

AFAC MINUTES SEPTEMBER 22, 2010

Technology Concern

Problem with some computers is that programs are conflicting with one another, namely the anti-viral program. Austin is currently addressing this with Microsoft.

Tech. Dept. prioritized work orders as follows: SmartBoard issues, then all other issues on a first-come, first-serve basis.

Mary and I asked if in the future the staff can be informed of issues that may be slowing the progress of the Tech. Dept.. Austin indicated in the past when he has sent out a memo, he receives a huge number of e-mails, which delays the Tech. Dept. further. We indicated that we would notify the membership not to e-mail Tech. Dept. when they release a memo.

ESL Part-time Position

Concern that a part-time ESL teacher is scheduled to teach 3 classes and 1 prep period and only receiving 44% salary. The association's position is the teacher should be receiving 3/5 pay. Dr. Fried indicated that he would provide us with the data he used to determine the salary for the position. The association will review the data and proceed accordingly.

April Vacation

Please see e-mail sent on association e-mail on 9/27.

Parent Portal

Dr. Fried asked if expanding the parent portal would be an issue that has to be addressed during formal negotiations. Also, he wanted to know what concerns if any the association would have with expanding parent portal. We expressed a concern that expanding the parent portal will result in an increase in the number of e-mails received from parents, which in essence is an increase in workload. Also, the association would not be in favor of establishing a timeframe in which teachers would have to enter grades.

Ed-Data(school supply orders)

Jim Tevis indicated that our last orders would not be deleted from the system, however, the quantity for each item would be reset to "99".

Allocation of Federal Funds

The district is receiving approximately \$107,000 as a result of the Federal bill passed in August. Districts have until September 2012 to spend the money. Dr. Fried is recommending to the board to use the money for the next school year considering the district is facing a 2% cap for the next school year's budget.

Stipends for Clubs

Dr. Fried indicated that he has found \$4,000 for clubs. He would like to bring back three clubs at the high school, however, this would mean that the stipends for those clubs would have to be slightly lower than noted in our current contract. If we do not agree to the lower stipends, then only two clubs can be re-established. We indicated that a possibility would be to pro-rate the clubs (both time and salary) so it is not a true loss in salary. The association is looking into whether this can be done without it technically reopening the contract.

College List and Tuition Reimbursement

Dr. Fried is recommending to the board that all colleges proposed by the association be accepted. I believe that the board will formally approve the colleges at the next board meeting, Oct. 5th. Also, the asst. superintendent indicated that she intends to approve or deny tuition reimbursement request forms asap. Turn-around time so far has been one week.

AFAC MINUTES
OCTOBER 21, 2010

I apologize this was sent out so late. I have been trying to get Dr. Fried to update me on the items that he was looking into. Unfortunately, as of Friday, he has been unable to update me on most of the items. I will continue to contact him this week. As soon as I get the update, I will forward it to the membership. The next AFAC meeting is scheduled for Wednesday, November 17th.

1. Genesis Concern at William Mason

Classes were not set up accurately on Genesis. Teachers will be unable to run off grade reports for Parent Teacher Conferences.

Dr. Fried presented a handout constructed by Austin, addressing the situation. That handout was forwarded to Jenn McLaughlin and Chris Auten at William Mason. Jenn indicated that the handout did not address the issue of grade reports. Jenn's message was forwarded to Dr. Fried. Dr. Fried indicated that due to the tech. department's attention toward the problem that they have been facing the past month and a half, that most likely the issue could not be addressed by the tech. department.

2. Discrepancy with lunch prices

Why are prices for teachers' lunches at Lazar higher than the price for teachers' lunches at the high school?

Dr. Fried called Jim Tevis. Jim Tevis indicated that it was a possibility and he would look into it.

3. Advisor not fully reimbursed

An advisor was not fully reimbursed for a meal(s) for his club. Central Office did not reimburse for the amount spent on tips. The association indicated that there was no evidence that state regulations do not include the cost of a tip. Karen Chase indicated that the board can only reimburse the amount indicated on forms completed by the advisor. Central Office will revert to the form and proceed accordingly.

