

**Non Certified Advisory Council Meeting  
October 13, 2015 – 1:00 p.m.  
Minutes**

The following were present for the meeting:

|                                 |                                       |
|---------------------------------|---------------------------------------|
| Cartner, Larry (Superintendent) | Jackson, Ursula (SH)                  |
| Banks, Yolanda (SH)             | Lamb, Norma (PES)                     |
| Bogue, Cheryl (NES)             | McPherson, Tamika (ECMS)              |
| Fiedler, Angela (JCS)           | Moore, Kerrie (CES)                   |
| Fleming, Beth (PWM)             | Pollitt, Margaret (PCHS)              |
| Forbes, Heather (PWM)           | Stallings, Tim (JCS)                  |
| Griffin, Marvinia (NHS)         | Waterfield, Judy (WES)                |
| Herring, Shelly (NES)           | Zachary, Tonya (ECMS)                 |
| Holley, Pedro (RRMS)            | Heath, Frank (Transportation/Grounds) |
| Houlroyd, Linda (RRMS)          | Parker, Alvin (Maintenance)           |
| Hurdle, Danielle (PCHS)         | Meiggs, Dianne (Human Resources)      |

Dr. Cartner provided time for individuals to review the responses to questions/concerns that had been submitted prior to today's meeting.

Dr. Cartner welcomed everyone and thanked them for submitting questions prior to the meeting. He informed the group that he was unable to send the questions via e-mail earlier today due to the internet being down (a cable had been cut in the Raleigh area causing statewide issues).

Dr. Cartner informed the group that the Q&A document lists the questions as they were submitted – he does not edit unless the question would identify someone or there are major spelling/grammar issues. He indicated when they see the questions, they are just like they were submitted to him.

Dr. Cartner asked for additional questions/concerns:

A question was asked regarding the 3.5 hours of leave for certified staff with perfect attendance and if it applied only to teachers that do not require a sub.

*Dr. Cartner responded that the 3.5 hours of leave for perfect attendance applied to all school-based, certified staff and it does not matter if they need a substitute or not – they must be present all days in a pay period or be on approved leave for professional development. He shared that principals have been provided information with the guidelines.*

Question: Do you plan to inform all schools/principals when a school goes on lockdown. A school received lots of complaints from parents regarding a recent lockdown – the parents could not understand why their school was not placed on lockdown.

*Dr. Cartner responded that it is difficult to balance what is going on during a lockdown situation without causing panic. He discussed the recent lockdown and the reason for placing HLTCS on lockdown and not placing JCS on lockdown. Due to student needs at HLTCS and a recommendation from the School Resource Officer, he decided to place HLTCS on lockdown. There was no reason to place JCS on lockdown as the situation causing lockdown happened on Roanoke Avenue and was not near JCS. An e-mail was sent making principals aware of the*

*situation. He also discussed that as a courtesy, a Connect call was sent to all parents to give them facts when the situation was resolved. He indicated that unless you are involved and experiencing it moment to moment, you may not understand why something was done. He shared that he attempts to not create unnecessary panic and to focus on the schools/students that need focus at the time. He asked the group to help folks understand the process if they hear concerns.*

Question: Will non-certified receive longevity pay?

*Dr. Cartner responded that they should, nothing has changed.*

Dr. Cartner asked the group again for questions/concerns and there were none.

Dr. Cartner shared with the group that November paychecks will be issued prior to staff going home for the Thanksgiving Holiday. He also shared that the State Budget set the time for paying the \$750 bonus for staff as December. He indicated if he could, he would pay the money in November but the guidelines from the State say it is to be paid in December.

Dr. Cartner asked the group if the meeting format worked for them and they indicated it did. He asked them to distribute the Q&A to non-certified staff as they see fit (forward email or provide copies).

Dr. Cartner informed the group that the Teacher Advisory Committee minutes and the Non-Certified Advisory Committee minutes are available online. They are generally posted with 10-days of a meeting.

Dr. Cartner informed the group he appreciated their time and he closed the meeting at 1:17 p.m. He indicated he would be available for individual questions.