District Advisory Committee
2011-2012

Date: January 12, 2012

Attendance:

- ☒ Cindy Carroll – JEA
- ☒ Jennifer Boehme – JEA
- ☐ June LeMaster – Admin. HR-Excused
- ☒ Kyle Hansen – HR Admin.
- ☒ Jennifer Ellefsen- MS Admin.
- ☒ James Maughan- West Hills
- ☐ Norman Emerson – Elem. Admin.. -Excused
- ☐ Kevin Ball- Rosamond
- ☒ Dawn Kelly- Bingham
- ☒ Melissa Brown- Riverton High
- ☒ Donald Link- HS Admin.

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. **Insurance:** July 1 the District's Insurance Services department sends out a notice to retiring employees that their Medicare Supplement Plan contributions will end in one month's time. Employees are instructed to contact BlueCross Blue Shield if they wish to continue their coverage. A complaint/concern I received is from a retired teacher is that by the time they receive the notice, it's into the month of July, and if teachers have vacations planned, they may not receive the notice in a timely manner. Is it possible for the District to send this notice out prior to the end of the school year for those teachers who are retiring?

   Comments: Kyle talked with Cheryl Matson and learned the following:
   - The supplemental Plan will end in 2013 so it will apply to a few people this next year.
   - Information is not necessarily sent out in July. It is sent when a person retires- regardless of time of year. It is only sent to those that are signed up for the supplement plan.
   - When a individual signs up for the supplemental plan, it states when it will conclude.
   - The carrier does not allow for the notification to be sent out prior to 60 days before the retirement date.
   - JSD sends it out
   - Notices can go out ~60 days prior to retirement date as long as insurance in notified of retirement in a timely manner.

   Action: Cheryl reported that her department will work hard to send the information out as early as allowed by the carrier.

2. **School Letterhead:** Universities often request teacher recommendations for students. They usually request the recommendation be printed on school letterhead. Some administrators have been told that they can't use district letterhead for recommendations.

   Comments: Cabinet reported that school letterhead can be used for student recommendations to universities/colleges. School letterhead should not be used for writing employment recommendations.

   Action: Guidelines for administrators will be posted online. Questions regarding use of school letterhead can be referred to the Area Administrator.

3. **Exit Survey:** Jennifer shared the survey and the committee gave suggestions. The survey was approved by the committee.

   Comments: The committee thanked Jennifer for the great work.

   Action:

4. **Special Ed/substitutes:** Elementary schools are concerned about not having substitutes when a resource teacher is absent.

   Comments: Anytime a resource teacher is absent, a substitute should be sought using AESOP. Resource classes should not be cancelled except in rare situations.

   Action: Kyle will inform Beth Usui of concern so that she can address it with staff.

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Next Meeting: February 9th

Purpose of DAC: Provide a safe forum to communicate concerns. Be sure to develop a relationship with others who can share with you an accurate perspective of all employees.