

SUPPORT STAFF ADVISORY COMMITTEE MEETING
OCTOBER 18, 2005 – 9:00 A.M.
SCHOOL BOARD OFFICE

Present were:

Alan Lee	Division Superintendent
Lee Brannon	Assistant Superintendent
Joe Funk	Director of Finance & Administration
Tom Graves	Director of Facilities
Barbara Davenport	Food Service, John S. Battle High School
Mary Emmert	Bookkeeper, Wallace Middle School
Tim Kelly	Maintenance
Kathy Kestner	Bus Driver
Joe Owens	Custodian, E. B. Stanley Middle School
Carol Puckett	Secretary, Technology Department
Jonathan Taylor	Network Technician, Technology Department

Dr. Lee opened the meeting by asking the committee members to talk about how things were going in their area of job responsibilities. Responses were:

- Jonathan Taylor (Technology): The mobile wireless labs have been installed at all elementary schools. There is now one in every school, and Abingdon High has two. They have a new technician, and he is doing well.
- Carol Puckett (Secretary): Sprint is bringing a new server for the phone system.

Dr. Lee commented that Washington County Schools have their own internet system and can send voice messages over the same system of wires. He asked them to think about how technology has changed their jobs. Responses were:

- Joe Owens (Custodian): He started out working with a hand saw and hammer. Now there are air tools, nail guns, cordless saws, and prefab materials. In his job, he used to have to hand mop the gym, and he now uses a machine. Some custodians order supplies online. E. B. Stanley has two computers for this purpose, and they are waiting on internet connection. His job is going well. They finished the volleyball season and are getting ready for basketball practice. E. B. Stanley Middle School has a new gym floor, and he has heard a lot of positive comments about that and the fact that the building looks good. He thanked Dr. Graves for helping paint. They have a new daytime custodian who is working out well.
- Kathy Kester (Bus Driver): Things are going fine. She has been driving a bus for approximately six (6) years. The new buses are very nice, and she likes the air brakes, although she does not drive one of the new buses. Cameras on the buses are nice, and the kids can listen to music. Her biggest concern, and that of her fellow bus drivers, is safety at pickup

point. Parents are picking up kids at the same time buses are loading, and there are a lot of kids running around.

Dr. Lee responded that this problem has been studied, and a solution will continue to be explored.

Dr. Graves suggested a staggered release time.

- Mary Emmert (Bookkeeper): She began at Abingdon Elementary School as a receptionist. She has worked with the school system for thirteen years. Nurses being employed at the schools were a big help. She used to spend a lot of time dispensing prescribed medications to students. She began working with the Columbia computer system, and it has now changed to SASI. Attendance was done by hand when she began working. Now it is done electronically, and reports can be generated. She now does bookkeeping, and they are working on consistency among bookkeepers. Her job is busy, and she has no problems to report. She gets the support she needs to do her job. Her only concern is the substitute teacher situation.

Dr. Lee told them that the auditors' report this year was positive. Last year there were forty recommendations, and this year there were only three. He also said that a shared substitute teacher list is in the process of being developed, and when someone is assigned, it will be listed on a shared site. He asked for their suggestions.

- Tim Kelly (Maintenance): Technology has progressed and is evident in his job. There is more electronic equipment and controls, new ovens – almost everything has an electronic chip board. Few pieces of equipment still have the old thermostats. Ordering parts is easier as they are done by computer. He still gets price quotes, but if it is an emergency, they can usually get parts by the next day. His job is going well. The maintenance department is getting caught up on their work. The boiler repairman is off sick, and that has affected them. A couple of the other maintenance employees are trying to get the boilers ready for winter. It is hoped the boiler expert will return by the 25th of the month. One concern he expressed was that when he visits the buildings, administrators and staff ask him to do jobs that have not been scheduled on a work order card. The maintenance employees are assigned duties for the day from the work order cards, and it works more efficiently if the proper procedure is following when making requests. That allows the maintenance employees to better schedule their time and to have necessary parts on hand.

Dr. Lee said that this would be emphasized at a Principals' Meeting.

- Barbara Davenport (Food Service): Last week, she had a problem when the computer went down at lunch time. She made a call to Chris in Technology who assisted her. Chick-Fil-A was there, and she sold 230 sandwiches in addition to the trays. She has worked in Food Service for

approximately 15 years and has been managing for 4 years. They have gone from tons of paper to almost paperless. Cooking time is half what it used to be due to her new oven. It is also self cleaning. She now serves baked fries, and the kids have not complained.

Dr. Lee commented that the Food Service Association, in the past, has baked bread as a means of raising money for Food Service Workers to attend professional development. He informed her that plans were to budget for professional development for Food Service Workers so they would no longer have to raise this money themselves.

Ms. Davenport thanked Dr. Lee saying that would make them feel more a part of the school system. She asked about the possibility of some of the high school and elementary school dining rooms being expanded. There is space at some schools not being utilized.

Dr. Graves will visit the schools and take a look.

- Carol Puckett (Secretary): She has worked with the school system for eight years. She has seen a lot of changes – there are more computers, printers, LCD projectors, cameras, etc. We are far more advanced in technology than some of the other counties. Our web service communications is outstanding. We have opened doors for better communications, especially through e-mails. She also said that the Technology Department staff is very talented in many areas such as developing software programs, databases, etc. We do not need to go outside for these services. Online forms are another improvement. If there are other forms that need to be there, they should contact her. Computer problems are also communicated via a data base.

Jonathan Taylor asked if a recycle bin could be obtained for technology where they could recycle the large number of boxes that come in. Barbara Davenport also said a recycle bin would be beneficial at the school cafeterias for their boxes.

Dr. Lee said this idea and other ways of disposing of boxes would be explored.