

**MINUTES OF TEACHERS' ADVISORY COUNCIL
PITTSYLVANIA COUNTY SCHOOLS
December 4, 2006**

A meeting of the Teachers' Advisory Council was held on Monday, December 4, 2006, at 2:00 p.m. in the School Administration Office, Chatham, Virginia.

Nineteen (19) schools were represented. Also present were Mr. James E. McDaniel, Superintendent, Dr. John W. Amos, Assistant Superintendent for Administration, Dr. Lillian D. Holland, Assistant Superintendent for Support Services, Dr. Mark R. Jones, Assistant Superintendent for Instruction, Mrs. Clarissa T. Knight, Assistant Superintendent for Human Resources, and Mr. Rickey W. Parker, Assistant Superintendent for Information Technology. ABSENT: Mr. Donald R. Johnson, Assistant Superintendent for Business.

The Superintendent called the meeting to order and welcomed those in attendance. Introductions followed.

The following Council topics were discussed:

1. Parents and staff have expressed concern about the form used to request permission to use a student's picture for a publication. There has been some confusion on when this form is necessary and if it includes publication of a picture in the school yearbook. It was suggested that a checklist be added to the form stating publications such as newspapers, internet, and other like media).

The form will be reviewed and revised by the Information Technology Department. Directory of Information forms are also required to be completed by the parent stating that directory information can be released for their child.

2. Appreciation was expressed from Kentuck Elementary School to everyone who supported the school during their recent recycling efforts. Kentuck Elementary School placed second in the nation for Keep America Beautiful. The Committee members, consisting of Ms. Glenda Francis, Ms. Cheryl Ireson, Ms. Agnes Washington and Ms. Joyce Wright, will leave on December 7, 2006, going to Orlando, Florida, to receive the award.
3. A concern was expressed about not having covered walkways going to the gym and to the special education and Title I mobile units at Kentuck Elementary School.

Mr. Mike Hutson, Director of Maintenance and Facilities, will be contacted to follow-up on this situation.

4. A request was made to place the Teacher Advisory Council minutes on the Pittsylvania County Schools' homepage rather than mailing paper copies to the members.

The minutes will be placed on the homepage.

5. A question was raised about the distribution of lottery money in the education system.

The school system receives approximately \$1.2 million in lottery money. One-half of the funds are used to pay the debt service on the middle schools with the remaining funds used to cover the costs of operations.

6. A concern was expressed about a recent power outage at the Career & Technical Center. Specifically, the Center was unable to reach the feeder schools to inform them that the Center did not have power.

There were several schools without power during recent strong winds. A power line was down in the Dan River High School area and a tree fell in the Chatham High School/Bus Shop area. This outage did cause some difficulties within the schools. Some of the principals did use their cell phones to make contact. However, protocol for circumstances such as this will be discussed at the December principals' meeting and may need to be placed as a part of the Crisis Management Plan. The power companies should be contacted in the event of a power outage.

7. A request was made to increase the pay for tutors to be more competitive with outside tutoring services.

The amount paid for tutoring was last adjusted in 2000-2001. The school system is very comparable with other divisions in this region for the amount paid for tutoring and summer school salaries. (Please see Teacher Hourly Rate Survey attached.)

8. Coaches have requested that their supplements for coaching/academic activities be paid in a separate check and not the regular payroll check. Taxes are taking the majority of the supplement when it is included in the regular check. Also, a request was made to pay a supplement to club sponsors, such as Beta Club.

At this time, separate checks are not provided for additional duties. Funding for supplements for club sponsorship would need to be included as a budget initiative. It was recommended that Representatives should ask the principal to contact Ms. Ann Cassada to include this item as a budget initiative (would need to include Jr. Beta Clubs at the middle schools).

9. It was suggested that department chairs receive a supplement because they do just as much as the lead teachers.

This would need to be a budget initiative. One possibility may be dividing the current lead teacher supplement to be shared with the lead teacher and the department chair.

10. A question was raised about the possibility of having a separate salary schedule for individuals with 30 hours above the Masters Degree (similar to Danville City Schools). A concern was also expressed about the average salary increase which provides newer teachers a greater raise than the veteran teachers.

This would need to be a budget initiative. Currently, the average salary increase is provided for all employees and does not differentiate for individuals at the top or bottom of the salary scales. The only way to help the individuals on the top of the scale would be to provide a supplement for those individuals.

11. Appreciation was expressed to the Superintendent for allowing the teacher professional day in November to complete the OSHA training. A question was raised about the on-going OSHA training and if this would be a yearly process.

These tests were tedious. Only one or two employees did not complete the training by the deadline. Next year, employees will only be required to complete the Bloodborne pathogens tests. This training is required by federal law.

12. A concern was again expressed about the need to increase the lunch size for the Alternative School students.

Portions for middle school/high school students are larger than those provided to elementary school students. Southside Elementary School is providing high school size portions for the students at the Regional Alternative School.

