



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

### **Meeting Summary Notes: February 13, 2017**

*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), Jackie Almarode (AHS), Tommy Crawford (MVES), Valerie Humphreys (CES), Cindy Fox (CMS), Becky Johnson (SES), Lorie Bess (Administrative Asst.), Mary Jane Mutispaugh (Director of Instruction), Keven Rice (Director of Finance), Fred Vaughan (Director of HR and Pupil Personnel), and Eugene Kotulka (Superintendent)

1. Ms. Mutispaugh provided an update on the One-to-One Initiative. She reported the first step was to update the network at AHS, which was done at the end of September. One teacher was tasked with preparing for and taking the SOL test on the Chromebook. 100% of students passed the test and students reported it was the most comfortable SOL test they had ever taken. Parents received training prior to the student getting their Chromebooks. Students can only send/receive emails from those within the school division. The network upgrade at CMS is finished and the plan is to deploy Chromebooks at the start of the next school year. Grades 6-8 will receive Chromebooks 1<sup>st</sup> semester, while Grade 5 will receive theirs during 2<sup>nd</sup> semester. She noted seniors use the Chromebooks for their portfolios.
2. Mr. Kotulka discussed the recent illnesses at the schools. He stated he understands the concerns of everyone but the situation is continually monitored. He stated the school division coordinates with the health department on these concerns and they have not recommended closing schools. He encouraged staff members to stay home if they are sick and to encourage parents to keep their kids home if they are sick.
3. Mr. Kotulka reviewed health insurance information and stated he and Mr. Rice are available if anyone has questions or needs more information.
4. Mr. Kotulka reported administration is still working on salary scales and the goal is to have the same number of steps for all scales. He stated he wants consistent, sustainable steps for each year. He noted the Salary Committee will meet on Wednesday. He reminded everyone that salary increases are always dependent on the budget.
5. A participant expressed concern that the Governor is cutting SPED money. Mr. Rice replied he is only aware of Title II-A funds being cut.
6. A participant asked how many 504 students one person should have on their caseload and is 22 too many. Mr. Kotulka replied 22 may be too many and he will follow up with this.

7. A participant asked if teacher assistants hours are extended 30 minutes, will they be paid for the extra time. Mr. Kotulka replied they will.
8. A participant stated teachers are expected to answer emails within a 24-hour period but principals do not. Mr. Kotulka replied it is his expectation that principals reply within 24 hours and if they do not, to forward the email to Mr. Vaughan.
9. A participant asked the process for selecting Educator of the Year nominees because in the past nominations were accepted and then there was a vote but this year there was no vote. Mr. Vaughan replied each school has their own process for selecting their representative.
10. It was reported that some veteran teachers feel they are not being respected during the process of SBIT referrals. While teachers show they have tried many strategies as interventions, they are told they need to try more before testing will take place. Also, there needs to be more of a "team" effort in "SBIT Team" meetings instead of one person making the bulk of the decisions. Mr. Kotulka replied this would be addressed the school level with the Leadership Team.
11. A participant asked if 12 month employees would work ten hour days again this summer. Mr. Vaughan replied that is the plan, if approved by the School Board.
12. A participant asked if a student request makeup work from an absent but then does not do it, is there a policy in place to give that student a zero for that work. Mr. Kotulka referred to Policy JGE. A portion of the policy states, "All students who are absent for any reason, i.e. excused, unexcused, or suspension, will be permitted to make up missed assignments and receive credit for graded work in accordance with regulations developed by the division superintendent. However, make-up work is not available for performance-based classes and labs. The principal will control the implementation of this policy and applicable guidelines in his/her school."
13. A participant asked if the furniture from Boiling Spring and Falling Spring Elementary Schools was sold. Mr. Kotulka replied most everything was sold at auction but he would show her what is still left in storage and if she was interested in anything she should talk to Mike Isbell.
14. A participant stated elementary parents are still not happy with report cards. Ms. Mutispaugh noted the comment to discuss with the Report Card Committee.
15. A participant asked if an additional academic calendar could be approved that lists the last day of school according to none of the bank days being used because teachers gave 20 minutes of extra time each day to bank those days, with no extra compensation. Mr. Kotulka reminded participants teacher contracts are for a specific number of days, not hours, and bank days are not "extra days". A participant asked if bank days are not used, could they be used for additional days off for staff. Mr. Kotulka replied he would take it into consideration.
16. A participant reported teachers feel there is always something being added to their plates, such as new lesson plan templates, American Reading Company, Responsive Classroom, and now Chromebooks. Teachers feel the division is asking them to do more and more yet they are being drained of enthusiasm and energy, which is why there is low morale.

17. A participant reported around 12:30-1:30 every day they get kicked off the internet at the high school. Mr. Kotulka replied they should email Jeff Alleman to let him know and he will also make a note to talk to him about it.

**The meeting ended at 5:40 p.m. NEXT MEETING: March 13, 4:00 p.m.**

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