

All 11 Districts' representatives were present.

* Welcome & Introductions

Garry Baxter opened the meeting with a welcome and asked the member representatives to introduce themselves and state their years of service. He reinstated the para representative role was not a supervising role but one who is responsible to represent their district paras and report back to the district to disseminate the information given at today's meeting.

* Additions to the Agenda

Items brought for discussion were (1) Clarification of payday when the 15th falls on a weekend; (2) Para's responsibility in student's curriculum; (3) Inservice hours; (4) Guide/checklist for new para employee; and (5) Confidentiality. USD #211 thanked the board for the current para raise which was echoed by all the districts.

* Coop Information

Garry Baxter shared information with the group on the current para headcount and FTE as compared to last year's numbers.

* Non-scheduled School Dismissal

Garry Baxter discussed the specific events that qualify for "paid" non-scheduled school dismissal leave; school dismissal resulting from weather, illness epidemic, building maintenance, or funerals as outlined in the paraeducator's handbook.

* Leave Request Issues/Time Cards

Garry Baxter requested the staff submit the newest version of the leave sheet (6/11) and discard all old forms. Mr. Baxter stated current Sp. Ed. forms can be found on our website www.ncksec.net

A new policy in recording time on classified timecard was revealed. Effective November 1, the time is to be recorded in hours and minutes only; to the nearest 5 minute increment. The previous method of using percentages (6.75, 6.5, 6.25) will no longer apply. Expectations are to have the paras start at the 1st of the month; for timecards already in progress (November hrs) they do not need to redo nor change midway. It would be confusing to have both percentages and hours/minutes on one timecard. With the December timecard, the transition to hours and minutes should be complete.

* Use of Paid Leave Benefits

Garry Baxter 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 when absent, but to record in that area the type of leave (sick/personal/bereavement) taken.

* Inservice Hours

Chris Hipp spoke on the importance of obtaining the required inservice and explained the impact on categorical aide when hours are not reached. Mr. Hipp reminded the paras that their inservice logs are due in the Special Ed. office on Dec. 1 with the final copy due in April. He announced the Infinitic website is getting better and have added more subject matter exclusive to paras. He stated Infinitic was a very useful tool in acquiring inservice points.

* Confidentiality

Discussion was held on securing identifying student information when other than a parent picks up a child. Mr. Baxter informed the paras that student information shared is based on educational “need to know” rule and stated the parent would need to sign a release of information to share information with that person. For someone without a release, Mr. Baxter suggested the para direct the person to the student’s teacher if a concern of confidentiality arises.

* Workers Compensation

Garry Baxter informed the paras of the new rules (changes) to Workers Compensation reporting. The most notable being an accident requires notification to the NCKSEC office within 30 days of an accident and must be reported to the WC designee, Judy Turek. Injury reported to any other individual shall be insufficient. Only Ncksec “Injury Report” form will be accepted; the required form can be found on the NCKSEC website at www.ncksec.net.

* Additions

Clarification of payday when the 15th falls on a weekend –

*If the 15th is on a Saturday, payday is on Friday

*If the 15th is on a Sunday, payday is on Monday

Para’s responsibility in student’s curriculum –

*The teacher is responsible for the design of the program; the para may carry out the program.

*Corrective Reading is designed to allow para guidance.

Guide/checklist for new para -

*New para should converse with their assigned teacher for clarification of job duties and any other pertinent information. Returning paras are encouraged to assist new employees as needed.

* Adjournment

Mr. Hipp and Mr. Baxter expressed their appreciation for all in attendance as well as the work paraeducators provide.

Recorder: J. Turek