13. A request was made to change the report card period from 6-weeks to 9-weeks. The elementary schools are having to complete a report on each student every three (3) weeks.

Staff will need to look at this possibility to do what is best for the students of Pittsylvania County Schools. The concern is the need to provide information to parents as quickly as possible in order for them to be able to assist their child. Staff will talk with principals and the Grading and Reporting Committee relative to this matter. On the secondary level, the procedures for exams and how much they would count toward the grade would need to be considered if the report period were changed to 9 weeks.

The school system has operated previously under a 9-week report period. When asked what was liked and disliked about the 9-week period, representatives stated that they liked having less paperwork; however, the period was too long especially for the younger students.

14. A concern was expressed about the services received from a charter bus company. A question was raised about the possibility of having a centralized way to provide information to other schools relative to the poor service received from a company so that other schools will not use the same company.

The School Board Office does not make decisions relative to the companies selected for field trips or other services. If a problem has occurred with a vendor, the principals currently have their own grapevine and have probably already been told if there was a problem. It would be complicated to provide a listing because the company could state that the school was trying to blackball them. The schools should use the free market system.

15. A concern was expressed about grade 3 students still reading in the pre-primer or primer level. Many of these students do not have an Individual Educational Plan (IEP). Franklin County Schools has developed a reading test to be taken at the end of the second grade. If the student does not pass, they must attend summer school. It was suggested that Pittsylvania County Schools consider using the same type of procedure.

The instructional staff members recently attended a conference which stressed the importance of assessment, review and remediation. There are some states that base the number of prisons needed to build on the number of students not reading at the 4th grade level. Each school has the ability to structure their reading program so that each student is reading at their ability level. As a division, our goal is that every student will be reading by grade 3.

The school system has not mandated summer school at this time but is something that may be considered. However, if summer school is mandated, transportation of the students must be provided. Staff will look at the possibility of providing a reading test at the end of the second grade. This will be discussed with Mrs. Rebecca Smith and a taskforce may need to set up to study this.

Mrs. Clarissa T. Knight addressed the following item:

1. The Salary Taskforce is a group of individuals that represents each of the schools in all areas of employment. The Taskforce has met three (3) times this year. As a result of these meetings the Taskforce has composed a listing of the

recommendations for the 2007-2008 school budget. These prioritized recommendations are listed below:

- 4% salary increase/maintain current health insurance rates (\$2,000,000)
- Increase salaries for school nurses (\$75,000)
- Reclassification of teachers aides (new job description for positions and add responsibilities and increase salaries) (\$260,000)
- Reclassification of attendance clerks (\$130,000)
- Increase sick leave at retirement to \$25 per day (\$50,000)
- Retirement for bus drivers (\$200,000)
- Supplement for advanced degrees for administrators (\$60,000)
- Reclassification of gas mechanics to diesel mechanics (\$12,918)

Mr. Rickey W. Parker addressed the following items:

1. The Information Technology Department is continuing to install teacher PCs in the classrooms at the high schools.
2. The internet override was discussed. This override is provided so that teachers may request for an internet site to be released. This override is not available to students.
3. The Acceptable Use Policy will need to be revised because the State is now mandating internet safety training. Training will be conducted for staff members. The training may be similar to the OSHA on-line training.
4. There have been lots of positive comments relative to the automated grading system. Representatives were encouraged to let the principals know if they like the system because they are the individuals that will make the determination on the use of the system at their school.
5. A concern was raised about the bandwidth problem with the OSHA training. It was suggested that the software be purchased for the training on the automated grading system instead of having to go through the internet to complete.

The company which supplied the OSHA training did not have the bandwidth required to provide the information contained in the training. This explains why the system would freeze up during a training session.

Dr. Mark R. Jones addressed the following items:

1. Two schools are not fully accredited this year – Chatham Middle School and Gretna Middle School. A State Department Academic Review will be completed on these two schools during January and February, 2007. There were six (6) schools that did not make AYP. A division academic review has been made on the four (4) schools that are accredited but did not make AYP.

2. The high school graduation sites have been determined as follows:
 - Chatham High School and Dan River High School graduations will take place at the Averett Convocation Center, Danville, Virginia.
 - Gretna High School and Tunstall High School graduations will take place at the respective school site.

A question was raised relative to who is responsible for paying the custodians for helping with graduation after working hours.

After review with other high schools, the schools use the senior account funds to pay the custodians for assisting with graduation.

3. Comments have been received relative to the proposed calendar for 2007-2008. Comments are stored and if the suggestion cannot be incorporated in the calendar proposal, it may be considered for the next year's calendar. A question was raised and discussed about having a whole week for Spring Break.

Dr. Lillian D. Holland addressed the following items:

1. The December Special Education Enrollment report was submitted to the State Department of Education on December 1. However, an e-mail was received on December 4, 2006, stating that the verification system was being changed at the State level and the report would need to be resubmitted. There were 9,243 students enrolled as of September 30, 2006. Of that number, 15% (1,379 students) of the students have been identified with a disability. The area of greatest increase is the students identified as other health impaired. The number in other health impaired has increased; however the number of students identified as learning disabled is decreasing. Appreciation was expressed to the Representatives for working with students with disabilities.
2. Dr. Holland will be meeting with the principals at each school to receive feedback relative to how the special education programs may be improved.

