

**Non Certified Advisory Council Meeting
December 8, 2015 – 1:00 p.m.
Minutes**

The following were present for the meeting:

Cartner, Larry (Superintendent)	Magee, Blanche (HLT)
Banks, Yolanda (SH)	Moore, Kerrie (CES)
Bogue, Cheryl (NES)	Owens, Beth (PWM)
Forbes, Heather (PWM)	Sampson, Daphney (PES)
Griffin, Marvinia (NHS)	Stallings, Tim (JCS)
Herring, Shelly (NES)	Waterfield, Judy (WES)
Holley, Pedro (RRMS)	Zachary, Tonya (ECMS)
Houlroyd, Linda (RRMS)	Thompson, Michael (Child Nutrition)
Hurdle, Danielle (PCHS)	Heath, Frank (Transportation/Grounds)
Jackson, Ursula (SH)	Parker, Alvin (Maintenance)
Lamb, Norma (PES)	Meiggs, Dianne (Human Resources)
McPherson, Tamika (ECMS)	

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

Dr. Cartner discussed a question asked regarding the possibility of non-certified staff being rewarded for perfect attendance. He shared that in every organization there is always a division of labor and that in school systems it is between certified and non-certified. He informed the group he has spent time thinking about the question and he understands where it is coming from, but he does not know what gesture would be meaningful that could be given for non-certified perfect attendance. He discussed restrictions regarding awarding "time off" for different groups of non-certified staff (ex. teacher assistants only work on student days so they would not be able to use "time" because they do not work on optional workdays). He shared that non-certified staff are valued and it is not that he does not want to recognize them for perfect attendance. He is open to suggestions of ways that the system could provide meaningful rewards for perfect attendance. He asked the group to talk with their peers and provide him with suggestions.

A gift card was suggested and Dr. Cartner explained that school system funds are not allowed to be used to purchase gift cards. (*This used to be allowable, but some other systems abused the process and now the state does not allow the purchase of gift cards.*) Non-certified personnel may wish to encourage their principal to seek PTA funding for gift cards, as their funds are not restricted.

It was suggested that recognition could take place at the school level (PTAs, social committees, etc.).

Dr. Cartner indicated he will encourage principals to recognize non-certified staff who have perfect attendance in some way at the school level and he asked Advisory Council Members to e-mail suggestions to him for ways the district could provide recognition.

A question was asked about the status of the proposed dress code.

Dr. Cartner shared information about the policy manual revision the board is undertaking through the North Carolina School Boards Association and outlined the process used to adopt policies. He explained that policies are the backbone of how a district operates. The Board has been methodically working through the policies for revision and adoption. The dress code policy came up as a normal part of that process. Dr. Cartner explained that the district did not have a staff dress code policy prior to the revision process and a recommended policy was provided by NCSBA. Dr. Cartner explained that because the dress code policy will impact all employees he wanted to make sure it was made available for review and additional time was added to the normal review process for a policy. He shared that the policy will be on the December 14th agenda for action. There was general discussion about the recommended policy that included questions/comments about flip-flops (definition) and tattoos (how to cover).

Dr. Cartner asked for additional questions/comments and there were none. He encouraged everyone to tour the office and look at the Christmas door decorations that Central Services staff did for an office contest.

Dr. Cartner wished everyone a very joyous holiday season and encouraged them to spend time for/by themselves. He wished for a smooth finish from now until the Christmas break.

The meeting adjourned at 1:20 p.m.