

**Non-Certified Advisory Council Meeting
September 20, 2016
Minutes**

Present:

Cartner, Larry
Heath, Frank
Parker, Alvin
Thompson, Michael

Bogue, Cheryl
Chauvin, Lauri
Christian, Shanae
Gregory, Jacquetta
Griffin, Marvinia
Herring, Shelly
Johnson, Shirley
Johnson, Wanda

Moore, Kerrie
Nolan, Brenda
Odum, Kenny
Rhodes, Joy
Self, Amy
Storey, Danielle
Townsend, Patricia
Waterfield, Judy

Dr. Cartner opened the meeting and thanked everyone for attending. He indicated they were selected to serve because their principal and colleagues had faith in their leadership.

Dr. Cartner informed the group that meetings of the NCAC would be a safe environment. Questions that are asked will not be shared individually with principals, but will be reported in the overall Q&A document without naming a school. He encouraged them to feel free to ask questions or make comments.

Copies of the following were provided as information:

- Listing of "Who to Call for What" (available on website)
- Organizational Chart for ECPPS
- Q&A (question submitted prior to the meeting)

Dr. Cartner briefly discussed the question that was submitted prior to the meeting regarding the State allocation for a merit-based bonus. He indicated a meeting will be scheduled with a representative from each eligible group (principals, bus drivers, custodians, clerical, etc.) to discuss criteria for distributing the bonus.

Dr. Cartner asked for questions/concerns.

A comment was made about the need for extra positions in EC classrooms. Dr. Cartner indicated that funding has been applied for and the district is looking for ways to fund positions until State funds come in to cover costs.

Question: If an employee (i.e. custodian, teacher assistant, etc.) drives for a field trip during the school day are they required to clock out and back in for their regular position and are they allowed to make up time missed for field trips?

Dr. Cartner responded that because of the Fair Labor Standards Act (FLSA) employees are required to clock in and out. They cannot be paid for two jobs at the same time. Employees should talk with their principal to discuss arrangements to make up time missed. He recommended making up the time in the same pay period it was missed in order to not go into an overtime situation.

Question: Is there a district policy regarding the amount of overtime/comp time?

Dr. Cartner responded that the cap is 40 hours because the system cannot afford to pay overtime.

The overtime/comp time question generated discussion about students being picked up late and what should be done in cases where the providers of transportation (private van companies) were consistently picking students up late. Dr. Cartner indicated that the employees having to stay late should discuss the matter with their principal. He suggested that the principal could inform the provider that supervision ends at a certain time and they must arrive by that time.

Question: If teacher assistants need to make up missed time, can they make up time when students are not there?

Dr. Cartner responded that they could in certain circumstances (school being dismissed early, etc.).

Question: Can comp time only be used when students are not in session?

Dr. Cartner respond "yes" and indicated when employees want to use comp time, they need to discuss the arrangements with their principal/supervisor.

Question: When the email was sent to principals notifying them staff could leave early on the Friday before Labor Day and was followed by another one indicating non-certified would have to make up the time, why were they not given "forgiven" time?

Dr. Cartner responded that hourly employees are treated differently than salaried employees by the FLSA.

Question: I thought we got bonus in October check, is that correct?

Mr. Lassiter clarified the difference between the one-time bonus that non-certified employees will receive and the merit bonus.

The one-time bonus (.5%) will be paid in the October check.

The merit bonus will not be across the board and a district committee will be formed to establish criteria for eligibility. Teachers/Instructional Support (counselors, media coordinators, etc.) are not eligible for the merit pay. The district has approximately \$85,000 to distribute to the eligible staff. This amount also includes required benefits, so

the total pool to work with is quite small. Mr. Lassiter discussed possible criteria to include for eligibility and shared examples of how other districts are distributed the funds. He explained that based on guidelines from the state, only employees paid from state funds would be eligible.

Dr. Cartner commented on the merit bonus and the intention of the General Assembly to reward “individuals” and not “groups” with these funds.

Dr. Cartner asked the individuals representing bus drivers to remind their colleagues it is their duty to walk the bus between each and every run. This should be done every time the bus is parked. He stressed the importance of ensuring no student is left on a bus.

The meeting adjourned at 1:24 p.m.