

SUPPORT STAFF ADVISORY COMMITTEE MEETING
APRIL 11, 2006 – 8:30 A.M.
SCHOOL BOARD OFFICE

Present were:

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| Alan Lee | Division Superintendent |
| Tom Graves | Director of Facilities |
| Barbara Davenport | John S. Battle High School Cafeteria Manager |
| Mary Emmert | Secretary/Bookkeeper, Wallace Middle School |
| Tim Kelly | Maintenance |
| Kathy Kestner | Bus Driver |
| Carol Puckett | Secretary, Technology |
| Jonathan Taylor | Technology Department |

Dr. Lee welcomed the group and asked how things were going. Responses were:

- Carol Puckett (Technology): She sent an e-mail out to all secretaries asking for comments or concerns. Responses she received are:

Secretaries expressed a concern that when they need to be absent, a sub is not obtained, and the bookkeeper usually has to cover for them, thus taking the bookkeeper away from his/her job. Is there a way subs could be provided for secretaries in their absence?

When will we begin using time clocks?

When will the new system for obtaining substitutes begin?

One secretary expressed a concern about the salary scales saying some were hired in at the same rate as she was currently receiving.

Bookkeepers feel they are left out of the loop. When budget decisions are made in regards to allocation of money for the schools, principals relay the information to teachers who in turn ask bookkeepers about it.

Dr. Lee responded that if any employee is absent for an extended period of time, a sub will be obtained. However, the current practice of having someone from the school fill in for short-term absences will probably continue.

Time clocks are related to current pay practices, and until we get those in order, the time clocks cannot be used. The new Director of Finance, Ms. Caudill, is working on this. The substitute calling system is also related to this.

When new people are hired, they are given credit for prior work experience, which may explain the situation mentioned.

Dr. Lee made a note to talk with principals at the Principals' Meeting about relaying information to bookkeepers.

- Mary Emmert (Wallace Middle): Things that have been done this year such as meetings with bookkeepers and working on being consistent are good. Wallace Middle will be getting a new assistant principal, and everyone is waiting in anticipation of that. Everything is going well.
- Tim Kelly (Maintenance): No one has brought any concerns to him. They have everything they need. The boiler maintenance position has not yet been filled.

Dr. Lee asked them where they get their information about employment vacancies. Responses were:

- Web site and e-mails.
- Barbara Davenport (John S. Battle High): Everything is going good in Food Service.

Dr. Lee asked if any had seen the new proposed policy on vending machines, which will be effective in 2007. New machines will be locked after 6:00 a.m. until after the end of lunch periods.

- Kathy Kestner (Transportation): She feels that is a good thing. She has a problem with kids having snacks on the bus. The bus drivers are fine and looking forward to the holiday. Spring is a busy time for bus drivers with extra trips. She has been driving a bus for five years.
- Jonathan Taylor (Technology): Everything is going good. They get equipment in, and they work hard on getting it out quickly.

Dr. Lee asked what could be done to improve the school system. Responses were:

- Carol Puckett (Technology): Communications are good and can always be improved.
- Kathy Kestner (Transportation): Communications. As a bus driver, they receive limited information. Information is posted at the Bus Garage or in the schools.
- Barbara Davenport (John S. Battle High): She receives information from the Internet and in her school mailbox.
- Tim Kelly (Maintenance): He receives information from the bulletin board and from newspapers. He asked when school additions would begin. Storage is a big problem throughout the county.

Dr. Graves responded that some type of notification should be received within the next six months. We are on the literary loan list along with other school systems in Virginia. We expect to hear something in approximately six months. It will probably be at least one year before any renovations begin. He informed them of a new project for surplus equipment at schools. Schools identify items

they consider surplus, and these items are placed on the internet for sale. The items are picked up directly from the school site after being sold, thus freeing up more space.

Dr. Lee said that every school in the county has a space issue. Schools first in line for renovations are Abingdon Elementary, E. B. Stanley Middle, High Point Elementary and Valley Institute Elementary.

- Tim Kelly (Maintenance): The Technical School is getting in bad shape, and the Maintenance Department is limited as to what they can do due to asbestos at the school.

Dr. Lee asked if anyone had questions about the county, and there were none. He thanked them for being part of the Support Staff Advisory Committee saying everyone is welcome to come back next year. If they have any questions or concerns, they should contact him at any time.