



## SUPERINTENDENT'S PERSONNEL ADVISORY COMMITTEE

December 9, 2010

Minutes

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### Present:

Billie Kay Wingfield, Director of Personnel; Brooke Bays, Heritage Elementary School; Amy Jennings, Paul Laurence Dunbar Middle School for Innovation; Elaine Gaston, Heritage High School; Elizabeth Rinckel, Paul Munro Elementary School; Pam Alexander, Hutcherson Early Learning Center; Natasha Yeoman, Sheffield Elementary School; Krista Rawls, E. C. Glass High School; James Mabery, E. C. Glass High School; Donna Bennett, Amelia Pride Center; Rachel Espinosa, Linkhorne Elementary School; Scott Abercrombie, Department of Facilities; Dot Swain, Sandusky Middle School; Shelley Burleigh, Robert S. Payne Elementary School; Judy Griffin, Sandusky Elementary School; Gretchen Morgan, Linkhorne Middle School; Jennifer Kerns, LAUREL Regional School; Linda Irwin, Bedford Hills Elementary School; Curtis Harris, Environmental Services; Ralph Hayes, Supervisor of Environmental Services; Kathie Sprinkle, Lynchburg Association of Educational Office Professionals; Chris Smith, Perrymont Elementary School; 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 3:50 p.m. Dr. McKendrick opened the meeting.

The following questions and topics were discussed during the meeting.

- 1. Why didn't employees, other than "new hires," receive our 10 days (of sick leave) at the beginning of school? And why are we only earning 6.8 hours when we are working 7.5 hours?**

This questions was answered at the October 21, 2010, Superintendent's Personnel Advisory Committee meeting. The answer from those minutes is as follows:

Twelve-month employees earn 7.5 hours of sick leave per month, or 90 hours per year. This leave is accrued equally over a 12-month period. Ten-month employees also accrue 7.5 hours of sick leave per month or 75 hours per year; however, due to the way the software is set up, 10-month employees accrue their leave over a 12-month period which results in 6.25 hours per month.

When 10-month employees begin work in mid-August, they have already accrued 12.5 hours of sick leave for the months of July and August.

- 2. I have a workman's compensation claim. I've had several doctor appointments that I have had to go to during school hours. I never know how long the appointments are going to be so I have to take a full day. Why do I have to use my sick days when I have these appointments?**

The first seven days of leave are considered employee sick leave days. On day eight, workman's compensation will pay 2/3 of a full day of sick leave to day 21. After day 21, workman's compensation will become retroactive and pay for sick leave from day one.

- 3. I was under the impression that this year's calendar was developed not only to save money but to reward teachers and staff with a long winter vacation (which I personally think was a very kind gesture) because we have not received a raise for several years. Does this mean if the calendar is changed back to its original form next year there will be money for raises? Also, can a survey be conducted to get employee feedback on this year's schedule? I think with a little tweaking it just might work because I love being the envy of all the surrounding school systems with our long winter vacation and getting out in May!**

The calendar for this year was developed in order to reduce costs associated with the operations of school buildings as a result of the \$8 million shortfall. During the 2011-12 school year, the school calendar will most likely look more like those prior to this year.

- 4. Do instructional assistants work on professional development day on Feb. 28, 2011?**

Instructional assistants are scheduled to work on February 28, 2011.

- 5. Can instructional assistants leave at 2:00 on Wed. Dec. 22, 2010?**

No.

- 6. Can they leave at 2:00 on all early dismissal days?**

No.

- 7. When making the calendar for next year, please consider the fact that we need more than one day off before Christmas Eve. I know it is a winter break, not Christmas, but many of us, as well as students, need to travel, and the rest of us have days of cooking to take care of. We haven't had raises, but they could at least consider our needs in other areas.**

The school calendar is designed for the instruction of students and to meet their educational needs.

- 8. Our ELL population is growing. To save time and effort on the part of ELL teachers, guidance counselors and administrators, it would be nice to have a list of language interpreters who are available during the year that can be called upon, rather than scrambling last minute. Also, it would be nice to have interpreters trained for the situations, especially for IEP and child study meetings. Centra Health has a pool of interpreters and resources (see attached). Can we have a list of interpreters for LCS? Could this be done through personnel so interpreters are easily compensated and agree to be available during the year?**

One of the budget requests for this year will be for additional ELL teachers.

- 9. (In reference to not getting the Holiday Bonus) When will the state decide on how much money LCS will receive? If LCS does get the money, is there still a chance it will be distributed to employees?**

The amount of money sent to school divisions is based upon the number of students. The school division is supposed to receive \$1.9 million; however, no information has been received regarding when or if it will be received or if there will be stipulations associated with the distribution of the funds.

- 10. (I know this has already been addressed, but there is still concern) - Could we consider getting our sick leave up front as in the past? Those of us who have small children and have used time for maternity leave really need our time at the beginning of the year. The time we are given each month does not even cover a full day. The new policy is putting strain on parents with young children.**

The new sick leave accrual was put in place as a measure to save money as well as save jobs due to the budget deficit. Employees were receiving their sick leave at the beginning of the school year, using it, and then resigning or leaving their position. This costs the school division in the form of substitutes and sick leave pay.

- 11. PLEASE, either give me back my paycheck or give me a web site that looks similar to what my paycheck used to look like. The self service site is impossible to read and interpret! I want to know what is taken out each pay period, not just the Fiscal and Calendar year. I can't tell if my Aflac policy is pre-taxed as I was promised and if the vision was removed from my paycheck. Thank you!**

Dr. McKendrick will speak with individuals in the Department of Finance regarding this matter.

- 12. Please address the following concern dealing with network printers: If I want to print on special paper (book tags for librarians, colored paper for teachers, etc) I am going to have to go to the printer, put the special paper in that I want to use, go back to my room or office, and print hoping no one else is printing and using my paper that I have purchased.**

This practice was put in place as a cost-savings measure in order to save positions.

- 13. Confidentiality of papers that are being printed to a location where all teachers and staff have access.**

The building principal may designate a secure place where confidential student records and documents can be printed.

**The next Superintendent's Personnel Advisory Committee meeting will occur on February 24, 2011, at 3:45 p.m. in the Board Room at the School Administration Building.**