

## **Support Staff Council Meeting Minutes**

### **January 24, 2013**

The Support Staff Council met on January 24, 2013, at 9:00 a.m. in the Central Office conference room. Council members present were: Richard Harden, Patty Teater, Tommy Wiggs, Ed Eary, Jim Brewster, Katy Swinford, Angie Henderson, Lisa Evans, Wanda Knight, Gail Carroll, Don Richardson, Steve Poe, Kim Frazier, Sylvia Decker and Tammy Baker.

#### **Welcome:**

Mr. Harden welcomed old and new members and called the meeting to order. Mr. Harden explained the general purposes of the *Support Staff Council* and each member then introduced her/himself.

#### **Communications:**

The main focus of the communication section centered on school **safety** and **security**. Issues discussed include: Procedures for insuring school phones were manned and responsible personnel were available in each building until busses were finished with afternoon runs; danger of parents and others crossing in front of busses in the bus lane at the JELV; providing room keys for substitute teachers; and providing window covers for large interior windows at the JELV. A question was also asked about the procedures for children returning to school who have been 'infected' with lice or pinkeye.

#### **Actions:**

- Safety/Security Coordinator John Branscum will attend the next Support Staff Council meeting (February 28) to discuss safety and security issues.
- An electronic site has been established (available to school principals) to receive requests and information concerning safety/security issues.
- Assistant Superintendent James Adams will remind principals about the importance of personnel being available for communications from bus drivers.
- The *possible* installation of a barrier fence between the parking lot and the front bus lane at the JELV will be discussed.
- At least one school is already providing room keys for substitute teachers. (The substitute leaves his/her own car keys in the school office and picks up the room key, then trades when the day is over.)
- District Health Administrator Patricia Glass will provide information concerning lice/pinkeye by the February meeting.

The next meeting of the *Support Council* will be **Thursday, February 28 at 9:00 a.m.**

Also, please note that the meeting in **March** will be held on the **21<sup>st</sup>, not the 28<sup>th</sup>**.