



## SUPERINTENDENT'S PERSONNEL ADVISORY COMMITTEE

December 8, 2011

Minutes (Revised)

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### Present:

Billie Kay Wingfield, Director of Personnel; Brian Wray, Secondary Principals; Johnay Harris Goode, Paul Laurence Dunbar Middle School for Innovation; Becky Mann, LAUREL Regional School; Pam Alexander, Hutcherson Early Learning Center; Donna Bennett, Alternative Education Program; Lalla Sydnor, Sheffield Elementary School; James Mabery, E. C. Glass High School; Krista Rawls-Fanning; Elizabeth Rinckel, Paul Munro Elementary School; Jane Snyder, Sandusky Middle School; Lyn Nash, William Marvin Bass Elementary School; Scott Abercrombie, Department of Facilities and Maintenance; Daniel Rule, Dearington Elementary School for Innovation; Gretchen Morgan, Linkhorne Middle School; Melissa Hester, Linkhorne Elementary School; Chris Smith, Perrymont Elementary School; Beth Coleman, Heritage High School; Steve Singleton, Assistant Director of Personnel; Linda Irwin, Bedford Hills Elementary School; Stephanie Brown, Sandusky Elementary School; Verna Lamb, Robert S. Payne Elementary School; Sonny Witt, Department of Transportation; Anthony Beckles, Chief Financial Officer; Al Coleman, Assistant Superintendent of Curriculum and Instruction; Laura Owens, Heritage Elementary School; Larry Massie, Interim Superintendent; Wendie Sullivan, Recording Secretary

The Superintendent's Personnel Advisory Committee met in the Board Room at the School Administration Building beginning at 3:45 p.m. Dr. Massie opened the meeting and thanked every for their attendance.

The following questions and topics were discussed during the meeting.

- 1. We need more planning time at the high school. Grades are due at the end of the six weeks without teachers having the benefit of planning/grading time (the elementary schools get a half day on the last day of the six weeks). Too much emphasis has been placed on teachers completing grading and planning tasks at home. (For example, Greg Sullivan's memo about grading over the weekend to prepare for the Monday Edline upload.) Bring back the day at the end of the six weeks for grading!**

The Calendar Committee is currently working on the calendar for 2012-13. This is the last year the school division will qualify to request a waiver to open before Labor Day. If the law requiring schools to open after Labor Day is not repealed, school will end later in June for the 2013-14. Therefore, adding additional teacher

workdays will cause school to end even later. However, this request will be sent to the Calendar Committee for discussion.

- 2. All copies at the high school are run by parent volunteers. Secretaries do not run copies for teachers unless there is an emergency. Tests/quizzes are viewed by parents, as are all other material related to the job of teaching. This seems to be a conflict of interest. Also, if parent volunteers don't show up for their assigned copy day, copies are not run. Give teachers access to the school copiers.**

Following discussion of this topics, it appeared that this practice is different at each school. Dr. Massie will speak with principals regarding this topic.

- 3. If you really love us, the bonus should be issued in a separate check with the division paying the federal and state taxes on the money. Basically, we'd get the 2% at gross.**

The Department of Finance spoke with the Internal Revenue Service to learn how taxes would be affected if the bonus was given in one check. Employees would pay 36% in taxes if the bonus was provided in a separate check. By giving the bonus in a single check, employees paid their regular tax rate.

- 4. Is Lynchburg City going to implement the tuition reimbursement program again next year?**

This item will be considered as a priority during the budget development process.

- 5. Currently most of the surrounding counties do their progress reports every 9 weeks as opposed to every 6 weeks. I am wondering if LCS would consider changing their requirement to 9 weeks as well. This would decrease the additional time spent by our teachers and therapists for these reports and would give more time for documentation of additional data, especially at the beginning of the school year.**

This item will be discussed by the Elementary Leadership Team and the Secondary Leadership Team.

- 6. Thank you for the bonuses. Will the 2% be in a separate check with no taxes taken out or will it be in our regular paycheck for December with taxes taken out?**

Please see question number four.

- 7. Last year LCS celebrated 40 years of Suzuki strings instruction. We held our 40<sup>th</sup> Annual Suzuki Festival at E C Glass in April of 2011, and the strings program has been in this school system for a couple of decades before**

**that. However, the elementary violin teachers do not have secured teaching space for this wonderful program, which has been in our school system for so long. We have to move around frequently. We get our teaching spaces taken away, and in the last few years, several of us have to teach violin classes on the stage while Movement Ed classes go on, directly on the other side of the curtain. This is not respectful to the children trying to receive instruction to play violin, a very challenging musical instrument. This is a music class and requires us to be able to listen, to hear, to echo a pattern, to hear a melody. What can be done about providing appropriate teaching space for the elementary strings teacher?**

This is a result of lack of space within elementary schools. Many of the resource teachers are on carts in every building. Modular units have been added to several schools this year due to schools being in school improvement and parents requesting that their children be transferred to schools that are not in school improvement.

- 8. Could we NOT plan to give the Stanford 10 testing (2nd grade Dec. 5-9) so close to the Christmas Holidays when we are also trying to schedule school-wide programs, sing-alongs, and other activities?**

The grade two Stanford 10 testing is part of the gifted screening assessment. A gifted screening achievement test is required by the state. The tests take a little over one hour over a five-day period. The test used to be given in January, but there were always problems associated with inclement weather, the administration of the Stanford Diagnostic Reading test, Naglieri testing and the end of the six weeks. This topic was discussed during a principals' meeting and during an Elementary Leadership Team meeting. The result from those meetings was to administer the test prior to winter break.

- 9. Some would prefer to stop the mail coming from the company that does the health screenings and just access it online. Is this possible as an option? (Not the results letter, but the other info)**

Dr. Massie will discuss this item with Delois Saunders.

The meeting adjourned at 4:25 p.m.

**The next Superintendent's Personnel Advisory Committee meeting will occur on April 5, 2012, at 3:45 p.m. in the Board Room at the School Administration Building.**