

Superintendent's Liaison Meeting  
January 20, 2016  
4:00 PM – 5:00 PM

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Attendees: Chris Brown, Brian Kesel, Deb Miller, Peg Curtin, John Mannion, Dawn Personte, Sandi Sherlock, Jeanine Stables, Mary Weaver, Keith Newvine

1. What is the District's stance on implementing a volunteering service at the Elementary schools during recess so that teachers can have more time to collaborate, plan, and complete other tasks during this time?

**Chris' Response:** We are currently working with the elementary principals to develop a common master schedule for all elementary buildings. With this will come changes in the support staff structure, offerings, and need for staffing.

**Group Response:** Would this help out Kindergarten and/or help our specials?

2. What is the District's stance on Elementary teachers being asked to cover the class of an absent teacher, especially Instructional Specialist or Special Education teachers who are removed from their scheduled classes to cover the class of an absent grade-level teacher?

**Chris' Response:** Right now elementary principals try to use IS staff as little as possible to cover for regular classroom teachers. When this does occur the IS teacher is provided with lunch, planning time, and any other benefits afforded to them during their contractual work day. As more uncertified substitutes are approved the likelihood of using IS teachers to cover classrooms will drop. We talk specifically not to use Sp Ed and IS teachers. If a teacher leaves quickly there have been times when the principal has had to go into the classroom to cover.

**Group Response:** No discussion

3. How does the District plan to address the inequitable planning time for Elementary school teachers who are required to attend meeting during their planning time multiple times throughout the week and year?

**Chris' Response:** The current WGTA agreement outlines that each elementary teacher will receive 200 minutes of planning time per week. Each principal has reported that they rotate meetings to be held from 8:20AM-9:00AM and there are occasions when planning time may be used for a SPED meeting, etc... ALL principals have reported that NONE of their teachers fall below the 200 minutes they are afforded by the current WGTA agreement. If any teachers feel that they are receiving less than their contractually obligated 200 planning minutes per week they should let their principal know ASAP as it would constitute a possible violation of the agreement. All the principals hold the same meetings, some of the teachers get pulled because they have an 8:20 and 9:00 meeting.

**Group Response:** One of the issues is that the principals set up meetings but are not aware that teachers have already scheduled parent meetings/etc. Chris responded that if this is the case and if it got to be pervasive, the teacher can go to the principal to ask that they help them with scheduling meetings. Does team meeting count as planning or not? It could be defined more clearly. What are the things that should be encompassed in that time of 200 min and what is not? Chris will work with Deb and Brian to work on schedule. Is there any other type of training during open periods? Some training is mandatory some is voluntary.

4. What is the District's Safety protocol for staff returning to a building during an emergency evacuation prior to the building being cleared by the fire department

**Chris' Response:** With permission from the fire chief there may be times when some employees are allowed to reenter the building to get hats, gloves, coats, etc... In the case of a recent alarm at Stonehenge Elementary, I personally gave permission to the principal to allow coats and hats to be collected once I had made contact with the fire chief. I was actually in the building at the time. When there is a fire alarm, the fire chief "possesses" the building once arriving on site and permissions go through them. In the event of a bomb threat, etc... the police officer in charge would be responsible. Both work through me when I am on site. I feel like more teachers felt that they should have been allowed back in the building however at Stonehenge we knew what the situation was immediately

**Group Response:** There was confusion if people should be going into the building. It was not clear that the message was given to go back into the building...that was a missing piece that was not communicated. The fire chief is in possession of the building and he takes charge. It needs to be clarified to the staff when they can go back into the school building. Due to construction that is being done in the buildings, it might be beneficial to once again let staff know what protocol is required during an emergency situation.

5. Some elementary teachers want to be able to enter their building earlier in the morning especially if they are leaving sub plans. That time may be 7:00 am. Is it possible to enable the fob for entry in buildings at earlier times?

**Chris' Response:** I would have to know what building this concern. Our custodians arrive at 6:30AM and our principals were the ones who reported a desire for a 7:00AM entry time on the fobs. Can plans be e-mailed? Teachers should make sure lanyard is not accidentally demagnetized, 7 should not be an issue in any building.

**Group Response:** A teacher tried to enter a building but was unable. All fobs are set for 7:00 (High school is for 6:30 AM). Teachers should check to make sure their lanyards have not been demagnetized.

6. Special education teachers at Onondaga Road Elementary have been asked to room with their team teachers for the time being due to construction. Time to store and pack items from their own rooms was given during this weekend and the Monday we had off. That time frame has not allowed teachers to entirely pack and store their materials. In some cases, these teachers are not going to have rooms after the construction so to determine needed materials for their future is difficult given that small of a time frame. Is there any more thought given for more time for this?

**Chris' Response:** During any Capital Project it is usual for staff and or students to be displaced for a period of time. At Onondaga Road Elementary a complaint was lodged when the principal indicated that a few rooms needed to be packed up and moved by Mid-winter break (five weeks away). Bob, the custodian, innocently offered last Saturday and Monday as times people could come in if they wanted to because he was going to be in the building to work on a few items. This was taken to mean that teachers HAD to come in last Saturday and Monday which was not accurate. Teachers who need to move have five weeks to pack up their things and we will hire a moving company if necessary. Some teachers and specialists in every building share space. When the project is completed at Onondaga Road, there will be one additional classroom and five teachers who currently share current classrooms. The principal will determine, after receiving input from staff, where everyone will be for the following school year. No decisions have been made and none will be made until much later in the year or summer. There are teachers who share a classroom. At OR it is up to the principal to put teachers where they need to be. 5 weeks should be ample time but we can have a moving company come in if needed. Paul is working on getting information with our construction company to get time frame for work being done. There will be information sent out to the principals who will then in turn get this out to the staff.

**Group Response:** It was recommended that the information be reviewed with staff so they know what to expect. Also, there is a need to talk with the staff about the notice for asbestos.

Next Meeting – March 2, 2016