

## January 2017 Round Table

### District Wide

1. Can the travel authorization form be sent to the correct parties for signatures through an “e-sign” to expedite the process to get the request on the next BOE agenda for approval?

If you missed a PD opportunity this year because your form didn't make it to the BOE in time, please let Shelly Emann know ASAP. This process will be revamped only if it has been a problem for a large number of people.

2. Can a system be setup to allow a staff member to track the progress of a travel request so it doesn't get held up somewhere and result in the staff member not being able to attend the workshop/conference?

See answer to number 1.

3. When travel forms come back rejected, can an explanation be provided by the person who rejected it?

Staff members need to ask the person who rejected it for the reason why.

4. What plan is in place to deal with the shortage of substitute teachers? Aides and special education teachers have been pulled from their regular assignments to cover in some situations, which means IEPs aren't being followed.

Supervisors are going to better coordinate release time for teachers to alleviate this problem. Dr. Noonan is also going to look into having substitutes paid twice a month instead of once a month.

5. Can a consent document be created for staff members to give permission for their pictures to be used on school-related social media sites? Not all staff members want to be on social media. See the shared “Employee Information Update” document for an idea on how to implement this.

Employees need to speak to their supervisors/principals and let them know if they don't want to be on social media sites.

6. When given on-line surveys to fill out, can they be anonymous and not linked to our e-mail addresses so people can feel comfortable answering honestly?

Dr. Noonan will inquire about this with John LaPierre.

7. Can we change the timeline on requesting out of district PD opportunities? Oftentimes we find out about offerings that are 30-45 days away.

Dr. Noonan is going to look into this. There are state regulations on this the BOE needs to be in accordance with.

#### Elementary Schools

8. With the ratification of the new contract, teachers are no longer paid \$10 for each lunch duty they are assigned. The language in regards to lunch duties states, "Lunch duty for elementary schools will be assigned on a rotating basis. Every attempt will be made not to assign any teacher more than four duties per month, excluding weather related indoor recess." All 3 elementary schools are having issues keeping to this language. Does the BOE have a teacher-student ratio in mind for supervision during recess/lunch to help guide all involved with this new Language?

There isn't a teacher-student ratio for this. Principals are working on their lunch duty schedules to be in agreement with the contract.

#### Secretaries

9. The secretaries received an email December 21st from Tonya Daher telling us she is leaving to pursue full time employment, and as a result duties will change with the women working up at the BOE office. Can we be notified of who will be doing what so we can direct our questions to the correct person?

Yes, this information will be coming out from the BOE office.

10. In the past, each secretary was responsible for going into AESOP to keep track of maternity leave absences and long-term substitutes in their buildings. This responsibility has been bumped up to the BOE office, and at times changes in absences aren't entered in a timely manner or entered at all. The building secretary then needs to call the BOE and ask for it to be changed. If building secretaries can have this responsibility back, can they also receive a copy of the letter the employee receives from the BOE confirming their maternity leave Dates?

Shelly Emann will contact Penny Sullivan to see if this responsibility can be shifted back to building secretaries. The district is cutting down on paper usage, so a copy of the memo will not be sent out. Secretaries can check the Board bits and/or have the employee notify them when their leave is approved, as the employee will receive written notice..

11. Can the district's bandwidth be increased? Frequently Genesis stalls and/or just shuts down. We use Genesis all day and can't efficiently and effectively complete our assignments under the current circumstances. (Also an issue from MJS.)

Yes, "expanding the pipe" is in progress.

12. We would like confirmation on overtime that anything over 40 hours per week is time and a half. Thirty-five to forty hours per week is paid out as straight time.

The contract supersedes the Board policy.

13. We would like confirmation on who approves overtime. There is a discrepancy between what the contract says and the overtime policy that was read at the 12/13/16 BOE meeting.

Overtime needs to be approved by both the immediate supervisor and Gary Lane.

#### MHS

14. Is there any way to use some of the GVR sale money to install AC window units in the classrooms? We were discussing that at the most critical times of the year (beginning of school year and end of school year) it is unbearable in the classrooms. We know that some classrooms and offices have them already, so would it be feasible to get this done for the other classrooms?

No, as AC window units would be inefficient.

15. Can the windows in the building which have not been replaced be replaced?

There is a phase-in schedule for window replacement. Shelly Emann will contact Gary Lane to find out where we are in this process.