

District Advisory Council 2014-15

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

Date: October 9, 2014

Attendance:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Jennifer Boehme - JEA | <input checked="" type="checkbox"/> Jessica Dunn - JEA | <input type="checkbox"/> Mike Kochevar — HS Admin |
| <input checked="" type="checkbox"/> Dawn Kelly | <input type="checkbox"/> June Le Master – Admin HR | <input checked="" type="checkbox"/> Brian Larson – MS Admin |
| <input checked="" type="checkbox"/> James Maughan | <input checked="" type="checkbox"/> Travis Hamblin – HR Admin | <input checked="" type="checkbox"/> Tami Bird - Elem Admin |
| <input checked="" type="checkbox"/> Joanne Myers | <input checked="" type="checkbox"/> Tiffany Hardinger | |

AGENDA

Issue/Concern	Comments/Discussion	Action
1. Minutes Approval		
2. Leg. Fund Re-imburement. Reported that some secretaries are required last 4 of credit card number to be on receipts prior to any reimbursement.	<ul style="list-style-type: none"> - What about cash purchases? - Guidelines for Leg \$ does not state that. - Just need original receipt - Secretaries are asking for a bank statement and/or a credit card statement – this is felt as punitive and not on the procedures or guidelines. - Needs to be consistent and needs to follow the guidelines 	<ul style="list-style-type: none"> - Address this w/ principals and remind them of the guidelines for Legislative \$ found in the Financial Manual. - Online orders, according to the manual do require both the order and verification of payment but not necessarily credit card numbers. - Leg Guidelines Item 10 pg. 17-18 talks about request for reimbursement
3. iPad updates – a couple of concerns that iPads at schools cannot be updated at the school.	-	<ul style="list-style-type: none"> - Issues found at schools should be taken to the local tech. - No Action needed
4. Parent conferences	<ul style="list-style-type: none"> - Why on Wednesday? - DAC looked at this, sent out the survey. - Approved through principals and District Admin. - 	<ul style="list-style-type: none"> - No action needed - JEA recommendation and adopted by District.
5. When a teacher changes a contract there should be contact with the teacher	<ul style="list-style-type: none"> - Would like some kind of documentation of what is going to happen and that it is formal. - Teachers are told in May that there are not enough kids in class to carry and contract will be changing 	<ul style="list-style-type: none"> - HR to discuss this and provide guidance to principals in how to communicate effectively with teachers/staff about possible contract changes whether part

Purpose of DAC – Provide a safe forum to communicate concerns. Developing relationships with others that facilitate accurate perspectives of all employees is essential.

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	<ul style="list-style-type: none"> - It is always the intent of the school administration to let teachers know as soon as possible about changes – whether that be declining enrollment or students not signing up for their classes. - There are times when notification cannot be given early due to the circumstances – a charter school etc...- that may come into the boundaries. Schools are cannot make decisions until the charter notifies the school. - Not enough time given to teachers - Teachers don't have any say. - This is really tough on Administrators as well. - Notification should be written to the teacher and in a timely manner. - This is an issue that can happen both ways as well – where the teacher says their intent but leaves the position 	<p>to full or full to part – whether a form or other process to notify teachers. This training will occur with the annual Hiring training HR conducts.</p>
6.		
7.		

Meeting Schedule:

Sept. 11	Feb. 12
Oct. 9	March 12
Nov. 13	April 9
Jan. 8	May 14

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