

Support Staff Council Meeting Minutes

September 25, 2014

The *Support Council* met on September 25, 2014, at 9:00 a.m. in the Central Office upstairs hallway. Council members present were: Robin Sontag, Michelle Hollingsworth, Lisa Evans, Melissa Curry, Patty Teater, Don Richardson, David Marsee, Gail Carroll, Gail Curry, Cindy Canter, Peggy Patterson, Ed Eary, Patrice Jones and Richard Harden.

Welcome:

Mr. Harden called the meeting to order and welcomed everyone. Several members shared that the school year is proceeding nicely at their building.

Communications:

The communication section centered on the following:

- Cafeteria A-La-Cart Purchases: Gratitude was expressed for allowing adults to purchase a-la-cart items. Food Service Director Karen Barden was able to obtain information from State officials clarifying that the Federal nutrition guidelines do not apply to meals served to adults.
- Cafeteria Menu Concerns: Can the menu be changed to offer more of a breakfast selection on early release days? Also JELV students are being served drumsticks which are a choking hazard for this age group. Can this be changed? Ms. Barden stated that she would use State compliance “tools” to see if there could be adjustments made in the JELV menus, but that the nutrition guidelines prohibit using the old “breakfast” menus. The “drummies” (chicken drumsticks) served should not contain small bones which would cause a choking hazard for young students. Also, the drummies served use whole grain breading which has a different nutritional value than popcorn chicken, for example, so there is not so much ability to change menus as one might think.
- WJMS Kitchen Issue: Extreme heat is consistently an issue in the kitchen. Maintenance personnel inspected the air conditioning unit. Unit is working properly. The fans requested have been delivered.
- Bus Garage Personal, Emergency, and Sick Leave Issues:
 - Personal Leave: Scheduling personal days is a challenge. Can District policy be clarified as to how many staff members may be out on a given day for personal leave at the bus garage? Concerning personal leave, Mr. Harden’s research provides the following information: Current Board Policy states, “*No more than one (1) employee per location, per job classification may take personal leave on a given day. If requests exceed these limits, supervisors shall grant requests for personal leave on a first-come, first served basis.*” Because of the large number of bus drivers at one location (Bus Garage), District Administrators have allowed two drivers plus one monitor to use personal leave on a given day. Personal leave may be used for any reason. Please note that there are also other restrictions regarding the use of personal leave, such as using leave before or after holiday periods.
 - Emergency Leave: The question posed at the meeting concerned the use of emergency leave for the purpose of bereavement. Emergency leave may be used for bereavement do to the death of a relative or personal friend. In the emergency leave section of Board Policies, the term “relative” is not defined. Therefore, emergency leave may be used for mourning the death of any relative, or, in fact for any personal friend.
 - Sick Leave: Mr. Harden noted that sick leave might also be used for the purpose of mourning a member of the employee’s immediate family. In the sick leave section of Board Policies, the term “immediate family” is very closely defined, and does not, for example, provide for the use of sick leave for mourning the death of an aunt or uncle, unless they happen to be a blood relative who resides in the employee’s home.
- Substitutes for Bus Drivers: Substitutes for bus drivers and monitors are very limited. Bus drivers must go through intense training. A suggestion was made to look in to the possibility of using the District volunteer list to recruit for substitute bus monitors.
- Arts Academy on Early Release Days: In response to a question about the timing for the Arts Academy, Mr. Bellman stated that the time for bus pickup had been changed for this year, and that he would make sure that all were informed before the next Early Release Day.
- Bus Driver Physical Exam Concern: There was a question raised about bus drivers who may be asked to complete a sleep apnea study to in order to pass their annual physical exam, and whether the cost of such an examination would be bourn by insurance. Pat Glass, District Health Services Coordinator, stated that any driver who is asked to complete a sleep apnea study, should request a written statement from *Urgent*

Treatment (the company contracted to do the physical exams). The statement is to be given to the Driver's primary care physician who would (hopefully) order the sleep study. Then, the employee's insurance should cover the cost (or at least part of the cost). Note that how much the insurance company may pay (or not) is based on the type of insurance plan to which the employee is subscribed. Ms. Glass said that she would prepare a statement to be given to bus drivers to help with the understanding of this process, and has already contacted the *Urgent Treatment* center to make sure they are aware of the issue.

- **District Communications:** Patrice Jones related that a summary of items discussed at the monthly Board meetings are now sent out prior to release of official minutes. An employee E Newsletter is being developed and will be sent out on a regular basis. Employee Wellness Health Fair has been planned and will occur on October 29th. This is not a benefits fair. It is designed to encourage employee wellness. Please contact Ms. Jones with any vendor suggestions or questions.
- **Open Enrollment:** Official dates are Oct. 13th – 30th. **Note that the ending date is October 30 (a Thursday) not October 31st.** This year, everyone must re-enroll due to a change in the healthcare vendor selected by the state of Kentucky (Anthem/Blue Cross). Good news...no increase in premiums! Individual open-enrollment packets will be sent out in the near future. Ms. Becky Sewell is planning to attend the October Support Council meeting to assist with any last minute questions. Although many districts have gone "paperless", our District will still accept paper applications for this open-enrollment period.
Please note that if there are flexible spending account questions, employees are encouraged to contact Becky Sewell. Employees will not be permitted to *wave* insurance coverage unless they declare that they "have other group health plan coverage that provides minimum value." A 'group health plan' refers to coverage provided by an employer, an employer organization, or a union. A 'group health plan' does not include individual policies purchased through KYNECT or government plans such as TRICARE, Medicare, or Medicaid. A group health plan that provides 'minimum value' means the plan pays at least 60% of the total allowed cost of covered benefits/services and participants or members in the plan are required to pay no more than 40% of the total allowed cost of covered benefits/services. If an employee waives the State-provided health insurance, but does not have another group health plan as described above, then those employees may be subject to tax consequences when filing their Federal income tax returns.

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, October 23 at 9:00 a.m.**