



Schuyler Community Schools
Support Staff Monthly Meeting
Thursday, October 17, 2013 1:00 PM
Support Staff Monthly Meeting @ SCHS Media Center
401 Adam Street
Schuyler, NE 68661-2400

I. October Agenda Items

Meeting Attendees: Dr. Hoelsing, Marlene Hartmann, Sally Jakub, Shelley Friesz, Marvin Aldrich, Jenifer Bennett, Diane Brandl, Emily Brandl, Julie Cerny, Charmyn Chromy, Amber Deleon, Ashley Deleon, Mary Didier, Alenjandra Dimas, Vicki Drueppel, Mary Duplanti, Mary Erickstein, Janice Gall, Deb Gonsior, Tim Grevson, Linda Knapp, Kerri Jo Krivohlavek, Marisela Lopez, Paula Mares, Guadalupe Marino, Cathie Marking, Kim Powell, Carol Reha, Janelle Rocha, Vicki Schwartzler, Judith Scott, Coralie Shonka, Michelle Shonka, Donna Sobota, Barbara Stark, Annette Votava.

Meeting Agenda

1. Communication with Support Staff: We will be scheduling monthly meetings for support staff to discuss employment questions, contracts, etc... We will try to schedule these meetings at a time convenient for you. In addition, we will continue to use email and the district/building websites to communicate with our employees between meetings. Please make sure you have access to a computer during your work day if you do not have a computer in your home. We currently post all district-level meetings on the website so you can stay more informed. Early in the year, we sent out a form for employees to pay a tech fee if they used email for personal information. State law prohibits the use of public equipment/networks for personal use. Your fee acts as a rental agreement and will protect you if someone has a concern about private use of public equipment. This is an optional fee (\$1 per month for 10 months). If you want to participate, please pay \$10 with your signed agreement. Marlene has also agreed to allow a one-time payroll deduction of \$10 if you choose that option.

2. Authorize their time cards: We need to have all support staff authorize their time cards in order for Marlene to process them for payroll. Your authorization is your electronic signature that shows that you reviewed and approved your time card.

3. Insurance Coverage: All employees have protection for workplace injury. Our workman's comp. insurance will cover you if you get hurt on the job. You have an obligation to complete the injury report as soon as possible. If we do not get a report and we fail to file it within 10 days of the injury, our insurance company may refuse payment. If filed, workman's comp will pay medical expenses and 66% of your daily wage, after 7 days. In addition, all employees who are employed 30 hours or more are also covered by long-term disability insurance. The waiting period of 30 days is required prior to the insurance company paying 66% of your regular salary for time missed beyond the initial waiting period. The district also carries a \$25,000 policy and employees can add \$15,000 additional at their own cost.

4. PTO and Vacation Leave: You are entitled to PTO days equivalent to 1 day per month (9

month = 9 days) (12 month - 12 days) per year according to your regular work schedule. You must use paid leave first before asking for days off without pay. Unused PTO accumulates to 50 days as sick leave. You can also carry over 5 unused vacation days to the next school year.

5. Support Staff Handbooks, Contracts, etc: Certificated staff now begins contract negotiations in the fall for the next school year. We will review support staff contracts in the spring so you will be given a chance to provide input for salary/handbook considerations with the board of education through our monthly meetings.

6. Misc. Discussion Items:

a. **Spills at elementary lunch:** Staff shared their concerns about little children who have difficulty with carrying trays with fruit juice, soup, etc... Staff from the satellite schools also shared their concerns with the use of plastic bowls and trays rather than using regular cafeteria trays. Staff from the elementary and middle schools share that students in their buildings also used plastic bowls for soup. Dr. Hoelsing shared that he would share their concerns at the next food service meeting.

b. **Unsafe or broken equipment:** Staff asked about reporting an unsafe condition or broken equipment. They expressed concern about reporting items and not knowing if action was taken to fix the situation. Dr. Hoelsing explained that without a formal reporting system, it is difficult to know if an item is being address and understood the anxiety with not knowing if the problem was being taken care of. He also asked staff to send an email to their principal reporting the issue and asking the principal to respond to them about any action taken. :)

c. **Elementary Supervision Liability:** The staff asked about the ratio of students to supervisors. They also asked about the requirement of a teacher for supervising students. Dr. Hoelsing explained the the law is specific to the limitations of para-educators but is not specific to the number of students one person can supervise. Included below is a list of suggested para-educator responsibilities.

d. **Drug Free Zone:** Para-educators asked about parents who smoke outside of the school building. Dr. Hoelsing explained that schools are drug free zones. People are not allowed to use tobacco, tobacco substitutes, alcohol, etc... on school property. Para-educators were asked to report violators to the principal rather than confront the issue on their own.

e. **Transportation Questions:** The staff asked about reporting unsafe transportation issues including young students riding unrestrained in vehicles, number of students in vehicles, etc. Dr. Hoelsing asked that para-educators report these issues to a principal along with the license and/or names of the people providing transportation for our students.

Para-Educator Duties

1. The para-professionals will

- a. Carry out remedial or developmental activities as directed by the certificated person in charge
- b. Measure and chart behavior for each target student as directed by the person in charge
- c. Assist teachers and specialists in collection and preparation of instructional materials and equipment
- d. Record session effectiveness

- e. Maintain a time log of activities
- f. Maintain good public relations with parents and staff
- g. Respect confidentiality
- h. Provide supervision of students

2. The para-professionals will not:

- a. Engage in diagnostic activities
- b. Make prescriptive judgments
- c. Relieve any certificated person or professional of primary teaching duties
- d. Be utilized in any activities with children other than those designated in the project except through incidental inclusion.
- e. Disseminate information regarding children without permission of the specialist or teacher