave bank relative to first year employees.
Maintenance	Traffic issues for school delays and early dismissals, and division procedures for notifying childcare providers.

Responses to Concerns

Mr. Johnson addressed the concern relative to school storage, part-time custodian, and the use of trustees. He stated that the school board had reached an agreement to provide a 40' by 80' building at each high school for the securing of tractors, lawn mowers, and other equipment. If plans continue for the building, construction should be completed by the summer. The principal will need to complete the budget initiative request form for new positions. Trustees can only be used when students are not on school grounds. This would also be in effect for youth programs and activities that may be held on Saturdays.

Mrs. Knight addressed the concerns relating to the reassessment of the Sick Leave Bank. As per the October 14, 2010 memorandum, eligible employees who have long-term illness or injury and who have exhausted their sick leave are provided the opportunity to apply for additional sick leave. The Bank will fall below (90) days before November 1, 2010. Therefore, employees currently under the Sick Leave Bank have the opportunity to determine if they wish to be assessed one (1) sick leave day to continue in the Bank. If

employees do not wish to continue in the Sick Leave Bank, they will not be assessed the one (1) day of sick leave and would not be eligible to apply for usage of the days in the Sick Leave Bank. Consideration may be given to new employees to waive the additional day; however, there would need to be at least 1/3 of the eligible employees agreeing to be reassessed for the Sick Leave Bank to continue.

Mr. McDaniel addressed the traffic issues for school delays and early dismissals, and division procedures for notifying childcare providers. He stated that officers are posted at Brosville Elementary School and Chatham Middle School to reinforce traffic safety. He noted that the AlertNOW System calls only the primary numbers listed for announcement of school closings and/or school delays. He stated that an emergency launch will call five numbers, and the childcare provider's telephone number can be listed as one of the numbers to be notified.

Reports from Assistant Superintendents

Mr. Johnson reported that the construction of the four high schools was 99.5% completed. He encouraged everyone to go by and look at the construction. The budget calendar for 2011-2012 was included in the handouts. He also encouraged the Committee members to attend the public meetings scheduled for the 2011-2012 Budget. These dates are listed below:

- November 9, 2010 – Public presentation of budget priorities to School Board, 7:00 p.m., Central Office;
- December 14, 2010 – Public presentation of budget priorities to School Board, 7:00 p.m., Central Office;
- January 27, 2011 – Public session review budget initiatives, 6:00 p.m., Central Office;
- March 24, 2010 - Public Hearing/School Board consideration of final 2011-2012 budget proposal, 6:00 p.m. Central Office.

Committee members were encouraged to share the information with others regarding budget concerns. The school system will receive \$2,389,890.00 from the Federal Education Jobs Bill. The funds will be used for salaries, benefits, new employees and retaining staff. The School Board Budget Committee will determine how these funds will be allocated. A consideration may be to use these funds in the place of the \$1.8 million stimulus funding which will not be available after the 2010-2011 school year. The stimulus money funded 43 positions.

Mr. Parker discussed the purpose of technology and the use of the equipment in the school system. To purchase computers every five years would cost approximately \$600,000 and no other services could be offered. Information Technology cannot afford these costs. Refurbishing and maintenance of equipment is more realistic. The flat screen televisions seen in the high schools will display signage information such as directions, warnings, schedules, and newsfeeds. He stated that the signage contract has been cancelled and the IT department is in the process of seeking a new company that is

affordable and uses software that can be updated by the individual school administration and not the information technology department. The IT department is working diligently to find another signage contractor.

Mrs. Knight reported on the personnel update for 2010-2011. All jobs were retained. There were 138 who retired at the end of 2009-2010 school year; 96 new employees were hired and 42 position were not filled. She also provided copies of salary schedules from surrounding divisions Pittsylvania County Schools, Campbell County Schools, Lynchburg City Schools, Henry County Public Schools, Bedford County School Board, Franklin County Public Schools and Danville Public Schools. All concerns should be submitted to the Salary Taskforce representative for Wednesday, October 20, 2010 at 10:00 a.m., School Board Office. Committee members should contact Mrs. Knight if they need to know the name of their school's representative on the Salary Taskforce.

In the absence of Dr. Lillian D. Holland, Assistant Superintendent for Support Services, the Superintendent discussed the following items:

1. The School Calendar Committee consists of twelve (12) representatives including teachers, principals, parents and administrators. The Committee will meet on Monday, November 8, 2010, at 2:00 p.m. at the School Board Office. The School Board approved the 2010-2011 school calendar with no changes. Factors that have affected the opening and closing of schools included heating and cooling issues and inclement weather. The school system must meet the State's criteria in order to qualify for a pre-Labor Day opening for the school year. This criteria has been met for the next two (2) years. The Committee members expressed appreciation for having Spring Break earlier with the additional day for the Easter Holiday. Some expressed difficulty with early startup but really appreciated getting out of school on May 25, 2011. The members felt there was a lot of consideration shown to meet the students' needs.
2. Students will be on a two-hour delay on Election Day (November 2, 2010). All employees will be required to report to work at their regularly scheduled time. The voting areas have been designated at the schools that are being used as voting precincts. There are nine (9) elementary schools and three (3) high schools that are designated voting precincts. Employees with childcare issues must notify the principal in writing no later than the end of the school day on Tuesday, October 19, 2010. Any missed work hours must be made up before the end of the school year. The principal will be required to submit the names of all individuals who request to report to work at a later time on November 2, 2010. This listing must be provided to Mrs. Clarissa Knight by October 22, 2010, and should include an explanation of how the time will be made up and the anticipated date of anticipated completion of the work time. The Superintendent will launch an AlertNOW message to all parents relative to the students reporting to school on a two-hour delay on November 2, 2010. Traffic control will be provided by the Sheriff's Department. The Voter Registrar's Office has provided signage for parking and directions to the voting area. For those schools using the cafeteria for

the voting areas, a bagged lunch will be provided to the students. ERIP employees will be used to help in the voting area and to ensure the safety of the students in the school building.

The Superintendent expressed appreciation to the employees for their efforts, dedication and patience. At this time no decision has been made on how the Federal Education Jobs Bill funding will be used. However, he is aware that employees have not received a raise in three consecutive years. He also discussed the budget process and indicated that no final decisions would be made regarding the budget until Spring.

The next meeting of the Support Staff Committee will be held on January 10, 2011, at 10:00 a.m. at the School Board Office Boardroom. The minutes of the meetings will be provided to the Committee members by e-mail and posted on-line at this address: <http://www.pcs.k12.va.us/advisory/index.html>. The meeting adjourned at 11:20 a.m.