



SUPERINTENDENT'S PERSONNEL ADVISORY COMMITTEE

February 24, 2011

Minutes

Present:

Billie Kay Wingfield, Director of Personnel; Verna Lamb, Robert S. Payne Elementary School; Eric Dragan, Paul Laurence Dunbar Middle School for Innovation; Jane Hood, Thomas C. Miller Elementary School for Innovation; Pam Alexander, Hutcherson Early Learning center; Donna Bennett, Amelia Pride Center; Elizabeth Rinckel, Paul Munro Elementary School; Brooke Bays, Heritage Elementary School; Krista Rawls, E. C. Glass High School; James Mabery, E. C. Glass High School; Rachel Espinosa, Linkhorne Elementary School; Scott Abercrombie, Supervisor of Facilities; Monica Hendricks, Dearington Elementary School for Innovation; Sheila Rudder, Perrymont Elementary School; Judy Griffin, Sandusky Elementary School; Nancy Johnson, Sandusky Middle School; Beth Coleman, Heritage High School; Linda Irwin, Bedford Hills Elementary School; Gretchen Morgan, Linkhorne Middle School; Kathie Sprinkle, School Nutrition and LAEOP; Paul McKendrick, Superintendent; Wendie Sullivan, Recording Secretary

The Superintendent's Personnel Advisory Committee met in the Board Room at the School Administration Building beginning at 3:48 p.m. Dr. McKendrick opened the meeting.

The following questions and topics were discussed during the meeting.

- 1. If the division wants to save money by NOT printing our check statements why do we now have a form for sick leave in triplet, which I am sure costs even more money than printing our check statement? Isn't sub finder keeping tabs on our sick leave?**

SubFinder keeps records of leave for teachers and teacher assistants, but not for classified and administrative staff. The sick leave forms provide accurate documentation of sick leave days.

- 2. Concerns have been expressed about the calendar for next year. I don't know if more information will come out before our meeting on the 10th. There is a question about the dates for summer school, the need for returning to 180 days, and just a general concern that people are already scheduling vacations and camps without knowing when school will start. Thank you for your time.**

The school board will review two proposed calendars at its March 1, 2011, meeting. Those calendars address concerns raised about the elementary school day. One calendar has a start date of August 22, and the other has a start date of August 15. Each calendar contains 180 instructional days and includes teacher workdays and professional development days.

- 3. The teacher assistants have 2 levels, with a pay difference for those who have an associate's degree. Is there any way Health Assistants can be compensated differently for further education? Such as being certified as a CNA or med tech, etc? I know the pay difference is not that much for a TA I and a TA II, but every penny helps!**

At this time, the school division does not have funds to develop a salary schedule that would assist in this process.

- 4. Why do the LCS Licensed Physical Therapy Assistants and the Certified Occupational Therapy Assistants make more money than the divisions Registered Nurses? LPTA's and COTA's are on pay grade T, where as Registered nurses are pay grade S. There is also a discrepancy in contracted days, 196 verses 200 respectively.**

Could you review the licensing laws and regulations required of each profession and explain why this discrepancy exists? If possible, could changes be made either to pay, or contracted days worked to reflect the requirements of these professions?

Dr. McKendrick will meet with administrative staff regarding this matter and make the necessary changes to pay groups.

- 5. For the school year 2011-2012 can we PLEASE get our sick days up front? LCS employees with young children continue to be docked pay when staying home to care for their families. During severe cold/flu seasons, and out –breaks of school wide “illnesses”, this issue can extremely impact families where BOTH parents are employed by LCS. Please don't continue to penalize us for doing the “right” thing by keeping sick children out of the classroom!**

The school administration will review data from this past year to see if there has been a savings for the school division through the implementation of employees earning sick leave days rather than giving employees sick leave days at the beginning of the school year. Last year the school division spent \$800,000 for substitute teachers.

- 6. We could save some money by NOT having to use the math and reading cards any more. NO ONE looks at them. They take forever to fill out and are useless. We have a time line that we go by. We don't**

need those cards. 5th grade doesn't even use them. They are thrown away. I haven't talked to a single teacher that looks at them for any reason at all!!!!!! Many fill them out to just show exposure to material and some for mastery of material. There is no consistency. It puts undue work and pressure on teachers... as if we needed anymore of that.

It wouldn't take getting approval from the state department to stop. (It's a "Lynchburg thing") I noticed that when we get new students from other Virginia cities.... they don't have these cards in their records. Why do we? WHO LOOKS AT THEM??? WHO USES THEM AND FOR WHAT PURPOSE?

In accordance with Regulation 8 VAC 20-131-80 for the state of Virginia, the Standards of Accreditation requires that "schools maintain an early skills and knowledge achievement record in reading and mathematics for each student in grades kindergarten through grade 3 to monitor student progress and to promote successful achievement on the third grade Standards of Learning tests. This record shall be included with the student's records if the student transfers to a new school." This information was taken from Superintendent's Memo #281-10 which can be found on the Virginia Department of Education website.

