



## **Teacher Advisory Committee to the Superintendent**

### **Meeting Summary Notes: November 7, 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 intended to serve as 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: Stacey Gibson (AHS), Tommy Crawford (MVES), Valerie Humphreys (CES), Cindy Fox (CMS), Tonya Jones (CMS), Becky Johnson (SES), Melissa Nicely (SES), Lorie Bess (Administrative Asst.), Mary Jane Mutispaugh (Director of Instruction), Jan Hobbs (Director of Assessment and Accountability), Fred Vaughan (Director of HR and Pupil Personnel), and Eugene Kotulka (Superintendent)

1. Mr. Kotulka invited participants to the Education Summit on November 30, sponsored by ACPS, Covington schools, and The Allegheny Foundation. The focus of the group is to discuss what we need to do in our area to make education a top priority. (For those who are interested in attending, there is a flyer on the division website with more details and RSVP information.)
2. Mr. Kotulka reminded participants of the community broadband meeting being held on November 15 at 6:00 p.m. at DSLCC. Broadband providers will be at the event to discuss current internet levels and determine if higher speeds are available to citizens in their specific areas.
3. Mr. Vaughan discussed the Organization Climate Survey and noted it would be given to all employees the following week. He noted it is the same survey that was used in 2009 and will again be analyzed by Dr. Wayne "Dempsey" Worner. All responses are anonymous. His plan is to have the data back to the School Board in January. Mr. Kotulka encouraged everyone to take the survey seriously and be honest in their responses.
4. Follow up from previous meeting: Mr. Kotulka reminded participants if a student is disruptive in class this needs to be addressed immediately. There are wrap-around services available for students and parents, if needed.
5. Follow up from previous meeting: Questions were raised regarding letter grades vs. number grades. Ms. Mutispaugh stated this would be discussed at the upcoming grade group meetings. She noted the middle and high school prefer numeric grades. She noted there are basically five options: (1) do a different report for elementary grades, (2) do different letters, (3) only numeric for grades 1-12, (4) only letters for grades 1-12, and (5) two separate report cards; 1 for core subjects, one for the others. She stated there is a policy that dictates how grades are listed.

6. Follow up from previous meeting: Policy GCBD-RC will be presented to the School Board for approval on November 21. The amended regulation authorizes the superintendent and/or his designee to approve of personal leave that best meets the needs of students and staff.
7. A participant asked if all schools do two formal observations on teachers when only one is supposed to be required. Mr. Vaughan replied policy states a minimum of one observation is required but it is up to the principal how many they do on their teachers.
8. A participant asked if classified employees are still granted 2 hours for an unplanned situation. Mr. Vaughan replied they can but they have to discuss with their supervisor how to make up the time.
9. A participant asked if a survey could be created for staff to evaluate administrators in the schools. Mr. Kotulka replied administrators have been encouraged to do a school survey so they can receive constructive feedback; however, employees should not use a survey to express negativity or ugliness toward any employee.
10. A participant asked if consideration could be given to include the advanced degree salary supplements in the base salary so it goes toward their retirement pay. Mr. Kotulka replied this was cut from the budget a few years ago but it will be considered for this year's budget.
11. A participant stated the day before Christmas break is a ½ day workday, but if no school is missed and we still have our 7 bank days, is it possible that day could be an "at home" workday. Also, could students begin Christmas break early using bank days? Mr. Kotulka explained bank days are part of the academic calendar and are not "extra days", so no, these days cannot be used to start break early or use as an "at home" workday. He reminded participant teachers have a 200 day contract but generally work 191-192 days.
12. A participant asked when a teacher puts in for personal or professional leave, how long after administrative approval does the available day appear for the teacher's "favorite" subs to see it before it is open to all subs. Mr. Vaughan replied there is a 30% lead time for the "favorite" lists. He explained this does not apply if the leave is within 24 hours and also if a sub has reached their limit of days, they will not see the available day.

**The meeting ended at 4:45 p.m.**

**NEXT MEETING: February 13, 4:00 p.m.**

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