

**SUPPORT STAFF ADVISORY COMMITTEE MEETING**  
**MARCH 27, 2009 – 8:30 A.M.**  
**School Board Office**

Present were:

Rocky Blevins	Transportation Department
Darlynn Chafin	Finance/Accounts Payable
Pat Frye	Human Resources Department
Donna Gentry	School Nurse, Meadowview Elementary School
Michele Lilly	Bookkeeper, Abingdon High School
Jennifer Rhea	Technology Department (Arrived at 9:10 a.m.)
Joyce Stevens	School Nutrition Specialist, Abingdon Elementary School
Chris Warren	School Secretary, Watauga Elementary School
Alan Lee	Division Superintendent
Melissa Caudill	Director of Finance & HR

Dr. Lee opened the meeting by welcoming the group and asking them what was going on. Responses were:

- Mike Reynolds – Installing door frames at Meadowview Elementary. New doors at Watauga and working on new doors at the Warehouse.

Dr. Lee informed them that, as a result of the High Point incident, open classrooms within the division are being provided with doors. He also told the group about the new security system at High Point. The system has a camera and after being screened, visitors must be allowed entry into the building. Also, a card reader is being installed allowing employees and law enforcement access to the building without being “buzzed in.”

- Mike Reynolds continued that he had heard that we may get a new Technical School. He spends approximately 40 percent of his time between the Neff and Technical School. He has also picked up duties at Watauga.

Dr. Lee explained that Phase II Construction is on the table. There is approximately \$800,000 in capital reserve funds that can be used toward this project. The School Board will make their request to the Board of Supervisors to move forward with the additions. These projects have not been approved. If approved, the cost would be approximately \$280,000 per year, after the first three years.

Then Dr. Lee told the group that because of budget considerations, some vacant positions have not been filled at this time. This has caused employees in these areas to take on extra duties.

He updated the status of the budget. As a result of stimulus funds, the State funding appears be more favorable than first thought. At this time, State funding appears to be a shortfall of \$995,000. The State budget still has to go through the “veto session”; therefore, the numbers can still change. The Board of Supervisors has recommended a cut of approximately \$350,000. This would result in a shortfall of approximately \$1.5 million, instead of the \$3.4 million previously thought. Once the budget has been finalized, decisions will be made on how to respond. He reiterated that the stimulus funds are for only a couple of years and after that, positions may have to be cut, depending on the recovery of the economy at that time.

Responses continued:

- Rocky Blevins - Everything is going well. He reported that another bus driver will be retiring. He reports that we have a good fleet of buses and good employees to work with.

Dr. Lee said that, three bus routes have been combined and we now have 99 drivers resulting in 6,000 miles per day on regular bus routes alone. The Academic Supervisors have been asked to reduce extra bus trips as possible.

Responses continued:

- Michele Lilly – Everything is going well at Abingdon High School. It is their busy season with lots of activities going on.

Dr. Lee asked if there are changes that need to be made that would help the school bookkeepers.

- Michele responded that her duties do not include Kronos, substitute teachers and etc. that other bookkeepers in the system are responsible for; but, she is unaware of any changes that need to be made.
- Donna Gentry – Illness is down since returning from Spring Break. She has seen some “weepiness” in some of the younger children since returning from break. Meadowview is gearing up for the 5<sup>th</sup> grade vaccine booster shots. The Food Services employees plan to serve snacks and the Health Department will come in to administer the vaccines. She also reported that the Family Life instruction has been completed. She has also taught some Family Life classes at the high school level.
- Chris Warren – Everything is good at Watauga Elementary. They are gearing up for the transition from the SASI system now being used to the “Power School” system that will be implemented over the summer. Watauga had a reporter filming some footage this week for a story they are doing on the new security doors. Kindergarten registration is coming up.
- Joyce Stevens - Everything is good at Abingdon Elementary. They had a Food Service Managers meeting recently and none of the other managers had any complaints. She is pleased that needed repairs are completed very quickly by the maintenance crew.
- Darlynn Chafin - Everything is fine in Accounts Payable. She has seen an increase in the number of Purchase Orders coming through since the cap on spending has been lifted, and also it's the end of the year.
- Pat Frye - Everything is going good in the Human Resources Department. She has been pushing to complete the teacher licensures for this year.

Dr. Lee asked if everyone is being treated in a kind, professional manner. He expects all supervisors to deal with all employees in this way at all times. Dr. Lee asked that each one describe what they would tell someone applying for a position like theirs within the system.

Responses:

- Mike Reynolds – He likes his job and glad to have it. He would tell anyone applying for his job that the people in the system are kind and understanding and they should love children. The children were very fascinated with the construction going on at the schools. Mike wanted to let everyone know how patient and helpful the custodians were during construction. They helped him clean up and some came in early to accommodate his schedule.
- Rocky Blevins – He would tell someone applying to be a bus driver that they can always put their troubles behind them. He thinks Tom (Williams) does a very good job trying to keep everyone working. He works with a good group.
- Michele Lilly – She would tell someone that this job is a great change from her previous job and the moral is good. She also stated that their group works very well together. She wanted to compliment Chris Warren. Michele’s children go to WES and her husband had picked up the older child early. Without be asked to do so, Chris informed the younger child that her dad had picked up the older child, so the younger child would not be upset that she was not on the bus.
- Donna Gentry – She said that if a nurse wanted the whole experience in working with children, this is the place to do so. Must have good assessment skills. Never want to fail to recognize when a child is really sick.
- Chris Warren – An applicant for her position needs to be a multi-tasker. Must love children, be a good customer service representative, travel agent, and traffic coordinator. It’s a great place to work.
- Joyce Stevens – Someone working in her position needs to be a quick thinker, be aware of their surrounding and always put children first. And, you get summers off.
- Darlynn Chafin – Someone in her position needs to be able to deal with difficult vendors without taking it personally and by remaining professional.
- Pat Frye – Someone in her position needs to treat everyone with respect and have patience. The phone rings a lot and the questions are repetitive; however, each caller needs to be treated the way you would want to be treated if you were the caller.
- Jennifer Rhea – Someone applying for her position needs to be up on the latest technology. Concentration is important and needs to be able to multi-task.

Dr. Lee thanked each of them for their participation this year. He asked how this support group could be made more effective. No suggestions were given.

Chris Warren asked about a four-day work week for the summer. Dr. Lee said “yes”, the four-day work week option will be available during the summer. He does not see this district ever going to four-day work weeks during the school year. He wished everyone a good summer.