



## SUPERINTENDENT'S PERSONNEL ADVISORY COMMITTEE

October 19, 2011

Minutes

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### Present:

Dot Swain, Sandusky Middle School; Billie Kay Wingfield, Director of Personnel; Brian Wray, Secondary Principals; Amy Jennings, Paul Laurence Dunbar Middle School for Innovation; Pam Alexander, Hutcherson Early Learning Center; Chris Smith, Perrymont Elementary School; Krista Rawls-Fanning, E. C. Glass High School; James Aaron Mabery, E. C. Glass High School; Donna Bennett, Amelia Pride Center; Lalla Sydnor, Sheffield Elementary School; Stephanie Brown, Sandusky Elementary School; Laura Owens, Heritage Elementary School; Elizabeth Rinckel, Paul Munro Elementary School; Daniel Rule, Dearington Elementary School for Innovation; Linda Irwin, Bedford Hills Elementary School; Jennifer Kerns, LAUREL Regional School; Gretchen Morgan, Linkhorne Middle School; Beth Coleman, Heritage High School; Tracie Tkacik, William Marvin Bass Elementary School; Scott Abercrombie, Supervisor of Facilities; Jason Ferguson, Supervisor of Transportation; Steve Singleton, Assistant Director of Personnel; Verna Lamb, Robert S. Payne Elementary School; Melissa Hester, Linkhorne Elementary School; Ralph Hayes, Supervisor of Environmental Services; Larry Massie, Interim Superintendent; Wendie Sullivan, Recording Secretary

The Superintendent's Personnel Advisory Committee met in the Board Room at the School Administration Building beginning at 3:46 p.m. Dr. Massie opened the meeting and thanked every for their attendance.

The following questions and topics were discussed during the meeting.

- 1. How come we don't have a nurse practitioner like Lynchburg City? It will help our insurance costs to stay down. Can we check into how the City is doing and if it has helped them or not?**

The school administration is currently involved in discussions with the city to see if costs will be reduced if both organizations combine health insurance benefit plans. Using services provided through the city's nurse practitioner is one of the options being discussed.

- 2. We really need to address sick time. Can we either get all our sick leave at the start of the school year OR get one day per month for the 10 months we work?**

Dr. Massie will review this policy as he develops the school operating budget for 2012-13.

- 3. We heard about bonuses in the middle of last year and were told to wait until the audit. Now what? The time is now to rally with city people/citizens and get started on what we need/deserve. February is TOO late.**

Dr. Massie has already begun developing the school operating budget for 2012-13 and plans to include a raise in compensation for employees in his proposal to the school board if at all possible. He plans to present the budget request to city council in January as requested by the city manager.

- 4. Would it be possible to wait until close of business on Mondays for the Edline upload? Surely others are in the same fix. I do not get planning until after lunch. Any grading I have completed over the weekend doesn't get uploaded at all until the next week- making Edline an ineffective tool for reporting what the Edline folder calls, "CURRENT GRADES."**

The Technology Leadership Team along with other leadership teams, discussed the best day for uploading information to Edline, and Monday morning was the day and time established.

- 5. Will drug dogs be used in the future to search our buildings or parking lots?**

Dr. Massie has used drug dogs in the past to search schools, but was never able to apprehend anyone while using this method to find drugs on school property. He will, however, speak with high school principals to see if this is an option they would like to use at their respective schools.

- 6. Please address the topic of raises for the 2012-2013 school year. Will the budget include raises? And if so, how much?**

Dr. Massie stated that he will work hard to do this, but if the money is not there, he will not be able to do this.

- 7. I'm not sure if this question falls in the criteria, but I want to know what happened to the stimulus money that was being considered for a bonus. We were told they were holding onto it to see if the state took it. I heard the state didn't take it. Just wondering.**

Dr. Massie is looking at other options to hopefully provide employees with either a raise or bonus.

- 8. The RIF Policy is UNFAIR! People should be moved according to seniority in a building. There are times a principal may ask a teacher to move to another grade level, but no one will ever want to because it places them at the**

**"bottom of the totem pole." Then they run the risk of being transferred to another school since they have the least experience at that position (even if they have 30 years at that school).**

Administrative Regulation 5-11: Assignment and Transfers states the following:

*When it is necessary to transfer teachers due to decreasing student enrollment or changes in instructional patterns, teachers in the affected grade level in elementary schools or affected content area in secondary schools will be asked to volunteer. Should there be no volunteers in the affected area, the teacher(s) at the affected site within the affected grade level or content area with the least seniority in Lynchburg City Schools (as defined in School Board Policy 5-18) will be transferred.*

School Board Policy 5-18: Reduction in Force determines seniority as follows:

## 2. Seniority

*Seniority shall be that period of time commencing with the most recent term of continuous service with the Lynchburg City Schools including authorized leave(s), but excluding employment under temporary or interim contract. Seniority for part-time service shall be determined by adding percentages of contract per year until a full year can be credited; the total of these percentages will reflect length of Lynchburg City Schools employment. Should a tie exist within the same classification of personnel, the tie shall be broken in the sequential order as follows:*

- a. *Official beginning date of the most recent term of continuous employment as shown on the employee's contract.*
- b. *Total time of service with Lynchburg City Schools in the event of a break in service.*
- c. *Date the employee was appointed by the Lynchburg City School Board, if applicable.*
- d. *Date of completion of assignment sheet by a personnel official.*
- e. *Time of signature on original contract at start of most recent term of continuous employment.*

*For employees who entered employment with Lynchburg City Schools as a direct result of the 1976 annexation (serving at or assigned to Brookville and Mountain View Elementary Schools only at the conclusion of the 1975-76 school year), length of service will include the period of continuous service in the county concerned immediately preceding transfer to this division.*

- 9. I was just wondering if the question could be posed why we are still getting paid once a month when the reason that we originally were told was that it would cost too much in paper to send the checks out twice a month. Now we're getting our stubs online through the Employee Self Service. So why couldn't we get paid twice a month, instead of once a month, because we would no longer be using as much paper?**

Payrolls are run for most classified and all certificated employees on a monthly basis because of the time involved with this payroll process and the limited number of staff who are in the payroll department.

