



Schuyler Community Schools
Support Staff Monthly Meeting
Friday, May 9, 2014 2:45 PM
Support Staff Monthly Meeting @ SES
120 W. 20th St.
Schuyler, NE 68661-2400

I. Discussion Items

1. **Finance Report:** See attached report

2. **2014-15 Contract:** The board negotiation's committee met and reviewed salary/benefit information on all support staff. They will be recommending a 65 cent increase. This is a 4.26% increase. 9 month employees working 37.5 hours per week will make about 100 per month more. 12 month, 40 hours per week will make about 150 per month more. Salaries will change with the September paycheck.

3. **Negative Lunch Accounts:** Any employees with a negative lunch balance must have them cleared before leaving for the summer.

4. **Summer Wages:** There were questions and concerns brought to us at our food service meetings about summer wages. We discussed a common wage and also paying food service workers at their regular wage for summer work. Following the meeting, Marlene, Jeff, and Dr. Hoelsing discussed wages for summer school and summer food service, if different from their regular school year wage was paid, the board of education should take action on Monday to set that wage. This will be an agenda item for Monday's board meeting.

Below are items brought by support staff for discussion at the meeting: "If you already have plenty of items to discuss with us at the May Support Staff Mtg., I understand, but please consider these items in the future."

1. **Grievance Committee: Conflict between Teacher/Para**

Could there be a committee that is a sounding board between parties involved to resolve issue by use of peers that work closely with them?

402.05

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EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor or superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the negotiated contract between the employee's certified bargaining unit and the board. This policy shall not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

Cross Reference: 301.04 Communication Channels

Master Contract

Certified Staff Handbook – “Chain of Command”

Approved Spring 2005 Reviewed 5/24/13 Revised _____

2. Evaluation Form Changes:

Could there be some changes made to the evaluation form? Some of us feel that it needs to be improved by including more room to list questions, comments, experience on job, job skills, job satisfaction. Could there be some input from classified staff and maybe look at neighboring schools evaluation forms for comparison in what is included on their forms?

Support Programs: Chuck Misek, Virginia Semerad, Lumir Jedlicka

Goal: Quality Food Service, Nursing, Para-Educator, and Safety/Security

Target Area:

1. Provide a safe and secure learning environment for all students.

Strategy: Review and update the district-wide security/crisis plan. (August 2014)

2. Provide job descriptions and adequate training program for para-educators working with students.

Strategy: Develop job descriptions and evaluation instruments to guide para-educators in their work. (August 2014)

Strategy: Develop and implement a professional development program and schedule for para-educators. (August 2014)

3. Suggestion/Comment Box:

Could there be a centrally located locked suggestion box for the good of the cause for our school to ask questions or make comments.

Dr. Hoelsing explained that the purpose of the strategic planning process was to get all staff involved in prioritizing needs in the district. Suggestion boxes can be an extension of this process if it is used to inform and encourage resolutions to issues. If it is used only as a complaint center, nothing positive can come as a result of this strategy as it continually changes the focus on our priorities. All staff will be given an opportunity each fall to have a voice in setting priorities, but, a constant shift in priorities throughout the school year does nothing to keep the identified priorities supported by all staff as a focus.

4. Hour Changes:

With the hrs. change in dismissal on Fridays at 1:30 pm instead of 2:15 pm, will there be more in-service hrs. for support staff to utilize more hours usage, so they are not short at the end of the yr. in hrs., especially those paid on 12 month period? *See #2 above: Support Staff Professional Development.*

5. Support Staff Wage Increase:

If there is a raise for support staff, how is it distributed? Is it an "across the board" increase to all staff, at the same rate, or is there any bearing on job performance from past evaluations considered? Ex. : Someone that is not performing highly gets the same increase as someone who is, has higher job responsibility or extra duties performed? *See #1 above: Support Staff Contracts.*

6. 2014-15 Support Staff Assignments:

The elementary para-educators shared concerns about 2014-15 assignments. They were concerned about ALL para-educators would be reassigned to new jobs.

Dr. Hoelsing explained while assignments are administrative, all certificated staff involved were consulted. Dr. Hoelsing told staff that building principals would be making assignments, but assured the staff that they would do it in the same manner as certificated assignments. Our goal for staff assignments is to create effective teams at each level and in all programs to meet the needs of ALL students.