Dr. John W. Amos addressed the following items:

1. As mandated by the federal government, a wellness policy was reviewed and developed by a taskforce. This wellness policy has been adopted by the School Board to address the problems of students falling behind because of obesity and other health problems. Any ideas or suggestions on what can be done to address these problems should be shared with Dr. John Amos or Dr. Lillian Holland.
2. A taskforce of teachers, principals, community members and students review the Student Code of Conduct (School Board Policy JFC-PC) each year. This policy does not solve all of the behavior problems; however, it does provide parameters

for parents relative to the expectations of the students. The taskforce will begin to review the code of conduct in January.

In the absence of Mr. Donald Johnson, the Superintendent addressed the following item:

1. Information relative to the Governor's budget for 2007-2008 should be received prior to the Winter Break. There will be a House version and a Senate version of the budget proposal. This will be the second year of the biennium which usually means less money for the school division. However, Pittsylvania County Schools' enrollment has increased which will mean additional State funding and local funding. Positions for administrative assistants have been added at Kentuck Elementary School and Southside Elementary School because of the increase in enrollment at these schools. The staff is trying to incorporate additional programs in the schools. Some of the teacher work areas have been converted to labs to accommodate the needs of the students. There are certain parts of the County this is growing and space is needed. Additional information on the budget for 2007-2008 should be provided at the February meeting of the Council.

The Superintendent addressed the following items:

1. A partnership is being formed with Title I and Cook Composites to expand the current emergency notification system (AlertNOW) with unlimited use to include the capability to make automated calls to students who are absent, make a school or community bulletin board to post upcoming events or activities (such as PTO meetings or meetings of grade level teachers), and have an 800 number to call for homework. The cost will be between \$15,000 - \$28,000 using funds from Title I and Cook Composites. This system will provide better communication between the home and the school. Council Representatives were in favor of pursuing this partnership to provide this service. Administrators and attendance clerks will be trained to use the system.
2. The results of the State of the Organization survey were discussed. Responses were received from approximately 1/3 of the employees. The employees seem to be pretty well satisfied with their job, their team work and the people with which they work. However, there are still improvements to be made. Many people in the community do recognize the work that the employees are doing. The Board of Supervisors understands that the employees of Pittsylvania County are shining stars they can brag about in this County, and they recognize what the employees do. A meeting was held recently at Chatham High School which included individuals from all walks of life. These individuals also recognized what the employees of Pittsylvania County Schools are doing and how that is adding value to the education of the children in the County. However, these individuals also say that the focus needs to be on education and on improving the offerings made to the students.

Ms. Hilliard encouraged everyone to contact Governor Kaine by December 15, 2006, relative to budget concerns. The address for the Governor may be obtained from any PEA member. Elected officials are open to hear what the public wants. Individuals need to remind the Governor to include education in a big way in the budget.

3. The strategic planning document has been revised to include all of the feedback received from the teachers, students, citizens, faculty and staff. These items will become part of the budget initiatives to be reviewed by the School Board for consideration for inclusion in the 2007-2008 budget proposal.

The next meeting of the Teachers' Advisory Council will be held on February 5, 2007. Holiday wishes were expressed to each Representative.

There being no further business, the meeting adjourned at 3:40 p.m.

**Teacher Hourly Rate Survey
2005 – 2006**

School Division	
Alleghany County	\$15.00/hr.
Botetourt County	\$25/hr. with minimum of 1-yr. teaching experience with county \$20/hr. all others
Danville City	\$19.00/hr.
Floyd County	If working with students, rate is pro-rated based on individual's salary
Franklin County	\$15/hr. Curriculum Work \$20/hr. Summer School
Henry County	\$18/hr.
Martinsville City	\$21/hr. Summer School \$24/hr
Pittsylvania County	\$25.61/hr. Summer School \$20/hr. After-School Tutoring \$500/wk. for Staff Development Required By Division for New/Specialized Courses \$125/day Summer Curriculum Alignment
Pulaski County	\$20/hr. Summer School \$25/hr
Radford City	\$20.85/hr.
Roanoke County	\$15/hr Curriculum Writing \$20/hr. Summer School
Salem City	<u>Classroom Instructors</u> \$35/hr. Summer School \$30/hr. Speech Camp \$30/hr. Art camp \$30/hr. Adult Ed. Classes <u>Alternative Programs</u> \$21/hr. Saturday Suspension

	<p>\$21/hr. Recovery School/After School</p> <p><u>Non-Classroom Professional Work</u></p> <p>\$16/hr. Curriculum Work</p> <p>\$16/hr. Writing Scoring</p> <p>\$16/hr. K Screening</p>
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