4. Hilldale copier and printer issue

Hilldale has the second largest student population, yet only has one copier for staff to use. There are two printers that the fourth and fifth grade teachers use that haven't worked in over a year. Teachers are having a problem meeting IEP requirements to provide notes to students due to the fact that the printers are not able to be utilized.

Dr. Fried indicated that he would look into the situation and identify the copier situation in other schools. Also, he asked if the staff has touched base with the principal about the printer. Is it a situation where it is cheaper to replace the printer as opposed to fixing it?

5. Insurance Issue

A member was not enrolled back into medical insurance after a maternity leave. When the member discovered this, she inquired about waiving insurance. The member was told that she could waive, but the amount she would receive would be pro-rated due to the fact that two months have passed. The association indicated that the pro-rating of the waiver option is not valid due to the fact that the Board did not pay the member's premium for the two months.

Dr. Fried agreed. He indicated that he was not sure if the Board could waive insurance outside of the open enrollment period. He would look into it.

6. High School concerns with loss of Supervisors

The high school staff has several concerns due to the loss of supervisors. Teachers are being asked to fill out purchase orders. Problems have resulted. The association expressed a concern about a clerical duty becoming a teacher duty.

Dr. Fried indicated that the completion of purchase orders should be centralized. Supervisory positions have been brought back, but not secretary. He will bring the issue to the Board's attention. Also, Dr. Fried indicated that now that the supervisors have been brought back, the "old way of doing things" should be the process to proceed with. Purchase orders should be brought to a supervisor, or if the department doesn't have a supervisor, purchase orders should be brought to Karen Chase.

7. Fine and Practical Arts Coordinator Job Description

As per Dr. Fried's request, Mary Bochicchio and I presented Dr. Fried our notations regarding objectionable language pertaining to the job description. We stressed that the position could not be supervisory in nature and that the job description should entail only "paperwork".

8. Wearing Stickers to Support Custodian/Maintenance Staff

We asked Dr. Fried if we could wear stickers indicating that we support the custodian and maintenance staff. Dr. Fried indicated that the stickers might violate the Board's Political Activity policy. A day later, he indicated that he did and forwarded me the policy. I forwarded the policy to an NJEA lawyer. Under their review, the lawyer indicated that Central Office can bar us from wearing the stickers based on the policy.

9. Personal Days before a Holiday

Dr. Fried indicated a concern about members requesting personal days before a holiday/vacation, citing the contract. He understands that on a rare occasion that a member may be faced with an extraordinary situation.

AFAC MINUTES

NOVEMBER 17, 2010

In attendance: Tony Varuolo, Mary Bochicchio, Shelley Vogel, Dr. Fried, Dr. Godett, and Karen Chase.

- 1) Is it possible for all elementary schools to have a modified schedule on early dismissal days?

Dr. Fried indicated that he will bring it up at the next administrators meeting.

- 2) There is one bus that is late at the end of the day at Cedar Hill. The bus is not departing from the school until 3:20.

In addition to the Cedar Hill bus, Mary mentioned the bus that is arriving late to the high school. Jim Tevis indicated that he was aware of bus #4 and bus #16. First Student (bus company) has informed Jim that as of tomorrow a permanent driver will be assigned to the Cedar Hill bus in question. He anticipates that within a week the driver should become familiar with the route and the problem should be solved. Jim also indicated that he is ready to assess fines and penalties to First Student for the issues that he has had to address with them.

- 3) Last year the tech. department left notes when they completed tech. requests. Can the tech. department continue the practice this year? It seems like in some schools teachers are being notified, but not in all.

Dr. Fried indicated that he would have no problem continuing the practice. He will speak to Austin. Also, Dr. Godett indicated that maybe the tech. department could look into acquiring the software, "School Dude" which would allow for a quick electronic notification.

- 4) Is there confidentiality issues having a high school student work on computers?

Dr. Fried indicated that he spoke to Austin about this when three high school students worked on computers over the summer. Austin indicated that the student and he are not entering the system nor any of the programs.

- 5) Members did not receive a PD certificate for participating in an ASK prep. workshop on April 26, 2010. Can central office issue the certificate?

