

# Certified Personnel Policies Committee

## Minutes

### September 03, 2019

**Present:** Chairperson Pam Fitzgiven, Renee George, Brenda Robinson, Kami Barclay, Melissa Moore, Superintendent Dr. Charles McNulty, Shawn Burgess

**Call to Order-** 5:04pm

- I. **Approval of Minutes-** Motion made to accept April and Feb minutes with the necessary changes made by B. Robinson; second by S. Burgess; Motion carried.
- II. **Approval of Agenda-** Motion to approve agenda was made by B. Robinson; second by S. Burgess seconded; Motion carried.

**III. Old Business**

- A. **RISE-** Chairperson Fitzgiven questions the use of RISE training during the year versus RISE training used in the summer. K-2 and Administrators were able to attend RISE training during their contracted time, while other teachers were required to attend during the summer. She states that this is not fair or equitable, as all teachers need to have RISE training by 2021. Dr. McNulty stated there is still confusion about RISE VS SCIENCE OF READING for secondary teachers. Dr. McNulty stated that he will work to get clarification on the issue.
- B. **Personnel Policies--**Chairperson Fitzgiven concerned over the need for the PPC policies to be posted online by September 16, 2019 as mandated by the State. S. Burgess stated that Ms. Richardson does not currently have access to the online copy of the Certified PPC policies and stated the Chairperson had it. Chairperson Fitzgiven stated that was not the case that she has never been responsible for actually typing the changes to the policies. Ms. Richards was charged with that under Superintendent Dr. Warren. She stated that if the District wanted to charge her with that responsibility then she would do it for compensation and someone would have to give her access to it. She reminded administration that if the policies are not updated with the current school year and posted, ADE can withhold funding. Dr. McNulty stated administration would take care of it.

Changes to the personnel policies include changing the year on the cover and on the teacher salary schedule and updating the policies to reflect the law regarding recess duty.

**IV. New Business**

- A. **Salary Increase-** Chairperson Fitzgiven stated that Dr. McNulty had stated last year that he wanted to increase the teacher salary schedule by the current C.O.L.A. She stated since that didn't happen and no proposal was brought to the committee, she would like the current COLA to be added to the base of the salary schedule for teachers. Dr. McNulty stated that his goal was to bring to the next meeting (9/23/19) with a salary restructuring. He stated he had been working with the new District financial official Jackie Rowlett to get a teacher salary increase and he would like for it to go into effect this year.
- B. **Recess Duty for Elementary Teachers:** Chairperson Fitzgiven asked Dr. McNulty how this is being implemented in the Elementary Schools. She stated that the understanding is that the recess monitors are being paid to do 20 minutes of lunch recess and teachers are responsible to do the other 20 minutes of the required 40 minutes. She stated that teachers

at Harris Elementary are doing the full 40 mins of duty. Chairperson Fitzgiven questions why this is happening and asked if it was happening at any other schools. If the District is paying the lunch monitors to do 20 minutes at the Elementary schools, how is that teachers at Harris are responsible for all 40 minutes? How is that fair and equitable? Dr. McNulty stated he would check into this.

**C. Professional Development:**

**PD Committee:** Chairperson stated that the Professional Development Committee has not been formed as per the Certified Personnel Policies. She also voiced her concern that this will be the second year in which the District is not in compliance with the Board approved policies regarding the formation of a professional development committee. The PD in our district needs to come from the PD committee as outlined in the PPC policies.

Chairperson Fitzgiven stated that she has emailed Dr. Bell during the 2018-19 school year and for the current school year yet nothing has been done.

The Certified PPC agreed on the following teachers to be on the Professional Development Committee and the Chairperson will contact the teachers to serve: Pam Fitzgiven, Cindy Holmes, Melissa Moore, Erica Evans, Melissa Johnson, Becky Settlemoir, and Renee George.

**RISE:** Chairperson Fitzgiven stated she believes if the District is going to offer training to K-2 teachers and to Administration during their contracted time, the ALL teachers should be afforded this opportunity since it is required by the State. It is not fair or equitable to offer this training off-contract to other teachers in the District and expect them to use their off-contract time to receive this training while others are given the opportunity to complete the training during their contracted time. No comment regarding this from Dr. McNulty. He did state that it is confusing as to what training secondary teachers are to receive and that the District is working on trying to offer teachers what they need.

**D. Discipline Handbook:** Chairperson Fitzgiven shared her concern that not all schools have received hard copies of the Student Handbook for the teachers. R. George stated she tried finding it online and it was not easy find because it was not located in the same place as in previous years. Dr. McNulty stated that they had to reprint the handbooks and that if a teacher wants a hard copy, he/she could request one. He also stated that the District is in the process of redesigning the website and is due to launch this month, but in the meantime the handbook could be found under **state required materials**.

Chairperson Fitzgiven also asked about Office Referrals and that the Student Handbook Committee did not make changes to the referrals and if any changes were made without Board approval would be considered contempt of the policies. Dr. McNulty disagreed and stated that the referral forms need to be changed to reflect the current handbook. Chairperson Fitzgiven asked if the referrals have been sent to the schools yet. Dr. McNulty stated the schools will be getting them.

**E. \$500 per Classroom for K-6:** Chairperson Fitzgiven stated that K-6 receives \$500.00 for their classrooms. K. Barclay also stated that Special Ed. teachers also receive this money. Dr. McNulty stated that all teachers K-6 and Special Education teachers are to receive \$500.00 for their classroom and is part of the law. Committee members R. George and B. Robinson conquered with Dr. McNulty that it is stated in law.

**V. Adjournment (6:07):** Motion to adjourn was made by S. Burgess; second by Melissa Moore; Motion carried.

