

**SUPPORT STAFF ADVISORY COMMITTEE MEETING
NOVEMBER 12, 2009 – 8:30 A.M.
SCHOOL BOARD OFFICE**

Present were:

Mark Bias	Maintenance Department
Brenda Blevins	School Nutrition Department (Specialist)
Peggy Crabtree	Transportation Department (Bus Driver)
Jenni Jones	Human Resource Department
Michelle Larson	Payroll Clerk, Finance Department
Reba Roberts	Rhea Valley Elementary School Secretary
Jason Salyers	Technology Department
Alan Lee	Division Superintendent
Melissa Caudill	Director of Human Resources & Finance

Dr. Lee opened the meeting by welcoming the group. He asked how things were going and if they had any concerns. Responses were:

- Jason Salyers: He has noticed greater efforts to conserve energy in the schools. Computers are being turned off.

Dr. Lee commented that High Point Elementary School saved 19% from the previous year even with a new addition to their building. A lot of schools are making a concerted effort to conserve energy.

- Reba Roberts: Rhea Valley is taking a lot of energy savings measures; however, they are not seeing a reduction. Appalachian Power is checking to see if they can find a reason for that.
- Peggy Crabtree: She works at the school during student registration, and parents are sometimes upset if their child ends up in a different attendance zone than they anticipated. She has heard no other problems in Transportation.

Dr. Lee commented that the Transportation Department has eliminated three bus routes this year, which has saved money. Mr. Williams is looking at the possibility of shifting attendance zones in the future, which will require School Board approval. If attendance zones are changed, it will be widely advertised and will not take effect for six years.

- Jenni Jones: She has heard of no problems or rumors.
- Reba Roberts: Things are going well at Rhea Valley. One concern is seating at Holston. If Holston District has an opportunity to host regional playoffs, seating will be a problem. Dr. Lee responded that a contingency plan is already being considered.
- Michelle Larson: Things are going well. The number of people clocking in on Kronos has improved. Leave trackers are pleased that Project Graduation is on Kronos, which saves them a lot of time. Substitutes are now on Kronos, and almost everyone is clocking in.

- Claudia Blevins: Abingdon Elementary School is working on saving energy. They are closing blinds at night, which keeps the heat in. They are also working on closing doors.
- Mark Bias: Everything is going well, and he has the things he needs. They have been installing new dishwashers in the schools. He has heard of no concerns or rumors.
- Brenda Blevins: They recently got a Kronos time clock in the cafeteria at E. B. Stanley, which has been a big help (and a result of the Support Staff Advisory meeting). They will also soon get a wireless terminal with a touch screen. E. B. has been a pilot school for that. There will be a Federal review next week. She asked if it would be possible for paycheck stubs to reflect overtime hours worked. Ms. Caudill responded that a query could be run on Kronos to indicate overtime hours worked.

Dr. Lee talked to them about the budget. Plans are to use surplus funds from Phase I construction to replace the roof at the Neff Center, partial roof at Abingdon High School, install security cameras and locks at the schools and update bathrooms in all schools. The Board of Supervisors has approved Phase II of the Facilities Plan, which involves a new addition to Wallace Middle, Glade Spring Middle, Meadowview Elementary, additions to all four high schools and a new building behind the Neff Center to house the fourteen and fifteen year old students from the Technical School. It is anticipated that the Governor will once again use stimulus funds to balance the budget, and this will be announced in December. Dr. Lee encouraged them and all staff to let him know of better ways to spend our money. A long-term solution is being sought to compensate for the budget shortfall. The school system has no pressing issues at present in regard to the budget, and it is his desire to save positions and programs. There are no plans to lay off people or do away with programs at this time.