Dr. Godett indicated that if the workshop did not address curriculum/learning, then the workshop would not count toward PD hours. Karen Chase indicated that she will talk with Mrs. Dispenziere. Dr. Godett indicated that members could use documentation other than a certificate, like an agenda for example.

- 6) Two custodians at Lazar have retired. Has the district hired replacements? Bathrooms and the cafeteria are not being cleaned. Some rooms in the 6th grade wing are not being cleaned.

Jim Tevis indicated that he had a difficult time filling the vacancies considering that there was only a brief period of time before the positions were privatized. Also, he indicated that he spoke with Steve (head of custodians/maintenance) and indicated that a part-time custodian has been assigned to Lazar, overtime has been utilized, and they have asked maintenance staff to help out the custodians.

- 7) The air conditioning in the teachers' room still does not work.

Jim Tevis indicated that Steve was aware of the work order, and they have the parts. Due to the fact that the warm weather is no longer with us, it is not considered a priority. It will become a priority in the spring.

- 8) Concern about stipend for high school Make a Wish Club.

Mary indicated that she was concerned about the wording in last night's minutes. The public perception could be that the teacher was receiving money that should be going toward a wish. Also, she expressed that money collected from the student activity fee should be utilized to pay for the stipend. Dr. Fried indicated that every non-profit has administrative fees and Make A Wish sanctioned the stipend. Originally, the co-presidents of the club, two seniors, approached him about reinstating the club. The co-presidents contacted Make A Wish and Make A Wish contacted Dr. Fried.

- 9) Is there an official board policy addressing how clubs can raise funds?

Tony explained to Dr. Fried that there was a concern from the environmental club advisor at the middle school about the procedure for fund raising if food (coffee) was involved. Jim Tevis indicated that food wasn't an issue. The advisor would have to follow a certain procedure. The money collected would have to be deposited into the Student Activity Fund within 48 hours. Debbie Gorab would have to create an individual line item in the ledger. If checks were collected, the checks would have to be made out to Lazar Middle School or Montville Board of Education.

Note: Please see below for the answer to last month's concern about discrepancy with food prices between the middle school and high school.

From: Wisbeski, Catherine [mailto:Wisbeski-Catherine@aramark.com]
Sent: Friday, October 29, 2010 12:19 PM

To: James Tevis

Subject: RE: Follow up to AFAC and Other Issues

Jim,

Attached are the menus for October for Lazar and the high school. We use the same menus for everyone; there is no teacher menu separate from the student menus. At Lazar, Audrey does try to create special pizzas on Friday with fresh veggies or whatever interesting food items she wants to try.

At the high school, all foods are sold a la carte, with one or two exceptions, for example Veal Patty Parmigiana with Spaghetti. Soup, vegetables, beverages, French fries, etc. are all sold separately.

At Lazar, we have one bundled meal per day, including an entree, soup, salad or vegetable and milk or juice. This meal does have a faculty price based on the state regs that an adult meal should cost more than a child's meal; it is between .65 and .50 more per meal than the student's lunch. Audrey will adjust the portion or make a substitution if asked by a faculty member.

I have checked the individual price lists for the schools and found that Mozzarella Sticks at the high school are listed for 2.75 and at Lazar are 2.50 and the Popcorn Chicken is listed for 2.50 at the high school and 2.75 at Lazar. These were probably just mistakes, since everything else looks to be the same for a la carte items.

Hope this helps.

Cathy

FEBRUARY AFAC CONCERNS

Attendance: Dr. Fried, Dr. Godett, Karen Chase, Tony Varuolo, Nancy Marion, Janice Koch, Erin Sullivan, Roxanne Larangeira

Old Business

1) Ed Avergun—Central Office determined Ed was entitled to the balance of reimbursement he didn't receive (tips). He hasn't received the reimbursement.

Dr. Fried will look into the situation.

2) Parent Portal—Questions and Concerns

Teachers do not want to lose their individuality

Point system vs. percentage

Types of assessments

of grades

Teachers can still determine which assignments get posted

Freedom to round up

Need for more information

What exactly will parents see?

Will parents see exactly what we see?

What's the timeline involved?

Dr. Fried indicated that administration was not looking to attach strings to the idea of making individual grades available through the parent portal.

