

Support Staff Council Meeting Minutes

May 22, 2014

The *Support Council* met on May 22, 2014, at 9:00 a.m. in the Central Office conference room. Council members present were: Robin Sontag, Michelle Hollingsworth, Gail Carroll, Donna Waide, Lisa Evans, Ed Eary, Don Richardson, Katy Swinford, David Marsee, Cindy Canter, Patrice Jones, Melissa Curry, and Richard Harden.

Welcome:

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

Communications:

The communication section centered on the following:

- **Salary Schedules:** The Salary Schedules for 2014-2015 are posted on the District's website. The Board accepted Superintendent Field's recommendation to give a 1.5% raise instead of the 1% that was required in the state budget.
- **Classified Celebration Luncheon:** This event, which was held on Election Day, was well attended this year. It was good to see such a large group of folks there.
- **Bus Garage:** The hourly rate paid for field trips has been increased to \$10.00 per hour, beginning July 1, 2014.
- **Maintenance:** Plowing snow during the winter months can be challenging. Having custodians at East High park in a different area will help with this issue.
- **Vacation days:** Board procedures state that vacation days must be taken in increments of no less than a half-day. The use of vacation leave must be approved in advance by the employee's supervisor.
- **Extra Work Hours:** Working a schedule that is different from an employee's regular schedule must be approved by the employee's supervisor. District personnel should not be working extra hours without compensation. A supervisor may ask an employee to work additional hours, but the employee has the option of denying the request. However, a supervisor may require an employee to change his/her work schedule. Overtime pay is for hours beyond 40 actually-worked-hours in a week. Although employees are paid for holidays, vacation days, sick days, etc., those paid hours do not count toward the 40-hour base. Exception: Compensation for working on Sunday will be paid at the time and one-half rate regardless of the number of other hours worked for a week. Compensatory time (not pay) is calculated on an hour-for-hour basis.
- **Food Services:** Staff would like to request having the use of a time clock to keep track of hours worked. Mr. Moore will be consulted for this request.
- **Election Day:** State Statute requires that schools not be in session when there are races/issues occurring on ballots the District. If there are no races/issues, then school can be in session.
- **Board Information:** The Board of Education can act as a Board only when that group is together during an official meeting. An individual Board member has no more nor less rights than any other citizen when the Board is not in session. Board members are prohibited from "influencing" personnel issues. State statutes govern these restrictions and responsibilities for School Board members.
- **Substitute Recruitment:** Can the District vamp up recruiting for substitutes? JELV deals with a daily shortage of substitutes. This is especially true for instructional assistant positions.
- **Substitute Calling Program:** Subfinder will no longer be the program used for calling substitutes starting with the 2014-15 school year. AESOP will be the new program. More information will be coming regarding this change.
- **Smoking on School Property:** Here is the wording of Board policy: "The use of tobacco products, including electronic cigarettes, is prohibited at all times in or on any school property owned or operated by the Board. In addition, smoking shall not be permitted in outdoor facilities owned or operated by the Board during all District-sponsored activities, including sporting events."

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, August 28 at 9:00 a.m.**