Members of the committee indicated that they would like to receive paper copies of payroll statements as it is very difficult for many employees to access their statements online. Dr. Massie will look into matter.

- 10. Retirement---When developing the budget for 2012-2013 can these options be considered for Retirees? The rates for unused sick days have not changed in many, many years.**

**Option 1----Substitute pay for 90 unused sick leave**

**Option 2----\$50.00 for 90 days unused sick leave**

**Option 3----\$40.0 for all unused sick leave**

Dr. Massie will take these suggestions under advisement.

- 11. I have two questions from our guidance counselor: We are seeing more and more children coming to us with "mood disorders". These students have extreme behavior problems. We do not have the manpower to handle them all. What are we supposed to do? We suspend them, but the behavior continues when they return. Can downtown contract with a child psychiatrist who can help us work with these kids? Please don't say "get them evaluated." Even if they have an IEP, special education teachers cannot be expected to handle them while teaching other students that have learning disabilities. When these students escalate, no one learns. The second question: We are seeing more and more kindergarteners enrolling that have never had a preschool experience. They are unable to identify colors, cannot hold a pencil, and often are unable to complete a sentence. They end up being a behavior challenge. What can we do? We do not have enough teacher assistants to help.**

Dr. Massie will meet with elementary principals and guidance counselors to discuss this matter and find some solutions to these problems.

**12. I would like to have an explanation into two recent money uses by LCS. Why did LCS recently purchase a vehicle from the Governors School for \$15,000 when purchasing another vehicle was not in the budget for this year? Yes, it was a good deal but with the current budget situation that \$15,000 could have paid for a 1/2 time salary. Also why did the head of Facilities remodel his office now in light of the budget situation when so many others are working using used equipment etc. that we get from the school warehouse?**

Dr. Massie stated that there has been no purchase of a Ford Explorer for the Central Virginia Governor's School for Science and Technology. At one point, there had been some discussion that there be a joint purchase with the School Nutrition program, but that did not materialize. Further, the office for the director of facilities and transportation was not remodeled. A second-hand desk/credenza unit and bookshelf was purchased as a replacement for \$495. The old pieces were more than 30 years old, and the drawers did not lock so there was no place to store confidential files.

**13. I would like to see if we could get clarification on procedures for earthquakes..... we really should not have been huddled in the downstairs hallway, so the building could fall in on every student and staff member. Please ask what to do when there is an earthquake.**

Procedures for all emergency situations can be found in the Lynchburg City Schools Crisis Plan, which is developed in collaboration with the Lynchburg Police Department. While Dr. Massie realizes that the crisis plan gives principals and staff direction on what procedures to follow in case of an emergency situation, common sense should also be used.

Questions regarding evacuation plans for students with disabilities and limited mobility were asked. Dr. Massie will speak with Mr. Don Floyd, assistant director of facilities, and ask him to investigate this matter to ensure that these procedures are included in the plan.

**14. During cold/flu season or "out-breaks" of school wide illnesses, when several absences are required in quick succession, we are docked pay when staying home to care for our families. Under this new policy, the sick time we earn each month does not even cover a full day absence. Can we PLEASE get our sick days up front? This new policy is putting a strain on LCS employees with young children. If BOTH parents are employed by LCS, the financial impacts are multiplied! Please don't continue to penalize us for doing the "right" thing by keeping *our* sick children out of the classroom!**

Please see the answer to number two.

**15. For the past few years, it has been *painfully* clear that LCS budget woes have dictated the direction of many issues concerning staff compensation. This “hardship” has been felt throughout the entire division. Do you foresee a point at which this will change? If so, when might we expect revisions to be made? Can consideration be given to changing the following issues: pay scale / pay grades; recognizing that anyone who has taken a state board examination and holds a professional licensure deserves the right to be compensated as such amending certain job descriptions to more accurately reflect actual duties etc?**

Dr. Massie will take all of this into consideration as he develops the school operating budget for 2012-13.

**16. Can you please review our sick leave policy which requires teachers to “earn” a sick day/month rather than be given them at the beginning of the school year? For teachers who are new to the system or out of days because of children illnesses, this is a hindrance. If there are absentee issues, these issues could be handled individually as to not make the entire division suffer.**

Please see the answer to number two.

**17. Is it possible for classified personnel to be able to use terminal entry when punching in Kronos? We have two time clocks at HHS and they are at separate ends of the building. Sometimes just getting caught in the hall by one minute can reflect overtime, whereas if a punch could be made at the terminal it may cut down on the amount of missed punches there are.**

The school division has 250 licenses for terminal entry for KRONOS. Mr. Tommy Mason, payroll supervisor, is the contact for those licenses.

The meeting adjourned at 4:26 p.m.

**The next Superintendent’s Personnel Advisory Committee meeting will occur on December 8, 2011, at 3:45 p.m. in the Board Room at the School Administration Building.**