3) Reminder—Air conditioning in Teachers' cafeteria and Teachers'/Conference room next to Room 1 at Lazar need to be fixed.

I reminded Dr. Fried that he indicated at an earlier AFAC meeting that parts were ordered and the district has them. Dr. Fried indicated that he would follow through once Spring arrived.

4) Can we get a Lazar phone update?

Back ordered part finally came in. The Lazar phones situation will be resolved very soon.

New Business

1) Need for organizational chart or directory for point of contact information. (Beth's Newsletter)

We don't know who to contact for certain things.

Arranging field trips

Transportation

Reimbursement for professional days

Movement along the pay guide

Health Benefits

Dr. Godett's newsletter, which will be distributed within the next several weeks will address most if not all of these items.

2) "Discombobulation" of communication from Central Office.

Changes in procedure

Tuition Reimbursement

Notes for sick days

PD Committee information

I indicated to Dr. Fried that the teachers appreciate his emails that inform us of some district-wide issues, however, there have been some items where teachers are not informed until the last minute or after the fact (tuition reimbursement, notes for sick days to name a few). Dr. Fried noted that some of the items were items that came out of the business office. He indicated that the information in question will be included in Dr. Godett's newsletter. Dr. Godett indicated that the state memo dated Dec. 10, 2010 that the PD committee received in February was due to a glitch at the state level and central office only received the memo last week.

3) Can we get an update for the High School Principal search?

Dr. Fried indicated that an advertisement of the position went out last week. The position should have been posted internally in each building. The closing date for accepting resumes will be sometime in March. The screening process will be handled in a similar fashion as the William Mason principal position.

4) Passing the School Budget—MBOE, MTEA, and PTC/HCS/PTA working together

Dr. Fried indicated that he would have a conversation with Dr. Cortellino.

5) Computer at Lazar HP4250N—No parts, no links to other computer since Sept.

Dr. Fried asked if a work order was placed. If not, difficult to attempt to fix a computer without a Room # included.

6) Board minutes have not been posted since October.

Dr. Fried indicated he would look into it.

7) Two subs are not being provided for IEP meetings at the elementary level.

Dr. Fried indicated that they will look into the rules/law and will make any adjustments necessary.

Central Office Concerns

1) Central office would like to restore 4 clubs at Woodmont using the money the Woodmont PTC raised. One of the clubs will be the Model Building Club which was piloted last year.

2) The board was concerned about the association's comments, which were made at the last board meeting (2/15), about a prolonged negotiations.

I assured Dr. Fried that it is the association's intent to have a peaceful negotiations process. I told him that I would imagine that anyone who was involved in the last round of negotiations, both on the board and the association's negotiating teams, wouldn't want a repeat of what happened last time. Dr. Fried was happy with my comments.

MARCH 2011 AFAC MEETING

Attendance: Dr. Fried, Dr. Godett, Karen Chase, Tony Varuolo, Shelley Vogel, Roxanne Larangiera, Jenn McLaughlin, and Nancy Marion.

MTEA Concerns:

- 1) Next year's World Language concerns:
 - a. How are textbooks being evaluated for 6th grade WL next year?
 - b. Will there be multiple class copies to be used by multiple teachers in multiple rooms?
 - c. Will text be available online for use at home or will each child receive a copy?
 - d. What other school districts are using this system? Can we check with them?
 - e. Who will write curriculum? Does it need to be approved before next year?
 - f. In 2nd year, will each child choose 1 language? How will it work if only five children choose French? Will French 7 be dropped? What if 120 students choose Mandarin?

Dr. Fried—It is Sharon Carr's vision that the class should be experiential at the sixth grade level and not content or grammar heavy. The focus of the class should be on culture. As for question f, I will have to play it by ear and wait most likely two years to determine.

- 2) Has central office considered an early dismissal for the days we need to make up during Spring Break so people celebrating a religious holiday can get to where they need to be or prepare to host?

Dr. Fried—I am hesitant to do it. I understand the need. I have given over 40 people permission to take personal days during that week. I will encourage the building principals to be understanding and to work with anyone who has a religious obligation and may need to leave early.

