

**MINUTES OF TEACHERS' ADVISORY COUNCIL  
PITTSYLVANIA COUNTY SCHOOLS  
September 30, 2013**

A meeting of the Teachers' Advisory Council was held on Monday, September 30, 2013, at 2:00 p.m. in the School Administration Office, Chatham, Virginia.

All schools were represented. Also present were Mr. James E. McDaniel, Division Superintendent, Dr. Jeff Early, Assistant Superintendent for Operations, Dr. Lillian D. Holland, Assistant Superintendent for Administration, and Mrs. Ann Cassada, Assistant Superintendent for Support Services. ABSENT: Mrs. Wanda Vaughan, Assistant Superintendent for Instruction.

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

The protocol and organization of the Advisory Council was discussed. The purpose of the meeting is to share information about policies, programs and procedures and solicit input and feedback from the representatives relative to division level issues and initiatives. School level issues should be addressed with the principal of the school. Representatives were encouraged to e-mail topics to the Superintendent, Mrs. Janet Hancock, Clerk of the Board, or any one of the Assistant Superintendents. A notice of the meetings will be e-mailed to Representatives prior to the meeting date. Information not available at the meeting will be included in the minutes after the meeting. These minutes will be posted on the website and will be e-mailed to each Representative.

The following Council topics were discussed:

1. A question was raised about the procedure for lock down drills being included in the orientation sessions for substitute teachers. There was a concern expressed by teachers that they were being reprimanded because the substitute in the classroom did not follow appropriate procedures during the lock down. There was also a concern expressed about having a consistent individual in the school to conclude the lock down drill (the principal does this at some schools but someone else is responsible at other schools).

The Safety Audit Committee recommendation was for the principals to review the lock down drill procedures with all substitutes. The information relative to the codes was discussed at the orientation session and is included in the substitute manual provided to individuals listed on the substitute teacher list. These individuals were also reminded to review the evacuation route and protocol that should be located on the back of each classroom door. ERIP (Early Retirement Incentive Program) employees were not required to complete the substitute teacher orientation. Representatives were asked to review this information with their principal to ensure the lock down drill protocol is posted in each classroom.

2. A question was raised about the fob system being available at all schools for clocking in and out each day. This information is recorded on the computer and is being included as part of the evaluation.

This system has not been mandated in the schools; however, there is merit to using this method. Certified employees are exempt, which means they do not receive overtime and would be expected to attend night meetings, Saturday events or faculty meetings. Classified employees, who are not exempt, may not work over forty (40) hours per week unless they are paid overtime. The fob system assists in keeping up with work hours and time spent away from the job, such as lunch time.
3. There have been issues with using Link-It for assessments because the computer labs are in use and some tests have not been ready as scheduled. There were also concerns with the length of some tests and incorrect answers for the assessments.

The Instructional Staff is aware of these issues and will be considering other options after the end of the nine-week assessments. It is anticipated that modifications will be made as necessary in order to provide a viable tools for the assessments.
4. It was noted that the Vo-Tech is now the Career & Technical Center and should be identified in that manner.
5. There was concern expressed about additional administrative paperwork required for the Career & Technical Education teachers.

According to Mrs. Angela Rigney, Director of Career & Technical Education, there has not been any additional administrative paperwork added for Career and Technical Education teachers. However, the time for completion and accountability of submission has changed.
6. It was noted that the Republican websites are accessible but the Democratic websites were not available. Some Representatives indicated that there were no problems with this at their school.

Teachers were asked to send the website addresses to Dr. Jeff Early, Assistant Superintendent for Operations, for review.
7. A question was raised about the availability of teacher evaluation binders.

Teachers should continue to use the binder that was issued previously. Each school is responsible to provide copies of the evaluation and binders to every teacher. It was noted that quality and not quantity should be used when completing the evaluation paperwork.
8. A question was raised about ERIP teachers being used as substitutes.

Administrators are requested to contact ERIP employees first because they are receiving payment to complete twenty (20) days of employment. It is the intent of this office to ensure that these ERIP employees have ample opportunity to work these days. Employing a regular substitute teacher requires an additional

cost for the school system. In past years, the cost for substitutes has far exceeded the budgeted amount.

