

**Non-Certified Advisory Council Meeting
September 9, 2015
Minutes**

Present:

Dr. Larry Cartner
Dianne Meiggs
Frank Heath
Alvin Parker
Kerrie Moore
Tim Stallings
Angela Fiedler
Cheryl Bogue

Shelly Herring
Norma Lamb
Daphney Sampson
Beth Fleming
Heather Forbes
Yolanda Banks
Ursula Jackson
Judy Waterfield

Tonya Zachary
Tamika McPherson
Linda Houlroyd
Pedro Holley
Marvinia Griffin
Margaret Pollitt
Danielle Hurdle
Blanche Magee

Dr. Cartner opened the meeting and thanked the group for sharing their time with him. He discussed the meeting format with the group and the process to submit questions in advance. He asked that questions be sent to him by Noon on the Friday before the meeting in order to give him time to compile the responses.

Copies of the following were provided:

- Guidelines for Non-Certified Advisory Council
- “Who to Call for What” (available on website and Dr. Cartner encouraged the group to email him if they had suggestions of names/topics to be added to the list)
- Organizational Chart for ECPPS
- Organizational Chart for Program Services (Instructional Team)
- Question received prior to meeting and the response (attached)

Dr. Cartner briefly discussed the role of the surveys he asked staff to complete prior to his arrival and how they impacted reorganization that had taken place. He indicated that survey responses related to having instructional coaches at the elementary level were significant.

Dr. Cartner shared with the group that Doug Hale, Finance Officer, had used his knowledge of a law regarding educational access channels provided by cable companies to secure reimbursement from the County that the school system will use for Channel 8 upgrades/programming.

Dr. Cartner shared that one of the things the group has to be really careful with is to not let the meetings deteriorate into a gripe session. He indicated that those sessions generally do not solve issues and do not help move the district forward. He encouraged everyone to be “solution oriented” and to become leaders at their school.

Dr. Cartner asked for questions from the group.

A question was asked about the grading system and connect teachers – how should “connect” teachers in grades 3-5 award a number grade for use in PowerSchool.

Dr. Cartner indicated he will ask Joanne Sanders and the Program Services Team to work on this issue.

A question was asked regarding closing of schools (the person had heard a couple of schools may be closed).

Dr. Cartner responded that the issue of closing schools is not on the radar anywhere.

A question was asked about hours for teacher assistants on early release days – will they still work six hours?

Dr. Cartner indicated they should; the system does not want them to go under 30 hours per week.

Clarification was requested on professional development opportunities for teacher assistants on early release days.

Early release days during second semester will be for school-designed and school-led professional development. Dr. Cartner encouraged teacher assistants to talk with their principals about what sessions they would like to see for TAs on ER days.

Language barrier issues regarding information sent home with students and Connect calls.

Dr. Cartner indicated that some information is currently provided in Spanish and steps are being taken to contract with some teachers to translate other documents. He shared that he thought Connect calls could be translated through the Connect software. He shared that he plans to ask for input on what is needed.

A concern was raised that Connect calls were being received but when the person answered the phone, there was no message.

Dr. Cartner encouraged the individual to ask her data manager to see what the Connect phone log showed for calls made to her number. He indicated that schools should routinely check the percentage of calls delivered/received – if the percentage is under 80% a check of phone numbers should be done. Discussion took place about the process used to upload phone numbers – Dr. Cartner indicated that numbers are uploaded from PowerSchool nightly.

A question was asked about non-certified salary increases and if there were plans for raises other than step increases.

Dr. Cartner responded that he does not see any strong likelihood given where we are with the state budget.

A question was asked about the reduced hours/days of employment for teacher assistants and if they would receive “holiday” pay.

Dr. Cartner and Mrs. Meiggs indicated they would be paid for holidays but would not be paid for teacher workdays.

Questions were asked about compensatory time as follows:

Do non-certified still need to watch their hours?

Do the hours rollover?

If TAs go over by 5-10 minutes or are under by 5-10 minutes is it an issue?

Mrs. Meiggs responded that comp hours should still be monitored and the district limits hours to 40; however legally you cannot have over 240. She reminded everyone that comp time must be pre-approved. She encouraged everyone to contact her via email if they had individual questions. Dr. Cartner informed everyone they would be on the clock for the time they attended the meeting and they should go back to school and clock out at their normal time when the meeting adjourned.

Following discussion of comp time and holiday pay, it was indicated by several individuals that it would help the schools if a “Payroll Notebook” was provided similar to the notebook for bookkeepers.

Dr. Cartner reminded the group that Non-Certified Advisory Council meetings were scheduled for the 2nd Tuesday of each month and that he would email reminders prior to the meeting. He also reminded and encouraged everyone to send any questions by Noon on the Friday prior to the scheduled meeting.

Dr. Cartner closed the meeting by stating that it is human nature when we do not know something to make up an answer – people do not intentionally create misinformation, but can make up information if they do not know something. He asked everyone to remember that nothing in the district is done with the idea of creating difficulty for employees and if they did not know something, do not hesitate to ask a question. He stated that the questions submitted will remain anonymous and will not be attributed to particular schools. He noted that not every answer will be liked, but if questions are asked they will be answered. He also indicated that contrary to popular belief the superintendent does not know everything, but pledged to get answers to questions.

The meeting adjourned at 1:35 p.m.