- 3) MEDLIC—There is a discount for Montville teachers who pick up their child/children by a certain time: 3:45 PM, which is 40 minutes after elementary school dismissal time. It is impossible for a Lazar teacher to pick up their child/children by this time. For the sake of equity, can a Lazar teacher receive the same discount if they pick up their child within 40 minutes after the Lazar dismissal time, which would be 4:25 PM?

Dr. Fried—According to Jim Tevis, Lazar teachers already have the same privilege. If a Lazar teacher picks up their child by 4:30, they are not charged the evening rate in the same manner that an elementary teacher is not charged the evening rate if they pick up their child by 3:45. If a Lazar teacher is being charged when they should not be, they should contact Theresa in the Business Office. She handles MEDLIC charges.

- 4) May 15th pay period—Direct deposits will not be made. Is this necessary? Last year the association questioned the legality of it. Can you please show us the statute that indicates this is necessary and/or legal?

Dr. Godett—This is part of the state regulations issued in the Spring 2008.

Dr. Fried—By statute, the district has to do this once every three years. Jim Tevis is probably within his jurisdiction to do it every year.

Several committee members (teachers)- If the statute allows this once every three years, then why is it being done every year?

Tony—As I discussed with Jim last year, we are being advised by our NJEA rep. that it is illegal for the business office to stop direct deposit without the member's authorization. Can central office provide us with the statute or regulation that allows this? If central office cannot provide the information then the association may have to address the issue further.

Dr. Fried—Can't you get the information from NJEA?

Tony—It may take a longer amount of time for me to get the information from NJEA than from the business office. I would guess that the information would be more readily available in the business office.

Dr. Fried—I will look into getting the information.

Tony—I will do the same.

5) Has the compensation for the Valley View nurse been finalized?

Yes, the nurse will receive compensation based on her hourly rate for attending the Valley View science fair after hours. It should be approved at the April 5th board meeting and the nurse should receive the compensation on April 15th.

6) At one of last year's AFAC meetings, it was brought up to Austin that it would be nice to have a report available in Genesis where the teacher could just pull up an individual student and have their averages for every subject on one report. At that AFAC meeting Austin said Genesis will make whatever reports we want, if they can. We wrote all the information down on a piece of paper for Austin and he said he'd look into it. We never heard anything else about it. I haven't seen that option for a report (unless I've missed it). It would be nice for conferences to be able to show that or at least use it when meeting with parents. Can we get an update from Austin about whether he checked with Genesis on that and if so, what the result was?

Dr. Fried—I will check with Austin.

7) A few teachers had questions about the policy for enrolling their own child in Montville Schools. Some teachers have said that in the past the teacher could have their own child go to the same elementary school where they work. Other teachers have said that you can't have your own child go to the same elementary school where you work. Is this up to the superintendent to decide? If so, what are Dr. Fried's thoughts on the topic?

Dr. Godett—Looked into situation briefly and was under the impression that past practice was that the child cannot attend the same school.

Dr. Fried—In speaking to one principal, I am under the impression that if a teacher lives in town, the child goes to the school based on the section of town that they live in, and if the teacher teaches in the same school, the child still attends that school. However, if the teacher lives out of district, the child might not attend the same school.

The entire committee felt that the practice should be the same for all teachers, whether they live in district or not. As long as class size is not an issue, the child should attend the same school that the parent teaches in. If an in-district parent teaches in a school that is not the school that the child would attend based on the section of town that they live in, and the parent wants their child to attend the same school that they teach in, by law, the teacher has to provide transportation for their child to attend the same school.

Dr. Fried—I will continue to discuss this issue with the other principals.

8) Can we have a follow up on the Special services issue of only sending one substitute for IEP meetings? The meetings are being scheduled very close together and having one sub does not allow for either teacher to be present for all of the information being shared about the student.

Dr. Godett—I checked with Jenn DeSaye, and legally everyone does not have to attend the meeting at one time, therefore, the district has been handling the situation appropriately.

Central Office Items:

1) HR Newsletter—Dr. Godett—I will email everyone the districts HR newsletter in the next couple of days. Please note that one of the items in the newsletter addresses a new checklist for those members who are requesting a degree change.