9. A question was raised about male teachers receiving a higher salary than female teachers.  
Representatives were assured that all teachers were paid on the same salary schedule with the amount determined by years of experience and not gender. All salary schedules are posted on the Pittsylvania County Schools' website.
10. A suggestion was made to explore other practices other than Accelerated Reader (AR) to increase literacy development.  
At the present time, Chatham Elementary School is using Raz-Kids and not Accelerated Reader (AR). Some elementary schools are using the Read 180 program. This is a school choice.
11. A suggestion was made to increase the Master's degree Supplement.  
This supplement was increased by 1% for the 2012-2013 school year and 1% for the 2013-2014 school year. Requests for additional increases would need to be addressed by the Salary Taskforce for consideration.
12. A question was raised about bringing a concealed weapon on campus if the individual has a permit and leaves the item in their vehicle.  
School Board policy stipulates that an individual may not bring a concealed weapon on the property with the approval of the School Board.
13. A question was raised about the allowing recertification points to be awarded for on-line First Aid, CPR and AED training.  
There have been no on-line options presented for approval. Individuals were encouraged to submit any identified website to the Human Resources Office for review and consideration for acceptance. It was noted that the First Aid, CPR and AED training is being offered in the school through Regional One and the Danville Life Saving Crew provided classes during the summer. Teachers completing these training sessions will receive eight (8) recertification points (under Option 8, Professional Development Activities) and a completion card issued by the American Heart Association. Any other training sessions must be reviewed by the Human Resources Office for approval prior to completion. Additional training sessions from Regional One will be offered throughout the school year. The training must be completed within the five-year validity period of the teaching license to in order to meet the one-time requirement for application or renewal of a Virginia teaching license. Danville Community College offers a first aid class; however, this course does not include the appropriate training for the use of the Automatic External Defibrillator (AED).
14. A concern was expressed about guidance counselors informing students that the courses are not important and not to take classes at the Career & Technical Center.

The students are provided tours of the classes at the Career & Technical Center. This issue will be discussed with the guidance counselors.

15. The following concerns were expressed about the Career & Technical Center: mold, moisture and temperature in the building; buses are late arriving to the Center; and finding ways to inform teachers that they are doing a good job.  
A facilities study has been completed on all of the older elementary schools (excluding Twin Springs Elementary School and Gretna Elementary School) and the Career & Technical Center. The costs for renovating these schools would total \$46 million. Approximately \$11 million of these costs would be for the Career & Technical Center. Concerns have been expressed about the leaky roof areas at the Career & Technical Center. An assessment will be completed relative to the varying temperatures in the building and the mold issues. Mrs. L. Ann Cassada, Assistant Superintendent for Support Services, will review the issues with the buses arriving late and determine what problems may exist in order to ensure students arrive in a timely manner. The Superintendent's Minute has included acknowledgement of the good work that the staff is continuing to do. He will also address this at the next principals' meeting.
16. A concern was expressed relative to employees receiving less pay after the raise than was received last year.  
It was noted that all employees received a 2% increase. Those individuals covered under the Virginia Retirement System also received the 1% offset for a total of a 3% raise. However, in January, the FICA was reinstated to 6% rather than the 4% that was being deducted from the payroll checks. The good news is that the health insurance premiums did not increase for the 2013-2014 school year. Hopefully, the School Board will continue to leverage support from the Board of Supervisors to provide funding above the minimum required amount.
17. A concern was expressed about the use of IEP on-line.  
The Support Services staff will review the IEP on-line program and work with the provider to determine if any changes may be made.
18. A concern was expressed about a teacher obtaining their Master's Degree but not receiving the supplement because the paperwork was received beyond the deadline. If the supplement cannot be added this year, it was requested that the amount be provided reactively for next year.  
The deadline for paperwork for these supplements of September 1 has been consistent for all employees. The pay for supplements would not be retroactive to previous years.

**In the absence of Mrs. Wanda E. Vaughan, Assistant Superintendent for Instruction, Mrs. Brenda Dawson, Director of Assessment & Accountability, addressed the following items:**

1. Accreditation and Standards of Learning assessment information was shared with the Representatives. If the school does not meet the FAMO (Federal Annual Measurable Objectives previously identified as No Child Left Behind), the school is in improvement. Two (2) schools, Kentuck Elementary School and Gretna Middle School, did not meet the FAMO. Two (2) high schools (Dan River High School and Gretna High School), did not meet the FAMO because of the graduation index. There were three (3) schools (Tunstall Middle School, Southside Elementary School and Mt. Airy Elementary School) that did not meet the FAMO because of the “no backsliding” rule. This rule stipulates that the schools met the scores for the assessments, but those scores were lower than last year. Five (5) schools (Stony Mill Elementary School, Kentuck Elementary School, Hurt Elementary School, Chatham Middle School and Gretna High School) are accredited with warning in mathematics. These schools will be required to complete the process for academic review. Overall the schools did very well on these assessments.
2. The graduation site for the 2014 classes has been scheduled at Averett University’s Grant Center, Danville, Virginia. A schedule of practice and graduation dates and times was provided.
3. Representatives were encouraged to provide feedback relative to the 2014-2015 school calendar development. Unless legislation changes, there is a possibility that Pittsylvania County Schools would have to begin school after Labor Day. However, the State allows a pre-Labor Day opening for school divisions that have innovative and experimental programs that affect all levels (elementary, middle and secondary) as part of their system. Staff is working collaboratively with the Institute for Advanced Learning and Research, Danville Community College, Virginia State University, Danville City Schools, and the New College in Martinsville, Virginia, to provide an innovative and experimental program for advanced engineering and technology in 2014.

