

Support Staff Council Meeting Minutes

August 28, 2014

The *Support Council* met on August 28, 2014, at 9:00 a.m. in the Central Office conference room. Council members present were: Robin Sontag, Lisa Evans, Gail Carroll, Ed Eary, Gerald Pickrell, Don Richardson, Katy Swinford, Cindy Canter, Melissa Curry, and Richard Harden.

Welcome:

Mr. Harden called the meeting to order and welcomed everyone to the first meeting of the 2014-2015 school year. Several members related some of their memorable summer activities.

Communications:

The communication section centered on the following:

- Fencing at JELV: Members from the JELV and the Bus Garage expressed gratitude for the new fencing in front of the JELV building that separates the bus lane from the parking lot. It looks great and is also very functional.
- AESOP: Several concerns were expressed (especially from bus garage employees) concerning the new AESOP substitute calling system. Concerns related included:
 - Staff members feel as though not enough training was provided for this new system
 - Absences entered via phone is very time consuming due to the many menus that have to be selected to complete the entry
 - Reporting absences online doesn't appear to be as complicated as using the phone system

Mr. Harden stated that the system is not intended to create more work for staff members or cause difficulties with reporting absences. Mr. Harden contacted Chief Operations Officer Val Gallutia, who has asked Becky Sewell to provide Bus Garage Personnel with additional training. The dates for the training sessions are September 18 and 23.

- WJMS Kitchen Issue: Extreme heat is consistently an issue in the kitchen. Kitchen staff would like to request some industrial size fans to help with this issue. Mr. Harden contacted Director of Maintenance Shirley Smith who said he would address the heat issues.
- Cafeteria Purchases: At JELV adults do not have a choice to purchase single menu items unless the item meets State and Federal nutrition guidelines. For instance, french fries do not meet the healthy food criteria and are not being sold a-la-carte to adults unless a whole meal is purchased. This does not seem to be the practice at all schools. Could this be investigated?

Mr. Harden contacted Food Service Director Karen Barden, who reported that written State regulations concerning meals served are very detailed and make no exceptions (for adults) to the nutrition guidelines. However, after contacting State Food Service officials, it was determined that a-la-carte items could be offered to adults without violating the guidelines. Ms. Barden stated that she would make all Cafeteria Managers aware of this decision.

- Job Vacancies: Job vacancies are to be posted on the District Job Register.
- Classified Staff Chain of Command: All employees have rights. Mr. Harden referred members to the Support Staff Handbook for information on reporting complaints and/or problems. There are also specific steps involving a "Grievance Procedure" listed in the Handbook. If an employee has an issue with his/her immediate supervisor, then the issue should be reported to the next administrative level. Reporting to Superintendent Fields is always an option, but in most cases requests sent to her will be assigned to Mr. Moore or Mr. Gallutia for investigation.
- Central Office Doors: The newly installed doors at Central Office seem to be working properly in the front, but there are still issues with the "closer" on the rear door. The closer has already been replaced once.
- Bus Garage: Compliments were expressed to Chris Bellman for regulating the handicap parking spaces so they are available for individuals that are in need of them and for enforcing the no smoking policy.

Other:

- If there are questions or issues that need to be discussed at the next *Support Council* meeting, please email those to Richard Harden in advance at: richard.harden@jessamine.kyschools.us.

The next meeting of the *Support Council* will be **Thursday, September 25 at 9:00 a.m.**