2) Interview Process-- Dr. Fried—For the William Mason principal opening, the two Lazar VP openings, and the HS principal opening, all of the major stake holders have/will be part of the process from the beginning.

3) Coaches Association-- Dr. Fried—If the coaches want to act as a group that is fine with me but if they have a grievance or want to address contractual issues, it should be addressed through the MTEA. Also, Dr. Fried expressed a concern that the coaches association may be addressing the concerns of a few coaches and not the coaches as a whole.

Tony—Yes, as we discussed contractual issues have to be addressed through the MTEA. However, if coaches have a concern that is not contractual, they should be able to address it with the AD in the same manner that teachers in a department can address concerns that they have with their supervisor. Dr. Fried agreed. The relationship between the coaches and the AD should be the same as teachers and their supervisors. Having spoken to several coaches, I am under the impression that the recent concerns brought up by the coaches' association are that of the vast majority of coaches, not just a few. The current situation with the coaches became a bigger issue than it needed to become. I believe that the situation can be resolved quite easily if a meeting takes place soon to address the concerns.

Dr. Fried—I hope so.

APRIL 2011 AFAC MINUTES

In attendance: Dr. Fried, Dr. Goddett, Tony Varuolo, Joyce Bickham, Nancy Marion, Erin Sullivan, Jenn McLaughlin, and Roxanne Larangeira.

MTEA Items:

- 1) The Executive Board of the MTEA is concerned about the incorrect information members are receiving from central office pertaining to Family Leave information.

Dr. Fried:

- The district has a history of charging employees sick days concurrent to the days on leave, according to Naoma Martin.
- There currently has been a challenge to the past practice.
- Running the days concurrent with the leave time is the way his former district in NY handled the situation.
- Recently, there has been a court ruling that indicates that districts cannot impose FMLA on an employee. The employee must request it.
- We have been in touch with the attorneys to advise us.

Tony:

- I used to be the Benefits Chairperson before I was President. I don't recall the district running sick days concurrent with leave days.
- Since the association has not heard back from central office about the grievance relative to sick days, is central office extending the timelines outline in the grievance procedure as the board's attorneys review the situation?

Dr. Fried: Yes.

Dr. Goddett: Anyone who has any questions about taking a leave can reach out to Dr. Goddett directly.

Central Office Items:

- 1) Lazar early dismissal days during NJ ASK testing

Dr. Fried: Why were early dismissal days scheduled? I don't know why. Sharon doesn't know why. It won't happen next year.

Tony: I don't know why either. Scheduling is an administrative responsibility. I have to imagine that this was discussed at administrative council last year.

2) Opening Days 9/1&9/6.

Dr. Fried: The morning of the first day will be the usual activities. The afternoon there should be in-service scheduled. The second day should consist of building meetings and getting classroom ready. Does the committee have any ideas for the in-service on the first day?

Tony: District Level PD Committee should determine the PD schedule for the in-service day. The in-service offered should reflect responses that employees indicated on surveys completed.

Dr. Fried: I don't think the PD Committee has the financial resources to schedule in-service days.

Tony: I'm not a business administrator and am not going to pretend that I know anything about budgets, but shouldn't someone allot money to the PD Committee so that they can schedule in-service days? (Dr. Fried shook his head in an "I don't know" manner). (I then expressed concern that the PD Committee has not reached their potential because since the new regulations were established in October 2009, central office hasn't made a full commitment to the new PD program. Nobody from central office has encouraged all of the building administrators to buy into the program, and because of this, the PD Committee has never been able to get off the ground in the manner that it should have. With that being said, Jerry Wayne has done a fantastic job of leading the PD Committee under the circumstances.

Dr. Fried: The PD Committee seems to be bogged down with a lot of paperwork that the state requires them to fill out. It seems like that PD Committee could be more productive if they didn't have to spend so much time filling out the required paperwork.

Dr. Goddett: The district receives a lot of PD money from a lot of sources and some of it has to be designated for certain areas, like the money received from Title I, Title II, and Title III.