**Dr. Lillian Holland, Assistant Superintendent for Administration, addressed the following items:**

1. The proposed budget calendar for 2014-2015 was provided. This calendar will be presented to the School Board for approval at its October 8, 2013, meeting. The calendar is very similar to the 2013-2014 budget year.
2. At this time, all vacancies have been filled. There were fifty-one (51) certified staff and forty-four (44) classified staff hired for the 2013-2014 school year. An additional math teacher was hired for Tunstall High School, and a kindergarten teacher was added at Chatham Elementary School. The contracts for several assistant principals were restored to 12-month status as well as administrative assistants.
3. Orientation sessions have been held for individuals desiring to be placed on the substitute teaching list. An additional session will be held on December 17, 2013, for those individuals wishing to be added to the list for the second semester of 2013-

2014. Information reviewed during the sessions included: OSHA, Acceptable Use Policy, classroom management and teaching strategies. The substitute teacher is requested to provide feedback to the principal and teacher at the end of the day so that any needed follow-up may be completed. The focus is to ensure that every day each class for the student is important and students are not missing any instruction.

**Dr. Jeff Early, Assistant Superintendent for Operations, addressed the following items:**

1. An earthquake drill will be conducted on October 17, 2013, at 10:17 a.m. The process will be the same as last year. Lock down drills will also be conducted during the school year.
2. A review of the safety initiatives was provided. All schools will have buzzers at the entry doors of the building. There is a School Resource Officer for twelve (12) of the schools with the remaining eight (8) being served by an ongoing police presence from the Pittsylvania County Sheriff's Office. The deputies have been provided an area in the schools to complete paperwork and reports while on patrol during school hours. Key swipe locks will be installed on certain doors in the schools to allow teachers to take students in and out of the buildings. Digital bus cameras have been installed on 108 buses that did not have a camera. These cameras monitor the front and back of the bus and provide an improved picture and audio of the bus activity. It is anticipated that additional digital cameras will be purchased to replace the older cameras. Bus drivers and administrators have received training on the operation of the cameras. Norhurst Professional Services is working with the school division to provide crisis training for staff. The safety audits have begun in the schools. Unannounced lock down drills are now part of the safety audit.

A question was raised about the time that teachers may arrive at school. Teachers were directed to discuss this with their principal.

A question was raised above having the key swipe information on the name badge rather than providing an additional card. Dr. Early indicated that he would check on this possibility.

A question was raised about which emergency card (red or green) to use in lock down situations. If the student is sent with an adult to another area, the green card should be placed on the classroom door. If the student was sent without adult supervision, the red card should be used.

3. An increase in bandwidth for the school system is being completed. This includes all schools.
4. The Connect 5 system, which replaces AlertNOW, will use the contact information which is included in PowerSchool to make emergency calls (close or delay of school,

etc.). Representatives were encouraged to ensure that the school office has received all current and correct information for PowerSchool.

5. A question was raised about the availability to e-mail a progress report from PowerSchool. Dr. Early indicated that he would check on this possibility.

**Mrs. L. Ann Cassada, Assistant Superintendent for Support Services, addressed the following items:**

1. In partnership with the Pittsylvania-Danville Health Department, flu clinics have been scheduled at the middle and elementary schools beginning October 2, 2013. Information relative to Medicare, Medicaid and private insurance bills was included in the correspondence that was provided to staff as well as the community. There was an outbreak of strep in the southern part of the County. Information has been provided to the students and staff at these schools to prevent further spreading of this condition.
2. The State requires the school system to offer insulin and glucagon protocol and First Responder training for the staff. At least three (3) people must be trained as a First Responder for each building.
3. Appreciation was expressed to the Representatives for their work to ensure that inclusion is taking place for special education students. Behavior intervention is being provided for students to ensure they are receiving the appropriate instruction.

**The Superintendent addressed the following items:**

1. Representatives were encouraged to discuss with principals the possibility of having ten (10) minutes at the faculty meeting to discuss any items from this agenda.
2. Information was provided relative to the Precision Machinery Program. A grant was received to purchase equipment for this program. There are twenty-one (21) juniors in the class at the Pittsylvania Career & Technical Center. A cohort will be added next year to have a first year program for juniors and the current students will be advanced to the second year program for their senior year. This is also a great opportunity for economic development for the community.
3. An advanced technology program will be added for the 2014-2015 school year. This program will be offered at the Institute for Advanced Learning and Research with students riding the Governor's school bus. Part of this program will include internships during the summer month to give students the opportunity to work with businesses and earn as much as \$2,000.00.
4. The next meeting of the Teachers' Advisory Council was discussed. This meeting will be held on November 25, 2013, virtually with representatives going to the appropriate high school for the meeting. Snacks will be provided at each school.

The Superintendent asked if there were any suggestions on how to improve this meeting. There were no suggestions for change.

There being no further business, the meeting adjourned at 3:45 p.m.