- 7. I have several questions that may or may not be appropriate topics:**
- 1.) Whatever happened to the stimulus money that other districts have already received? 2.) Why is there not a policy in place that teacher's are aware of in order to transfer within the district?**
1. When the school administration first learned about the stimulus funding, it was unclear when this funding would be received and how this funding would affect state funding to school divisions (if state funding would be reduced). At this point, it does look like the school division will receive the funding, but it will most likely be used to offset the deficit in the school division's budget for next year.
 2. Information regarding teacher transfers can be found in School Board Policy 5-11: Assignment and Transfer and Administrative Regulation 5-11: Assignment and Transfer. Each of these documents is available on the school division's website.
- 8. I have a question about pay stubs submitted by one of our assistants. She does not have access to a computer in the summer to check her pay stub. Is there another way for her to gain access to her pay stub information?**

Dr. McKendrick will discuss this matter with Mr. Bryant in the Department of Finance.

- 9. Another question submitted was about the state money received that some school systems used to give teachers bonus money. We were told that this would not be considered because the school system did not actually have the money but had been told it was coming. Did we receive the money and if so is there any possibility of the teachers' receiving a bonus with this money?**

See the answer to number seven.

- 10. On the days where professional development is scheduled how is it determined who has to work at your school after? EX. Feb 28th after your meeting times with your grade levels can we have time to meet with our teams at the school?**

Who determines what will happen at the school? For example, at our school we generally have to write a lesson plan and turn it in on professional development days. Other schools get to share among their grade levels. Is this a building administrator decision?

Professional development is typically determined and scheduled by the principal in accordance with the individual school's instructional needs and in accordance with SOL test data for that school. If it is a school-sponsored professional development activity, the principal would make decisions about the day's schedule. If it is a division-wide professional development day, the superintendent along with other school division administrators will determine the day's schedule.

- 11. One question I would like address is the amount of meetings scheduled prior to our contracted hours. I understand that some meetings are required. Should we average 3-4 a week? We are not being compensated in any way for these meetings and we do not get to leave any earlier. I am having a difficult time getting everything completed because meetings are scheduled on days where you do not have a break. Example: Interims were due this morning by 9 and I had a meeting from 8:15 to 8:50. My contract hours don't start until 8:30. This is an isolated example, but it happens often.**

Dr. McKendrick will discuss this topic at the next principal meeting. The scheduling of a large number of meetings prior to and after school needs to be limited.

- 12. Can high school teachers anticipate a return to a traditional schedule with an optional first period? How is this decision determined? How do high school teachers let their concerns be heard?**

The school division has moved toward a seven-period day for high school students. It is unlikely that the school division will revert to a six-period day with an optional first period. Much of this is based on transportation costs and the additional instructional opportunities available to all students.

- 13. I know this question was asked, but I wanted it explained again and explain how this could possibly be fair?**

I'd like an explanation of how the new sick days policy affects the Sick Bank.

The sick leave bank is a program for employees who wish to sign up to participate. This program allows employees to donate one sick leave day to the sick bank and have access to sick leave once that employee's sick leave has been depleted. (See School Board Policy 5-38.1: Sick Leave Bank.) Earning sick leave days monthly and the sick leave bank are not connected.

- 14. It is soooo unrealistic to believe that you can catch the flu or something and miss only 1 day of school!!!! Under this "NEW" policy.... if you are new or don't have any sick days "banked,"..... well then you just LOSE OUT!!!! Your pay is docked and you never see that money again.... and you could end up with days at the end of the year that you didn't use.... but you needed to use earlier, but couldn't since you only get 1 day a month.**

It is despicable to treat your employees in this manner. Go after those that abuse the system!!!! You also need to think of teachers in the lower grades that have PreK and kindergarten and 1st grade students that are exposed to so many "sick germs" early on. Teachers at the higher grade level aren't as "at risk" because there may not be a lot of physical contact with older students. But the younger students have to have noses, "bottoms," hands...etc. wiped all the time. These are students that are just being trained to cover their mouths and wash their hands. Couldn't there be some kind of consideration for teachers /assistants at this level? Teachers get "sprayed all the time. These students are wet at one end or the other quite frequently.

In a perfect world... I would be allowed to offer some of my accrued sick days to a friend or colleague that needs them. I don't want to give my days up to go into a "bank" for just anyone to use. I realize there are always people that abuse the system, but I won't support

them by giving up my sick days. I should have some say as to who they go to. How hard could it be to develop a system that allows us to do that? It would help all the way around and make gains in building moral and treating professionals as professional.

See answer to number five.

- 15. Why weren't teachers and administrators asked for input about next year's schedule before the downtown administration created the two schedules and made them public?**

A survey regarding the school calendar for 2011-12 was made available to all students, staff, and parents on the school division's website so that individuals would have an opportunity to provide input regarding next year's schedule.

The next Superintendent's Personnel Advisory Committee meeting will occur on April 14, 2011, at 3:45 p.m. in the Board Room at the School Administration Building.