



Classified Advisory Committee to the Superintendent

Meeting Summary Notes: September 8, 2015

Meeting Summary Notes are intended to serve as the superintendent's reflection on the discussions that occur during advisory committee meetings. They are not intended to be exhaustive. Instead, they are a general record for our on-going efforts to assess our needs, determine our goals, map out our strategies, and evaluate our policies, procedures and programs. Participants should contact the superintendent if they observe any critical oversight or misinterpretation in these notes.

Participants present: Daphne Livesay (AHS), Pam Hirt (CES), Melissa Borduas (CMS), Debbie Evans (MVES), Tracy Nicely (SES), Monty Bowman (MVES), Jewel Tincher (SBO), Mike Isbell (Garage), Elizabeth Heath (SBO), Fred Vaughan (SBO), Jan Hobbs (SBO), Mary Jane Mutispaugh (SBO), Lorie Bess (SBO), and Eugene Kotulka (Superintendent).

1. Mr. Kotulka welcomed everyone to the meeting and discussed the purpose of the classified advisory committee. He reminded participants it is helpful to send any suggestions, concerns, or questions to him ahead of time as some topics require research. He explained the committee provides valuable input and it should be considered an open forum, unless there is a specific personnel issue, which would need to be discussed privately. He stated we will all work together, like "spokes in a wheel", and the goal is to fix issues that arise.
2. This year's CAC meetings will take place on the following dates: September 8; October 5, March 1; and May 9. All meetings begin at 2:30 p.m. If schools are cancelled due to inclement weather then the advisory committee meetings are cancelled.
3. Mr. Kotulka presented participants with a draft copy of the Comprehensive Plan and explained the purpose of the Plan is to be the driving force of our plans for the school division over the next six years. He explained the Plan focuses on four key areas: (1) Teaching and Learning, (2) Student Academic Progress, (3) Climate and Culture, and (4) Safety and Organization Management. The Plan must be approved by the School Board and he asked for any suggestions or comments to be emailed to himself or Lorie Bess.
4. A participant expressed concern that there are bears around the areas where buses are parked at the middle school. The participant requested someone look into different "plug-in stations" for the buses at a location farther from the dumpsters, perhaps on the light poles. Mr. Isbell, Supervisor of Maintenance and Transportation, replied he is looking into plug-in boxes along the tennis courts and that boxes can't be attached to the light poles because they have a different phase. Mr. Isbell will provide further information at the next meeting.
5. A participant reported a few email issues at the high school. Ms. Mutispaugh noted there are email issues across the division and ETC is working on it; however, they are short one staff member.
6. A participant expressed concern that one of the buses is inconsistent with pick-up times, as much as a 15 minute variance, and wanted to know if these issues should be reported to

Mike Isbell or Russell Stone. Mr. Kotulka replied generally Mr. Stone would be the best contact for specific bus questions, but this issue would require Mr. Isbell's attention. Mr. Kotulka noted if a bus driver arrives at a stop earlier than the scheduled time, the driver should wait until the scheduled time or the student boards the bus before moving to the next stop. Mr. Isbell stated he would check into this.

7. A participant asked if teacher assistants are permitted to supervise playground activities alone or must the teacher be present. Ms. Mutispaugh replied this is not instruction time so the teacher does not need to be present. Mr. Kotulka suggested the participant discuss this with the school principal.
8. A participant asked if employees work over to attend a mandatory meeting, should they be paid overtime or receive comp time. Mr. Vaughan reminded participants that all overtime must be approved by him before it is worked; however, it is the employees' choice whether they receive overtime compensation in the form of comp time or money. He noted timesheets should reflect all time worked, including meetings.
9. A participant asked if there is a need for a substitute, are the only options for morning or afternoon, or is there an option for a mid-day substitute. Mr. Vaughan replied Aesop is set up for a.m. or p.m. substitutes and leave only.
10. A participant asked if employees would receive a bonus from the surplus funds. Mr. Kotulka replied he is firmly committed to compensating employees but it requires School Board approval and it will be important to wait on the September 30 enrollment numbers.
11. A participant asked why bus drivers are not paid by salary steps and years of experience. Mr. Kotulka explained the General Assembly changed the formula a few years ago regarding salary scales. Because of the many variables for bus drivers (miles driven vs. time driven), most school divisions pay a standard rate for bus drivers. He stated some school divisions pay their drivers by the hour or miles driven. Mr. Kotulka noted he has asked Mr. Rice to review salary scales.

The meeting ended at 3:15 p.m.

NEXT MEETING: October 5 – 2:30 p.m.

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