

**Support Staff Council Meeting
Minutes
March 24, 2011**

The Support Staff Council met on March 24, 2011 at 9:00 AM in the Central Office conference room. Council members present were: Richard Harden, Robin Sontag, Michelle Hollingsworth, Margaret Peel, Jim Sadler, Ron Bain, Madonna Keathley, and Teresa Moberly. Members absent: Kathy Willingham, Danny Blanton, Kenny Smith, Don Richardson, Brenda Wheeler and Bobbye Ball.

Staffing Allocations

The staffing allocation your Site Based Decision Making Council is dealing with right now is the lowest it's ever been. The SBDMC is responsible for deciding how many teachers and the type of teachers for each school. The staffing allotment is based on the number of students. We have told principals that we are likely to keep it at this new level for 2011-2012 and 2012-2013 and possibly beyond.

Next year's reduction of an additional 2 ½% is a net yield of 13 fewer teachers district-wide. In addition, we are in year two of the reduction of instructional assistant hours; last year the hours were reduced by 25% and this year another 25%. The net reduction for instructional assistants is 13,000 hours. Keep in mind that JELV is the exception; state law requires kindergarten classes to have instructional assistants. We are also in the second year of a reduction in Section 6 money, down to \$100 per child. This is your school's "instructional money," often used to buy paper and other supplies. The money we are talking about here is from the General Fund budget and it doesn't have anything to do with Grants.

The Principal recommends to the Superintendent where to make adjustments and/or reductions in staff. Basically, classified employees who have four or more years of experience (without a break in service) will continue employment and those that have less than four years may be in jeopardy. Once the Principal knows how many positions they have to work with; the Principal and Superintendent can make a decision based as to which classified employees will continue employment.

Transportation Department

The Transportation Department has one budget, which includes bus drivers, bus monitors, mechanics and fuel. However, the state does reimburse the district for a portion of transportation costs.

Six states have already approved the use of advertisements on school buses. Kentucky is considering that possibility, however, the ultimate decision will be up to each school district.

Amended School Calendar

Mr. Harden shared information regarding how the amended school calendar will affect the contracts for bus drivers/monitors and classified employees. Those handouts are attached to these minutes for your convenience.

Adjourned at 10:00 AM.

Our next meeting will be **Thursday, April 28, 2011.**

MAKE-UP DAYS

Impact of Amended School Calendar on Bus Driver/Bus Monitor Contracts

The amended calendar decreases the number of student days from 177 to 174. This does not, however, change the contractual obligation of Bus Drivers and Bus Monitors. Therefore:

In order for Bus Drivers and Bus Monitors to receive their regular contract pay and not be penalized in the retirement system the following must be considered and implemented:

- Bus Drivers/Monitors will need to make up work for the 3 days the students are dismissed.
- These 3 days cannot be made up by adding additional time to the employee's regular work day. It is necessary that the make-up time occur on 3 additional work days.
- A Driver or Monitor must work his/her regular number of hours on each of the 3 make-up days.
- In order to complete the required number of contracted days, be paid regular contract pay, and not be penalized in the retirement system, 3 training days will be added to our schedule. Those days will be:
 - Friday, March 18th (CKEA Day)
 - Tuesday, May 17th (Election Day)
 - Monday, June 6th
- All regular attendance procedures will be in effect for those days, excepting personal days. The limits on the number of employees using personal days will be lifted for those 3 days only.

Please see Chris immediately, should you have any questions about this make-up schedule.

Clearly the hope is that there will be no additional days missed. Should that occur these plans would obviously need to be revised.

Impact of amended school calendar on classified employee contracts

In order for school-based classified employees to receive their regular contract pay and ***not be penalized in the retirement system*** we must pay attention to some important details.

The amended calendar decreases the number of student days from 177 to 174. This does not however amend the contractual obligation of classified employees. Therefore:

- Classified staff members will need to make up work for the 3 days the students are dismissed. (Make up days for food service and transportation will be handled by their directors)
- These 3 days ***cannot*** be made up by adding time to the employee's work day ***except as noted below***. It is necessary that the make-up time occurs on 3 additional work days.
- An employee must work his/her regular number of hours on each of the make-up days. Care should be taken not to place employees in positions which may differ greatly from their normal responsibilities (i.e., heavy lifting)
- Potential make up dates
 - March 18th (CKEA)
 - May 17th (Election day)
 - June 4th (Saturday)
 - June 6th – 10th
- ***Employees regularly working a minimum of 6 hours per day may make up 1 of the 3 required days by working the additional 30 minutes on each of the 12 extended days between March 16th through April 1st.*** Extended time must include the same responsibilities and work as required on a regular work day [KRS 158.070 (12)]. The remaining 2 days would be made up as described above.
- Recordkeeping
 - Richard will send a list of classified employees to each school with their corresponding hours worked per day.
 - Principals are responsible for the oversight of the make-up days and will sign off for each employee when his/her contractual obligation has been fulfilled.
- Clearly the hope is that there will be no additional days missed. Should that occur these plans will obviously need to be revised.