

SUPPORT STAFF ADVISORY COMMITTEE MEETING
JANUARY 24, 2008 – 8:30 A.M.
SCHOOL BOARD OFFICE

Present were:

Alan Lee	Division Superintendent
Tom Graves	Assistant Superintendent
Larry Bauer	Director of Facilities & Logistics
Melissa Caudill	Director of Finance & Human Resources
Pat Frye	Secretary, Human Resources
Emory Hale	Custodian
Michele Lilly	Bookkeeper, Abingdon High School
Mike Reynolds	Maintenance
Jennifer Rhea	Technology
Charlotte Rust	Nurse, E. B. Stanley Middle School
Joneen Singleton	Payroll
Joyce Stevens	Cafeteria Manager, Abingdon Elementary
Chris Warren	School Secretary, Watauga Elementary School

Dr. Lee opened the meeting by welcoming the group.

He informed them that the School Board Budget Committee met with the Board of Supervisors Budget Committee on the 2008-2009 Budget on January 23. The School Board is proposing a 4% plus step increase for support staff. The state will provide us with approximately \$3 million in new funds if the Governor's Budget is approved. He will be going to Richmond next week to talk with Senator Wampler and Delegates Johnson and Kilgore. We will be asking the Board of Supervisors for approximately \$1.9 million. We will have approximately \$750,000 in new debt service for the four additions in Phase 1. The addition at Watauga Elementary is being funded from money we did not spend in previous years, which the Board of Supervisors has held in a construction fund account for the school system.

Ms. Caudill told them that salaries account for approximately \$1.7 million of our budget; health insurance for approximately \$750,000, and Virginia Retirement System approximately \$500,000. We will be in Year 4 of the five-year plan to improve teachers' salaries.

Dr. Lee said that we will have a 2008-2009 Budget of approximately \$75 million.

Dr. Lee asked how things were going, and responses were:

- Jennifer Rhea: Things are busy and going well. They have recently begun archiving student data (mainly transcripts) past 2001. The roll over is coming up in February for high schools to begin next year's scheduling. Computer labs are being set up. There are approximately twenty-five employees they are still working on to get set up for e-mail accounts.

Dr. Lee said that he was recently in a meeting with the state superintendent, and they discussed buying new software for the student data collection program (SASI). He is pleased to hear that Washington County has solved the problem by archiving the old data and freeing up space on the program. He also said that there has been an ongoing effort by the Technology Department to get all employees of the school system set up to be able to send and receive e-mail so that they can stay abreast of news and things going on in the school system.

There was a discussion about how we could do more things electronically. One suggestion was doing online purchase orders. Employment applications are now online and can be filled out online.

- Pat Frye: After eleven months, the computer system will send an e-mail to the applicant to see if they wish to keep their application active. A questionnaire was recently sent out electronically to employees. Half was received back electronically and half by hard copy. The recent change in work permits, which can now be picked up at the school, is working well.
- Mike Reynolds: He is staying busy. The addition at Watauga Elementary has begun. He spends most of his time at the Skill Center and in the Central Office area. There are a lot of heating and plumbing problems at the Skill Center. He has the equipment he needs to do his job. He would like to have a tool box and has asked for one. He now has a palm pilot, which is very helpful.
- Joyce Stevens: The school nutrition workers at Abingdon Elementary did their employment intent form online. They use e-mail frequently, and it is working well. She has all the equipment she needs. The most popular meal she serves is pizza. One concern is a security issue with people who will be working on the new additions. She asked if information would be given to cafeteria workers to let them know who they are and when they will be there.

Dr. Lee responded that all our contractors certify that the people that work for them have had background checks. Mr. Bauer said these people should not be entering the buildings as they bring everything they need. He will check to make sure that is what they are doing.

- Chris Warren: She thanked Ms. Rhea for helping with report cards at Watauga Elementary during her recent absence. Construction has begun at Watauga Elementary. Dr. Graves has informed them of the new textbook idea. Textbooks will be ordered from the schools. She and the bookkeeper at Watauga Elementary discussed this, and they feel they will be able to handle the ordering of textbooks for Watauga Elementary.
- Charlotte Rust: Nurses have begun the annual surveillance of the students they see and the types of problems they are reporting. This information is reported to the health department. The first week of January, she saw forty-six students with GI problems. There are no confirmed cases of flu as of yet. Dr. Lee asked if she had reviewed the proposed policy on head lice. Ms. Rust responded that E. B. Stanley does not have a problem with head lice. She occasionally gets a call from a

- parent who is taking care of a lice problem from home. She does random checks. She has everything she needs to do her job.
- Joneen Singleton: There is a way to do W2-s online, and they may want to look into that possibility. She does 1,736 W2's. She informed them that payroll checks total approximately \$4 million each month and benefits are over \$1 million. Many people are unaware of how much the school board pays for benefits.
 - Michele Lilly: Everything is going well. They do a lot of electronic communications with parents, and it works well. She thanked Mr. Bauer for getting them a conference table. She has the 1099's ready to mail, and they are getting ready for spring sports, prom and graduation at Abingdon High School.
 - Emory Hale: Things are going fine. The custodians at Abingdon High go through the school every few weeks during the winter months and wash every door, bar, handrail, locker, etc. with disinfectant. He believes it makes a big difference in the number of kids getting the flu. Ms. Rhea commented that attendance records reflect that Abingdon High School absences are less than the others. Mr. Bauer will check to see if the other schools have similar practices.

Dr. Lee said that he learned from a doctor that by the time there is an outbreak everyone has already been exposed. Schools usually end up being closed when staff becomes ill.

He asked that anyone else who had a good idea about how to improve the operation of the school system let him know. He heard a positive comment from a parent recently who praised the teachers for taking care of her kids and how people in the schools are always looking for ways to improve. She and her husband were very appreciative.

Dr. Lee told them that the role of Central Office personnel was to serve the people in the schools and help make their jobs easier. He thanked them and told them he is proud of them and those with whom they work.