



## **Classified Advisory Committee to the Superintendent**

Meeting Summary Notes: September 12, 2016

*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: Darlene Oylar (AHS), Ronnie Humphries (AHS), Pam Hirt (CES), Melissa Borduas (CMS), Monty Bowman (MVES), Debbie Henderson (SBO), Matt Paxton (SBO/Technology), Paula Bell (SBO/OT), 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.
2. This year's CAC meetings will take place on the following dates: September 12, October 10, February TBD, March 13, and May 3. 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 gave a brief update on each of the following topics:
  - a) Revised comprehensive plan
  - b) Revised capital improvement plan
  - c) New school calendar – to accommodate students finishing their SOLs before holidays
  - d) Bank time
  - e) Vision 2020
  - f) Early College Scholarship Program - \$1,000 cost to parents. ACPS pays for books.
  - g) One-to-One Initiative
  - h) New Tech department – not fully developed yet
  - i) Turning Point program (former Alternative Education program)
  - j) Wrap around services – geared towards elementary students but will be used for any student, if needed
  - k) Connecting with Early Childhood programs
  - l) Expanded Governor's school program
  - m) Enrollment of Boys Home students – will be included in ACPS enrollment because they live in our county
  - n) Career and tech pathways
  - o) Salary increases – will be asking the Board to approve 1%, retroactive to July 1, at the Sept. 19 board meeting
  - p) Technology upgrade
  - q) CMS Bell system – still in progress
  - r) AHS Fire Alarm system - completed

4. New Business
  - a) Reading initiative
  - b) Responsive Classroom initiative – sometimes referred to as “teaching good manners”
  - c) Integration of technology into the classroom
  - d) MVES new traffic pattern – changed to increase safety of students, not because of moving the Early Childhood program to MVES. This plan was in place before the move. The traffic plan was recommended by VDOT engineers.
  - e) Exit 21 interchange – work should begin in the spring. Not exactly sure how we will be affected at this point.
5. A participant expressed concern that discipline issues that arise on buses are not being handled by school administration. Mr. Kotulka advised to speak to the principal and if necessary, a child can be removed from a bus if there is a safety concern. Mr. Kotulka stated he would like to get bus drivers and principals together in a meeting to discuss these concerns.
6. A participant reported there are concerns that students are not being disciplined equally and that administrators are too concerned with a student’s academic status to provide proper and consistent discipline. Mr. Kotulka replied he believes administrators are equal and consistent with disciplining all students but he would discuss this at the next administrative staff meeting.
7. A participant reported she does not know when IT staff are in the building. Mr. Kotulka replied they have a schedule and to check with the principal to view the schedule. He also noted principals create a “to do” list for IT staff to work on while they are there.
8. A participant asked if IEP accommodations are being met at the Turning Point program. Mr. Kotulka replied one of the teachers at Turning Point is a SPED teacher and she should have a copy of the IEP. Mr. Hobbs added the case managers know to provide staff with the accommodations a student needs, per the IEP.
9. A participant noted schools need substitutes in the cafeteria.
10. A participant reported teachers get \$4 per year credit towards their retirement, but support staff get none. Mr. Kotulka replied he was not aware of this but he would check into it and report back to the committee.
11. A participant asked if employees could work 7.5 hour days instead of 8 hour days, in an effort to offer something to employees. Mr. Kotulka replied he would look into it.
12. A participant stated the funds used for head custodians should have instead been used to give some type of compensation or bonus to those employees who have worked for the division over 30 years.

The meeting ended at 3:20 p.m.

**NEXT MEETING: October 10 – 2:30 p.m. \*Please note: This date may be changed due to parent teacher conferences. You will receive an email notification.**

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