3) Summer Enrichment Program

Dr. Fried: The district would like to offer a small summer enrichment program this summer. It will most likely be offered at the elementary level for the first summer. Central Office will have a better idea of the direction we want to move with this by the 2nd and 3rd week in May. The contract doesn't address what the compensation would be for teachers who would work in the program.

Joyce: There is a formula in the contract for members who work over the summer.

Tony: We would have to check with NJEA to see if that formula can be applied to this situation.

Dr. Fried: Teachers will be notified of the program once it is finalized.

4) 2011-2012 Calendar

Dr. Fried: There are actually 185 days in the calendar, not 183 days as indicated. We may be able to build in 5 snow days as opposed to three. Snow days not used could be given back around Memorial Day Weekend. I have to discuss this with the Board.

5) May 15th Direct Deposit

Jim Tevis: Direct Deposit will be allowed. All employees will be required to sign for receiving their check or pay stub (if direct deposit). If someone doesn't sign for their pay stub, the direct deposit will be turned off for the next pay check. I will email the staff to inform them of this.

Tony: I will email membership, also.

MAY/JUNE AFAC MEETING

JUNE 2, 2011

Attendance: Dr. Fried, Dr. Godett, Karen Chase, Tony Varuolo, Janice Koch, Erin Sullivan, Tammy Bombard, Nancy Marion, and Shelley Vogel.

Association Items:

1) Lazar teachers' cafeteria

Even though a work order was submitted, the air conditioner in the teachers' cafeteria has not been fixed.

Dr. Fried read email from facilities manager—"Maintenance has work order and parts. Priority is classrooms and computer lab tickets. Lazar cafeteria will be serviced.

2) Rooms 26 and 27 at Lazar have broken VCRs.

Since the tech. department is not receiving tickets (we guess due to their involvement with converting over to the new email system) how teachers go about addressing tech issues?

The technology department is still accepting tickets.

3) Air conditioner in the computer lab at Hilldale.

It is not working. Most days it is over 80 degrees F.. This has been a problem for years. The building principal, custodian, and maintenance crew are aware of the situation, but the problem still exists. Can the problem be resolved permanently instead of it being an annual problem?

Dr. Fried read email from facilities manager—"In the past few years the maintenance crew has completed duct work, replaced a frozen unit, and most recently a bad pressure switched was replaced within 2 days of receiving the work ticket. The read door of the computer lab should not be propped open because it let's warm air from outside to enter the room. The main door leading into the library should not be propped open because the cold air will leave the computer lab and move into the library."

How and when will it be resolved?

See above.

4) September 1, 2010 Inservice.

Request for 45 minutes of the inservice to count toward 100 hours for this year. Rationale will be provided at the meeting.

Tony requested administration review the documentation that was presented and would appreciate them getting back to us as soon as possible. Dr. Godett agreed.

5) September 1, 2011 Inservice.

Since Dr. Fried asked the committee for suggestions at the last AFAC meeting, can we receive inservice for the new Schoolwires/email system? When we switched to Schoolwires originally, we received the bare minimum training.

Tony: Please note that this is a suggestion as a back up to the plan that the PD Committee proposes.

Dr. Fried asked Karen to comment. Karen indicated that the PD Committee met yesterday. Because the PD Committee has a tremendous responsibility to complete reports required by the state, the committee was relieved that they didn't have to plan for last year's September inservice days. She will reach out to the committee to see if they are planning for this coming inservice.

Tony: In passing it was mentioned to me that the committee did meet yesterday and that they were analyzing the surveys completed by the teachers earlier this year. I am under the impression that the committee will present a list of potential inservice programs based on the analysis of the survey.

Karen: I did not see that on yesterday's agenda. I will touch base with the committee.

Dr. Fried: Tony and I discussed earlier in the year the possibility of the employees viewing Race to Nowhere. This could be another option. The second day of inservice will be building base, the usual meetings and preparation of classrooms.

Are the freshman going to be in the high school on one of the in-service days in September?

Tony: We are seeking clarity since this was mentioned as a possibility at past meetings. Will there be student contact time on the day scheduled? This would change the nature of the inservice day.

Dr. Fried: There is no specific plan. Will check with Fran. There could be a possible presentation by the guidance department.

