

NOTES - Para Representative Meeting  
Thursday, April 22, 2010

The paraeducators' representative meeting was held at the NCKSEC Central Office on Wednesday, April 22, 2010. District representatives attending were #110 Jane Whitney, USD #211 Cathy Kellerman, #212 Nancy Hogan, #237 Lyna Mace, #269 Jessica Dreiling, #270 Gerri Meitler, #271 Kim Pulec, #325 Paulette Marez, #326 Shari Buss, #392 Bethany Knoll and #399 Audrey Maupin. The meeting was conducted by Chris Hipp, Director and Wes Topel, Assistant Director.

Chris Hipp opened the meeting with introductions; clarified the purpose of the meeting; and defined the role of a paraeducator. Mr. Topel noted key points from the opening and asked the group for items to be added to the agenda. None were given. He continued with the following agenda items:

- 1) Use of Paid Leave Benefits during "Scheduled" and "Non-Scheduled" days  
Mr. Topel explained paid leave can only be granted for days when school is in session and students are in attendance; both criteria must be met. It would not be granted if a district is not in session or dismisses school for an activity (sports, forensic meet, teacher inservice day); however, a district may chose to compensate the classified employees. He noted that a district that has more than one building potentially could have a scheduled day for one building and a non-scheduled day for the other. Leave would be granted according to the status of each building.
- 2) Paraeducator Work Agreements for 2010/11  
Beginning next year, all work agreement assignments will be reset to match each building's instructional minutes throughout the Coop; to closest 15 minute increments. A request by the supervising teacher through the building administrator will be required to consider work agreements beyond that timeframe. All extended work agreements will be restricted for working directly with students. No extended work agreements will be approved for instructional preparation before or after school hours; except for the ECSE paraeducators assigned duties on Friday. The requests for extended contracts will be considered after the August local enrollments to allow evaluation of students need and staffing. All approved extended work agreement assignments will be for the duration of the current school year or until the student need is no longer present. Work assignments will reset at the beginning of each school year. Each paraeducator will receive a letter outlining the new procedure with the May payroll deposit slip.
- 3) Paraeducator Professional Development Opportunities for 2010/11  
Wes Topel informed the group that effective Aug. 1, 2010 the Paraeducator Learning Network will no longer be available to use in acquiring inservice hours. It will be dedicated strictly to those in pursuit of achieving NCLB Highly Qualified status. He noted that the Para Learning network could still be use throughout the months of June & July for those wanting to start on their 2010/11 inservice hours. After July, to achieve the required inservice hours, he encouraged staff to utilize the "on-site" trainings (Mandt, Bal-a-vis-x, CPR, etc.); local inservices; and introduced the website [www.myinfinitec.org](http://www.myinfinitec.org). To access the many videos and slide shows on the Infinitec website you need to have a school email address or a "ruraltel.net" email address as the site will not recognize anything else. In addition, the NCKSEC is in the process of developing its own paraeducator learning network; information will be sent upon its completion.

4) Effects of "Unpaid" Leave

Wes Topel spoke on the effect of requesting unpaid leave with the shortening of many district calendars. The shorten days have reduced the total number of available hours a paraeducator may work and if time without pay is taken it further jeopardizes reaching the required 1116 hours for full reimbursement. Excessive periods of unpaid leave not only affects the individual, but also the Coop through reduced state aid.

5) Questions/Concerns/Conclusion

Cathy Klein, Roxie Ward, and Misty Higdon were named by their respective representatives to serve as the paraeducator representatives for 2010/11.

Beginning of year inservice is scheduled for August 17, at the Huck Boyd center in Phillipsburg. It will be the same format as last year, a combined certified and classified inservice, with more information regarding the event to be sent later.

The 125 Cafeteria plan enrollment dates are scheduled for July 20 and 21st. July 20th is the only day the vendors will be available to address any questions or concerns; those scheduled to attend are BCBS insurance group consultant, American Fidelity, AFLAC, and Waddell & Reed representatives.

Mr. Hipp concluded the meeting, thanking everyone for attending.

Recorder: J. Turek