

Support Staff Council Meeting Minutes

March 27, 2014

The *Support Council* met on March 27, 2014, at 9:00 a.m. in the Central Office conference room. Council members present were: Robin Sontag, Lisa Evans, JoAnn Beard, Gail Carroll, Peggy Patterson, Ed Eary, Gerald Pickrell, Cindy Canter, Gail Curry, Melissa Curry, Patty Teater, Patrice Jones and Richard Harden.

Welcome:

Mr. Harden called the meeting to order and welcomed everyone.

Communications:

The communication section centered on the following:

- Last Day for Students: The Board met and approved June 6th as the last school day for students. This day will be a half-day as well as senior graduation day. WJHS will be the first graduating class on this day.
- Staff Make-Up Days: District personnel have developed some training opportunities for these days. Staff make-up days have to be completed no later than June 18th. Unfortunately, any staff member who is unable to complete the make-up days will have to be docked for those days. Exceptions cannot be granted for this deadline due to the timing of summer payrolls and retirement report deadlines that must be adhered to. Because the District is obligated to pay for “services rendered”, whatever days/hours were missed must be made up. Students will not attend school on Election Day nor Memorial Day. Election Day will be a staff make-up day.
- Sick Days: Sick days are governed by state statutes. When a person signs a sick leave card, that individual is attesting (swearing) that he/she was unable to perform regular duties on the day(s) in question. (KRS 161.155) Sick leave may not be used for any purpose other than what is permitted by State Statute. As outlined in employee handbooks, “The falsification of sick leave records or the illegal use of sick leave shall be grounds for disciplinary action including, but not limited to, termination of employment.”
- State Budget: As of the meeting date, a State Budget had not been approved. Since that time, Kentucky’s Legislature adopted a budget that includes (among other things) a required 1% raise for school personnel. This raise will be in addition to the increase that one receives for “moving up” in experience. Next year’s salary schedules have not yet been adopted by the Board.
- Bus Garage: Several staff members have expressed concern about the gate to the entrance of the bus parking lot. Concerns are: the lighting near the gate is poor, the locks on the gate are very difficult to open, the gate is extremely heavy and hard to maneuver, the cable that attaches the lock to the gate is frayed causing cuts to hands, and the gate can’t be easily re-secured & locked once you have entered the lot. Mr. Harden will check to make sure a light was installed in this area, check on the possibility of getting different locks, and see if there is a way to better secure the sides so the gate doesn’t bounce back once it is opened. Note: Mr. Harden has since toured the Bus garage lot during early morning darkness. The “new” light at the upper gate has been installed and seems to be working properly. The other lights at the perimeter of the compound and on the building also seem to be in working order. Though the possibility of purchasing an electronic gate may not be likely, I have asked Mr. Bellman to find what the costs involved would be. Also, please keep in mind that field trips are not a required duty - they are optional.
- Support Council Minutes: Not everyone seems to be receiving a copy of the Support Council minutes. The Support Council minutes are posted online. The February minutes were emailed as well. Mr. Harden will personally take a copy of the February Support Council

minutes to the bus garage (if necessary) to be posted on the bulletin board. Note: The minutes were already posted at the Bus Garage.

- Posting of Open Positions on Job Register: Certified positions are required to be posted on local and state Job Registers for a minimum of 30 days unless a waiver has been granted. Though Classified positions are not required to be posted, they are routinely listed on the local Job Register for at least one week. Transfers between two like positions may be completed without the position being advertised on the Job Register.
- Concern Resolution Option: If a staff member has a concern that doesn't get resolved by first contacting their supervisor, the option of contacting someone in the Human Resources department at Central Office is available to them.

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, April 24 at 9:00 a.m.**