A discussion took place between Tammy and Dr. Fried about the increase in workload in the guidance department at the high school. Tammy expressed a concern about the guidance department not being able to take care of their usual responsibilities on an inservice day if they were going to be involved with the freshman.

Tony: This is difficult to result without knowing the specifics of what the day will entail. As soon as we know the specifics, we can discuss further and the association will address it accordingly.

6) Communication between central office and employees.

Unfortunately, this keeps coming up, but communication between central office and the employees of the district needs improvement. Most recent issue: Board approves switching insurance providers on a Tuesday night and employees are not notified until late Friday afternoon.

Tony: This item is from me. I am not looking to beat a dead horse. I just wanted central office to know that the members were angry and upset about how the situation was handled.

Dr. Fried: I can't speak for Jim, but I guess that Jim wanted to wait until the meetings that took place this week were set up before notifying the membership. I apologize if it would have been more helpful if notification was sent out sooner. This year we have received a lot of positive feedback about communication: staff receiving parent notification, notification pertaining to the administrative positions that were open, etc..

Tony: I don't know if this concern is for Jim, but members feel very uneasy about not having anything in writing that the Cigna plans are exactly the same as the Horizon BCBS plans. If there is anyway we can receive the plans in writing by July 1st, or as close to July 1st as possible, it would put many people's minds at ease?

Dr. Fried: Please email Jim and copy me.

Tony: Every year we have an open enrollment period for insurance during the month of July. We understand that anyone enrolling in Cigna's POS plan must do so by June 10th. What if someone wants to move from the traditional plan to the PPO plan or vice-versa? Will they have the usual open enrollment period to do so?

Dr. Fried: Please email Jim and copy me.

7) Art display at Board Office.

At the previous board office there were display strips on the walls for monthly art displays. Can we do the at the new board office? This was coordinated by the former art department head. Might this be something our new department head could arrange since it benefits K-12 students and teachers?

Dr. Fried: Two students have already expressed an interest in creating murals. We can do both.

8) Summer Enrichment Program

Contract language that addresses summer work can apply to the salary for the Summer Enrichment Program.

Dr. Fried: We touched based with the attorneys. If the association feels we need to negotiate, maybe we can agree to an initial amount and negotiate more extensively next year given the time constraints. The district is looking to set the salary at \$50/hr. We feel this is a fair amount. Karen researched what other districts are paying for similar programs, and other districts are paying on average \$35/hr.

Tony: I will have to get advisement. Without doing the research, it seems like \$50/hr. is a fair salary. Whatever salary we agree to, I would like to have a formal side bar due to the language in our contract that refers to "all summer work." I will get back to Dr. Fried and Karen as soon as possible.

Karen: I received many course proposals that were fabulous. There were a lot of great ideas.

Administration Items:

1) Observation and evaluation forms

Dr. Godett: This item needs to be put on hold. I just want to let the committee know that the state is requesting that districts participate in a pilot program that reflects possible changes with evaluations. I don't want to get the district involved in a pilot program without seeing specifics. I will keep the committee informed.

2) Maintaining positive relationships during negotiations

See below.

3) Expectations during negotiations

Dr. Fried: I hope that kids' interests will be taken into account. I am not bringing this up because I don't think it won't happen. I don't want to take words out of Tony's mouth, but previously he spoke about not hurting kids.

Tony: We will handle the situation the same as we did last time.

4) Calendar for next year

Dr. Fried: There is a mistake with next year's calendar. There are actually 185 student days scheduled (including 3 snow days) as opposed to 183 (including 3 snow days). The board would like to do 1 of the following two things:

- 1) Add a fourth snow day and add a day to the Presidents' Day weekend (Feb. 21st—Feb. 17th cannot be a day off due to the annual volleyball activity at one of the schools).
- 2) Add a fourth snow day and end school one day earlier in June.

You can poll the employees or make an executive decision.

Tony: In the past, when the board has asked the employees' opinion about the calendar, I have always polled the membership. So, I think I would like to handle it the same way. I can email the membership Sunday night, have the ARs survey the staff in their buildings Monday and Tuesday, and have the results to you by Wednesday. Is this a timeline that works?

Dr. Fried: Yes.