

# District Advisory Council

## 2015-16

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 8, 2015

**Attendance:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Jennifer Boehme - JEA    | <input checked="" type="checkbox"/> Jessica Dunn - JEA        | <input checked="" type="checkbox"/> Mike Kochevar – HS Admin |
| <input 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 type="checkbox"/> Tiffany Hardinger                    |  |

### AGENDA

Issue/Concern	Comments/Discussion	Action
1. <b>Welcome</b>		
2. <b>SSN number on time sheets (Sarah Palmer)</b>	<ul style="list-style-type: none"> <li>- History has been that SSN is needed for the imaging program we use.</li> <li>- SSN is the best way to track employees but the problem is that you have to write it down. Indexing into the imaging program requires the full SSN # and use to have over 12,000 timesheets a month. We are now at 2,000 timesheets a month.</li> <li>- Info Sys has worked with Payroll to develop a program to take data and upload directly and connect to the social number internally.</li> <li>- Moving to get nearly all employees on a true time.</li> <li>- By December we should be able to not have the SSN # on the timesheet</li> <li>- Skyward does not need the SSN – but the document imaging program does and the IS program is a work-around.</li> <li>- Payroll has worked with departments to make the switch and has been working in this direction for a couple of years</li> <li>- At trainings there only needs to be a roster w/ location turned into payroll no SSN numbers</li> <li>- Trying to be flexible and Payroll is very sensitive to the nature of SSN #'s.</li> <li>- The goal is to have no SSN numbers on timesheets by the end of the year.</li> </ul>	Thank you for your hard work!
3. <b>Mastery Connect (Mark Sowa)</b>	<ul style="list-style-type: none"> <li>- Concerns about lack of training, use of data, use of assessments, inaccurate grading, time to use for lower grades when students cannot fill in bubble sheets, some computer cameras not able to scan, iPads taking a long time to process when scanning.</li> <li>- Mastery Connect specialists – each school tech specialist is a Mastery Connect Tech. Increased 2 FTE but spread responsibility out to all six (6) to help.</li> <li>- <b>Why?</b> Why are we using this program, why it is a good tool, etc... feel that information has not been given explaining why, how, big picture.</li> <li>- Teachers need to understand the big picture. Need to be trained.</li> <li>- Can we do a better job?</li> <li>- What is the cost of the program?-</li> </ul>	Mark will follow-up as needed.

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<ul style="list-style-type: none"> <li>- What is the contract term? 2yrs</li> <li>- Principals need to provide the vision and understanding to their teachers – but how well do principals know Mastery Connect and can explain <b>why</b> we are using it.</li> <li>- Technology age is a problem. Upgrades are necessary to make easier to use and implement.</li> <li>- Trainings done by the District need to start on time and have a survey at the end of the training.</li> <li>- Mark Sowa –             <ul style="list-style-type: none"> <li>o Mastery Connect came in to being because the schools asked for a program to track data and student mastery</li> <li>o There are some technical issues but the big ones have been worked out. There is a good strong partnership w/ Mastery Connect</li> <li>o Technology has “bugs” but we just work on each one at a time</li> <li>o Age of technology – when Mastery Connect came on-board the understanding was that the school would take care of the tech needs. That needs to be addressed at the local school.</li> <li>o This is the first time Mark is hearing there are issues w/ technology</li> <li>o There are many, many trainings and love the feedback that there needs to be a feedback/survey. Will definitely address starting on time. Mark will also let Curriculum staff know about it as well.</li> <li>o Mastery Connect has customized the program to JSD. They have sent programmers to JSD to write code just for us. They are very responsive.</li> <li>o JSD has the property rights to the data.</li> </ul> </li> <li>- The issue is not systemic to the entire district – but is more isolated</li> <li>- Several teachers love the training for Mastery Connect and want a second-level training and are seeking deeper training</li> <li>- Principals need to know - there was a training. All have been trained. It is more likely that the principal knows it but are not fluent but do have “building experts”</li> </ul>	
<p><b>4. Technology – Internet Filtering and Blocking (Ron Bird)</b></p> <ul style="list-style-type: none"> <li>- Filtering – a lot of problems end of last year. Google who owns Youtube changed from http to https – that is what we were set up to filter.</li> <li>- This caused us to rely on YouTube’s list of approved videos because we didn’t have the filtering capacity – Googles change was done unannounced.</li> <li>- District had to come up with a way to un-encrypt – purchased several servers which requires security certificates.</li> <li>- The beginning of the school year was rough because many computers were off the domain for the summer.</li> <li>- Recognize many had curriculum on YouTube and trying to make it work.</li> <li>- As the cloud expands – the greater the expansion of www and domains that must be filtered.</li> <li>- Turn-around-time for request to have www unfiltered –</li> <li>- Users must be logged into the domain or they get the most restricted filtering using the guest account</li> </ul>	<p>Ron will put together information to send out explaining the history and reasons why there were filtering issues. He will then send that out to teachers.</p>

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<ul style="list-style-type: none"> <li>- If you get a block page – on the top left if your username is not there then you are not logged into active directory and it must be jsd/first.lastname – this will cause stricter filtering. Click on the “not you” at the top of the block page and log in.</li> <li>- District is in the process of preparing for one-to-one initiatives.</li> <li>- Every decision is evaluated as to whether to block or not block including using curriculum to evaluate</li> <li>- Requests for unblocking www should start w/ principal</li> <li>- Would like to request a newsletter or explanation be sent to teachers.</li> <li>- When a page is blocked click on the “submit this page for review”</li> </ul>	
<p><b>5. Online Registration – Language and Health Reporting (Boehme)</b></p>	Table to next meeting
<p>-</p>	
<p><b>6. Substitutes</b></p> <ul style="list-style-type: none"> <li>- TIPS for getting a sub - 1) entering your absence in as early as possible prior to the absence, 2) days before/after holidays are extremely hard to fill, 3) HR has worked with schools to report when subs are needed for PD of any kind in the building (2 or more in Elem, 3 or more in Middle, 4 or more in high schools) that the school notify HR no less than ten days prior to the absence – HR will then clear sub entered preferences so ALL are being called for high need times, 4) HR working with curriculum has established “moratorium” days for schools and other departments to schedule conflicting events.</li> <li>- The later the notification of an absence the harder it is to fill</li> <li>- It is recommended that a “preferred sub” list is created in AESOP. Each teacher/school can do this. It will prioritize calling based on that list. Otherwise the system simply makes calls based on default settings.</li> <li>- JSD Subs are among the highest paid in the area</li> <li>- Accepting substitute applications on an ongoing basis - 15 new subs were hired recently w/ many more in the process.</li> <li>- The highest uncovered percentage occurs when an absence is requested within 6 hours of the absence.</li> <li>- Goal in HR is 100% coverage. But substitutes can refuse a job or can be sick etc..</li> <li>- Our fill rate is over 90%</li> <li>- On Collaboration days schools can bring subs in for full day – they just need to have a duty/assignment for them when they are there and not in the classroom.</li> <li>- Substitute’s Guide for Substitutes and Tips for Teachers when having a Substitute have been provided to substitutes and teachers respectively. (e-mail, JAMS, and Secretary Connections)</li> </ul>	No Action
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**Meeting Schedule (Second Thursday @ 4pm):**

<del>Sept. 10</del>	Feb. 11
<del>Oct. 8</del>	March 10
Nov. 12	April 14
Jan. 14	May 12

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