

SUPPORT STAFF ADVISORY COMMITTEE MEETING
NOVEMBER 15, 2005 – 9:00 A.M.
SCHOOL BOARD OFFICE

Present were:

Alan Lee	Division Superintendent
Lee Brannon	Assistant Superintendent
Tom Graves	Director of Facilities
Tom Williams	Manager of Transportation
Barbara Davenport	Food Service, John S. Battle High School
Mary Emmert	Bookkeeper, Wallace Middle School
Tim Kelly	Maintenance
Kathy Kestner	Bus Driver, Transportation
Carol Puckett	Secretary, Technology Department
Jonathan Taylor	Network Technician, Technology Department

Dr. Lee opened the meeting by asking how things were going. Responses were:

- Tim Kelly (Maintenance): Everything is going well. They have had a few problems with the boiler at the Technical School. A couple of the standby boilers are down due to availability of parts. Requests for service prior to work orders being submitted still causes some interruption in schedules.
- Kathy Kestner (Transportation): Young car drivers pose a concern for bus drivers in that they sometimes go around them or fail to stop for them. These instances are reported and followed up on.

Dr. Lee asked Mr. Williams to re-emphasize and communicate this to high school principals.

- Carol Puckett (Technology): She sent an e-mail to the secretaries and got several responses, which were:
 - (1) One employee commented about a new hire that was awarded credit for years of experience and, as a result, was moved up on the salary scale causing the new hire to be making as much as she was.

Dr. Lee explained that a School Board Policy adopted in 1986 said that support staff, when hired, may be given credit for up to five years credit for prior experience. Prior to 1998, everyone hired was given credit for previous experience. In 1998, some salary scales were collapsed, and credit for prior service was not given from that point on. The question arose last spring when the School Board was looking at salaries, and the School Board decided it was appropriate to give employees credit for prior experience. The goal is for everyone to be treated fairly.

Dr. Brannon talked about the process of determining prior experience and said anyone with a question or concern should contact either him or Mr. Gorkowski.

(2) The Kronos box has been installed at John S. Battle High School. When will they begin using Kronos for time keeping?

Dr. Lee said that the target date is January 10.

(3) One school secretary feels her pay scale is too low. She also feels when school is closed, secretaries should not have to be there.

Dr. Lee responded that currently secretaries are on A, B or C scales, and the current supervisor may recommend a secretary for a higher scale. He feels this is not consistent, and it is being reviewed for change. Mr. Gorkowski will be looking at other school divisions for salary comparison.

Secretaries get paid for a forty-hour week. If they want to be absent when school is not in session, with the principal's approval, they may take vacation, personal leave, etc.

- Jonathan Taylor (Technology): Everything is going well. Their database requests for assistance are down to fourteen, and they are generally around sixty at this time of year. They have a new online assistance program where technicians can access school computers from the office and provide service. Damascus and Rhea Valley phones lines are working better than they were. There are still a few glitches with Sprint, and the strike has slowed them down.
- Barbara Davenport (Food Service): Food Service is going well. The idea of recycling boxes is working well. She has had several calls from people needing boxes, and it is saving on trash. They are still serving Chick-Fil-A, and kids enjoy that. It also boosts other food sales.

Dr. Lee informed them that Food Service funds their own program, and they are currently operating in the "black".

- Mary Emmert (Wallace Middle School): Everything is going well. They will do in-service on November 29. Bookkeepers have revisions in their manuals, and consistent procedures is one of their goals. They are looking at a new activity program, and there will be some more changes.

Dr. Lee said that everyone has friends who are not school employees. What are they saying about our schools? Responses were:

- Tim Kelly (Maintenance): His neighbor's child, who child is dyslexic, has been in private school and is now in public school. The neighbor has commented to him that he felt his child was not getting enough attention. The majority of other people he knows talk about what a good job the schools do.
- Carol Puckett (Technology): Attendance is up. We are growing. People are moving here and enrolling their kids.
- Jonathan Taylor (Technology): He lives in Russell County and hears from them how bad Russell County's computers are. Washington County is one of the few that has computers in every classroom (at least two).

Every computer in Washington County should be on the Internet. No system in this region comes close to providing what Washington County provides.

- Mary Emmert (Wallace Middle): City kids want to go to our middle schools – especially Sullins Academy students. That is very positive for Washington County.

Dr. Lee said that we turn kids away annually because our schools are full.

He informed them of a bus accident last night with no injuries.

He thanked them and commended them for the job they do. He and Dr. Brannon, as well as the other administrators, are available should they need to talk to anyone.