

## District Advisory Committee 2010-2011

Date: February 10, 2011

Attendance:

- Kevin Ball- Rosamond (4)
- Brett Boberg- Bingham High (4)
- Jennifer Boehme – JEA
- Melissa Brown- Riverton High (3)
- Cindy Carroll- JEA (1)
- Norman Emerson – Elem. Prin.(2)
- Kyle Hansen – HR
- Diana Kline – MS Prin. (2) Excused
- June LeMaster – HR- Administrator
- Donald Link- HS Prin.(3)
- Lanny Sorenson- Sunset Ridge

The Board authorizes the establishment of a Certificated Advisory Council for the purpose of communicating areas of concern by employee groups within the District.

**1. Identity Theft: Use of Social Security Numbers on time sheets.** Employees are still concerned about using social security numbers on time sheets.

Comments: Judy Burton, Director of Payroll and Michael Heaps, Support Services Manager informed the committee of how timesheets are handled and the security processes. Judy asked for concerns about Social Security Numbers/time sheets. Time sheets have been found in boxes, sitting on the shredders, on copy machines, and other places. Mike explained the purpose of using SS# on time sheets and documents. The question was asked if CACTUS numbers could be used to track employees. CACTUS numbers are not included in the Skyward Finance system so they would not be a valid tracker for pay. Mike also talked about the move to paperless time sheets using a program called True Time. A High School, Middle School, and Elementary will be pilot schools for classified employees to use the paperless time sheet. Judy explained the purpose of a SS# is for pay purposes. Other concerns were raised regarding SS# such as absence records being printed with Social Security numbers and JPAS Evaluations with printed numbers.

Action: True Time will allow classified hourly employees to log time via technology instead of a time sheet. Additional measures have been implemented or will be taken as follows:

- Payroll removes every item from every desk, everyday in their department. It is recommended that schools and other offices do the same.
- HR will send a reminder using the monthly HR newsletter to school secretaries.
- Precautions will be shared at the Annual Business Meeting with Secretaries and Principals.
- Michael Heaps will remind secretaries how to handle sensitive documents at the next USER Group meeting.
- Payroll has a dedicated computer to assist employees with Employee Access.
- HR uses screens that limit computer monitor view to protect sensitive information.
- Payroll is willing to provide training for secretaries handling sensitive employee information.

**2. Skyward:** If a teacher uses a column for extra credit, Skyward will show it as a missing assignment for other students. What can teachers do with it?

Comments: Michael Heaps shared information on how to prevent the problem.

Action: Committee received information on how to prevent the problem (See attachment). Mike shared the information with the secondary USERS Group.

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- 3. Literacy Coaches and Teachers are expecting different roles:** The job description for Literacy Coaches was changed. However, the changes may have not been communicated to teachers.

Comments: Kyle participated on a committee to review and suggest changes to the Literacy Coach job description. The position is becoming more clearly defined. Curriculum will be creating an updated job description for Literacy Coaches. Another meeting is scheduled on February 15<sup>th</sup> to review the Literacy Coach job description. Once it is finalized, principals will share it with teachers. One of the problems is that *“teachers are used to having facilitators, not coaches. Many teachers are used to facilitators working with students, whereas coaches work with teachers.”* - Information from Laura Finlinson, Administrator-Curriculum

Action: Principals will receive the job description and training on the position in their next level meeting. Principals will be asked to share the information with staff members.

- 4. Assessments for Elementary Students is a major concern:** Teachers are being overwhelmed with the amounts of assessments that are given.

Comments: Kyle met with Laura Finlinson regarding testing at the Elementary level. The only new changes in testing this year came through HB150 which required all K-3 students to be tested mid-year using DIBELS. A decision was made with JAESP that the literacy coaches and district personnel would form 2 teams and go out to the schools and do all of the testing. This made it so teachers didn't have to do the testing. It also helped to keep the results reliable and valid through the district by using the same test administrators. No additional tests have been mandated. Some school administrators have required other testing such as benchmark testing. The benchmarks have shown to be best practice for gathering data. However, they are not mandated by the district. The district supports schools using benchmark testing.

Pals and Fauntas and Pinnell have been given each year for several years. The amount of time it takes to administer the assessment in the K-3 grades is one of the concerns. Jennifer has been meeting with Kathy Wittke and will update the DAC committee as she gets additional information.

Action: Jennifer has asked Kathy Wittke to meet with the AR group in March to share information on how testing data is used. Training on how to do testing more effectively will be given. Jennifer will update the committee on changes and training on assessments.

- 5. Late student transfers and registrations:** Should they be on a role for attendance? How should they be graded?

Comments: Information from David Stoddard, John Taylor, and Sherry Devenberg: ***The objective for schools should be 1) preserve the credit of the student 2) Count attendance 3) Provide the best possible education for students 4) work with students and parents to have success for students.** Students who enroll at a new school often bring “withdrawal grades”. If these are brought, the grade can be used for the term. If several weeks remain, the teacher may use the grades in conjunction with grading from the new class. If grades are not brought, and there is not enough time for the teacher to give a term grade, a “no grade” is given. Schools may choose to have students do make-up work in order for students to qualify for grades.*

*It is very important to take attendance for every student regardless of when they enroll.*  
Information from David Stoddard, John Taylor, and Sherry Devenberg:

Action: This information will be shared with principals in a level meeting.

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6. **Herriman Fire Make-up Day:** Are newly hired teachers at the affected schools required to be at work?

Comments:

Action: Teachers hired after the fire and prior to the make-up day are required to be at work. Because it is a contract day that is not included on their calendar, the teacher must submit a time sheet.

