

*10 of the 11 Districts' representatives were present. (No. Valley was not represented)*

\* Welcome & Introductions

Chris Hipp opened the meeting with a welcome, outlined the format of the meeting, and gave a brief history on the meeting's origin. He explained the para representative role not as a supervising role but as one who is responsible to represent their district paras and report back to the district to disseminate the information given at the meeting.

\* Additions to the Agenda

Items brought for discussion were (1) Supervising Teacher's Input in Para's Professional Development courses; (2) Confidentiality, and (3) Para Participation at IEP Meeting.

\* Use of Paid Leave Benefits

Wes Topel clarified that paid leave benefits can only be requested when school is in session and students are in attendance; not when a district dismisses school for an activity (inservice, sports, forensics meet, etc). He explained the correct procedure in recording the absence on the time card, emphasizing not to record time in or out on the day you are absent, but to record the type of leave (sick/personal/bereavement) taken in that area.

\* Leave Request Issues

Wes Topel discussed the importance of submitting leave request as they are used throughout the month and not holding them until the end of the month. He explained the leave sheet with additional lines for sick days are to be used for consecutive sick days, not to capture the entire month of sick days. Both paid and non-paid leave requests need to be submitted to the Special Ed. Office.

\* Mid-Year Check of Inservice Logs/ Supervising Teacher's Input in Para PDP Courses

Wes Topel reminded the paras that their inservice logs are due in the Special Ed. office on Dec. 1. He announced that Infinitic website is adding more subject matter exclusive to paras and encouraged staff to use this tool in acquiring inservice points.

Supervising teachers are encouraged to take an active interest in the paraeducators professional development courses. Students' needs are considered when a supervising teacher recommends courses a para should take; resulting in better preparation for the paraeducator in assisting the student.

\* Change of On-Site Training Times

Wes Topel informed the paras the starting and ending time at On-site Training (Mandt, CPR, Bal-A-Vis-X) was changed to allow staff to leave their home districts and arrive at the SpEd. office for training within their assigned duty day. He encouraged staff that has scheduled a training to contact the SpEd. office for exact times on that training.

\* Board Approved Change to the Paraeducator Handbook

Wes Topel discussed the newly adopted policy, effective for new staff hired after Oct. 18, 2010, limiting paid leave during the 30 school day probationary period (see following).

(Pg 2) Illness Disability Bank

E. Employees who wish to participate in the bank must donate one day by September 1st.

They need to indicate their participation on the employee's NCKSEC payroll form. New paraeducators who wish to participate in the Illness Disability Bank may enroll during the new paraeducator orientation meeting. However, new paraeducators will not be eligible to participate in the Illness Disability Bank until after the probationary period is concluded.

### (Pg 11) Probationary Period

All Paraeducators will be subject to a 30 school days probationary period starting their first day of work with the NCKSEC. During this probationary period termination could be immediate. The right to a two-week termination notice will begin after the probationary period. Also during the 30 school day probationary period, the new paraeducator's leave benefit will be limited to two (2) paid sick leave days. Once the probationary period is concluded, the six (6) additional paid sick leave days will be granted to the paraeducator along with one (1) paid personal leave day and four (4) paid bereavement leave days.. The paraeducator will also be eligible to participate in the illness disability bank once the probationary period is ended. Professional leave and paid leave for jury duty may be granted at the discretion of the Director during the probationary period.

The updated policy is in the paraeducator handbook; located on our website at [www.ncksec.net](http://www.ncksec.net)

#### \* Confidentiality

Discussion was held on securing identifying student information. Mr. Hipp informed the paras that student information shared is based on educational "need to know" rule. He suggested that if a concerns of confidentially arises; a conversation with the supervising teacher should ensue for guidance.

#### \* IEP Meeting

Chris Hipp stated it is not the paraeducators responsibility to be in attendance at a student's IEP but is your role to communicate with the supervising teacher your concerns and/or behavior of the student to help prepare the teacher for the IEP meeting.

#### \* Next Meeting/Adjournment

The next Paraeducator Representative meeting will be scheduled in April 2011. Mr. Hipp expressed his appreciation for all in attendance as well as the work paraeducators provide.

Recorder: J. Turek