

**Non Certified Advisory Council Meeting
January 12, 2016 – 1:00 p.m.
Minutes**

The following were present for the meeting:

Cartner, Larry (Superintendent)
Banks, Yolanda
Bogue, Cheryl
Ferebee, Robin
Forbes, Heather
Griffin, Marvinia
Herring, Shelly
Holley, Pedro
Hurdle (Storey), Danielle
Jackson, Ursula

Lamb, Norma
Magee, Blanche
McPherson, Tamika
Owens, Beth
Waterfield, Judy
Zachary, Tonya

Heath, Frank (Transportation/Grounds)
Meiggs, Dianne (Personnel)

Dr. Cartner welcomed everyone to the meeting and provided time for individuals to review the responses to questions/concerns that had been submitted prior to today's meeting.

Dr. Cartner discussed the question submitted which read, "*Why are jobs not being posted about support staff opportunities? Several staff in the district have new jobs however qualified staff members are not being given the same opportunity to advance due to no posting.*"

Dr. Cartner explained that in cases of employee transfers there is no requirement to advertise. He explained that a series of transfers had occurred in Central Services clerical positions (employee retired, current "in house" clerical transferred to that position, another current "in house" transferred to that person's position.) The transfers were done due to specific skills/experience of the individuals. What will now be open is a receptionist position and that vacancy will be advertised. He said there is nothing secretive about internal transfers and many times it means a position is being absorbed and not filled. He reiterated that there is no requirement to advertise internal transfers, but the system does have to advertise if there is a vacancy. A good analogy is to think of what happens when a principal transfers an employee within the school, creating a vacancy elsewhere in the school. If the position is lost, then a transfer solves the problem, and there is no vacancy. If a vacancy is created by the transfer, then that vacancy is advertised.

A question was asked regarding teacher assistants and how their cafeteria benefits will work if they do not return next year.

Meiggs responded that it depends on the individual and the benefits they are purchasing. She indicated the individual can continue to purchase some benefits on their own.

Dr. Cartner shared that at the present time, he does not anticipate huge shake-ups in Teacher Assistant positions for next year but it will depend on the action of the General Assembly. He asked that NCAC members share with their colleagues that the system will get information to employees as soon as possible if changes are anticipated.

A question was asked if letters would be sent regarding "temporary" employment. Meiggs indicated they will and should go out in the April/May timeframe.

Dr. Cartner reminded everyone that this is an election year, and the General Assembly will probably be “nice” this year.

Dr. Cartner asked for new issues.

A question was asked about why substitutes are not hired when custodians are out for an extended time.

Meiggs responded that substitutes are hired at times, but they try not to do so unless the regular custodian will be out for over two weeks. She stressed that communication between the bookkeeper, custodian, principal and Central Services is important in these matters.

Dr. Cartner shared that “according to the internet” they are calling for snow next week. He reminded everyone of the procedure that will be used in case of inclement weather. The procedure is:

- Dr. Cartner will receive a call by 5 a.m. notifying him of weather issues and will make a decision by 5:30 a.m.
- Connect calls will be made in the following order:
 - (1) Principals, Bus drivers, Custodians and Cafeteria
 - (2) All Employees
 - (3) Parents/Students.Calls will be phased so that all should have been sent by 6:00 a.m.
- Media outlets will be notified
- Posted on the website & Channel 8

Dr. Cartner encouraged everyone to make sure their contact information is correct in PowerSchool (information updates nightly).

Dr. Cartner informed the group he appreciated their time and he closed the meeting at 1:13 p.m. He indicated he would be available for individual questions.