**Next Meeting: March 10**

### Attachment: How to enter Extra Credit as an Assignment

Add an assignment. Select the due date as the last day of the quarter, or the last day extra credit will be accepted. Select all classes for which this assignment applies.

**HERRIMAN HIGH**  
Teacher: [ ] (Team) Class: 01545 / 06 Prd:6 AIDE-ATT...

**Add Assignment**

Category: **Assign - Assignment**  
 Description: **Extra Credit**  
 Detailed Description: **Extra Credit for Term 3**  
 Assignment Group: [ ]  
 Entered Date: **Mon, Jan 31 2011**  
 Assign Date: [Jan] [31] [2011] **Mon, Jan 31 2011**  
 Proposed Due Date: [Mar] [21] [2011] **Mon, Mar 21 2011**  
 Actual Due Date: [ ] [01] [2011]  
 Max Score: **1**  Post to Family Access  
 Weight Multiplier: **1.00**  Post to Student Access

Show Assignment Score As: **Score**  Show Comments

Select the Classes where this Assignment should be added							
Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	707	OTH	1 to 4	1	A	01545 / 01	AIDE-ATTENDANCE OFFICE
<input checked="" type="checkbox"/>	707	OTH	1 to 4	2	A	01545 / 02	AIDE-ATTENDANCE OFFICE
<input checked="" type="checkbox"/>	707	OTH	1 to 4	3	A	01545 / 03	AIDE-ATTENDANCE OFFICE
<input checked="" type="checkbox"/>	707	OTH	1 to 4	4	A	01545 / 04	AIDE-ATTENDANCE OFFICE
<input checked="" type="checkbox"/>	707	OTH	1 to 4	5	B	01545 / 05	AIDE-ATTENDANCE OFFICE
<input checked="" type="checkbox"/>	707	OTH	1 to 4	6	B	01545 / 06	AIDE-ATTENDANCE OFFICE
<input checked="" type="checkbox"/>	707	OTH	1 to 4	7	B	01545 / 07	AIDE-ATTENDANCE OFFICE
<input checked="" type="checkbox"/>	707	OTH	1 to 4	8	B	01545 / 08	AIDE-ATTENDANCE OFFICE

- Indicates a Class that either does not contain the selected Category, or the selected Assign and Due Dates.

Check “No Count” for all students. Can be mass assigned, or check each student individually.

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**HERRIMAN HIGH**  
Teacher: [redacted] (Team) Class: 01545 / 06 Prd:6 AIDE-ATT...

**Mass Assign Screen**

**Extra Credit**  
Week 31 - Monday - 03/21/2011  
Category: **Asgn** Max Score: 1

0 un-scored students: Mark un-scored as 0 and Missing

Students	Absent	Score	No Count	Missing	Comment
1 [redacted] JADEN		*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 [redacted] ADELY		*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3 [redacted] JORDA		*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Change blank comments to: [dropdown]

**Mass Assign Options**

Assign All Scores to: [ ] out of 1  
 Overwrite scores

Adjust All Scores by: [ ] points

Remove All Scores

Set All to No Count

Remove All No Count

Remove All Missing

Apply

On Family Access, assignment will show as “No Count,” without a score.

**HERRIMAN HIGH**  
TERM 3 - Q3 Progress Detail Report for [redacted]

Print Close

01545/06 AIDE-ATTENDANCE OFFICEK [redacted] - There are no Missing assignments in TERM 3 - Q3 for this class [View Grade Marks](#)

Assign Category	Date Due	Has Attach.	Description	Points Earned	Points Possible	Percent Earned	Grade	Spec. Code	Missing	No Count
Grade for TERM 3 - Q3 01/19/11 - 03/27/11				0.00	0.00		P			
<b>Assignment</b>				0.00	0.00					
Asgn	03/21/11		<a href="#">Extra Credit</a>							<input checked="" type="checkbox"/>

If “No Count” is checked, Extra Credit will not show as a missing assignment on parent email notifications, such as the following:

From: [skyward@jordan.k12.ut.us](mailto:skyward@jordan.k12.ut.us)  
Sent: Monday, January 31, 2011 4:37 PM  
To: [redacted]  
Subject: [redacted] Grading Notification

Missing Assignments in Current Term  
None

When Extra Credit is turned in, enter the score and uncheck the “No Count” box.

**HERRIMAN HIGH**  
Teacher: [redacted] (Team) Class: 01545 / 06 Prd:6 AIDE-ATT...

**Score Entry**

**Extra Credit**  
Week 31 - Monday - 03/21/2011  
Category: **Asgn** Max Score: 1

0 un-scored students: Mark un-scored as 0 and Missing

Students	Absent	Score	Special Code	No Count	Missing	Comment
1 [redacted] JADEN		25		<input type="checkbox"/>	<input type="checkbox"/>	
2 [redacted] ADELY		*		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3 [redacted] JORDA		*		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Score will now show on Family Access.

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SKYWARD		HERRIMAN HIGH				Print	Close		
		TERM 3 - Q3 Progress Detail Report for <input type="text"/>							
01545/06 AIDE-ATTENDANCE OFFICER: <input type="text"/>		- - There are no Missing assignments in TERM 3 - Q3 for this class				<a href="#">View Grade Marks</a>			
Assign Category	Date Due	Has Attach.	Description	Points Earned	Points Possible	Percent Earned	Spec. Code	No Missing	Count
<b>Grade for TERM 3 - Q3 01/19/11 - 03/27/11</b>				25.00	25.00		P		
<b>Assignment</b>				25.00	25.00	100.00	A		
Asgn	03/21/11		<a href="#">Extra Credit</a>	25.00	25.00	100.00	A		