

9 of the 12 Districts' representatives were present.

* Welcome, Purpose & Responsibility

Chris Hipp extended the welcome, stated the format of the meeting, and summarized the background of the Coop. He explained the meetings' purpose as facilitating communication between paraeducators and the NCKSEC administration and not a tool for negotiations. He outlined the para representative role as one who is responsible to represent their district paras and report back to the district to disseminate the information given at the meeting and thanked them for serving in that role.

* Timecards

Wes Topel reviewed the regular (green) timecard and the (white) timecard "hours worked beyond contract as assigned" giving clarification and examples on recording time for each. He stated that the white timecard was to be used for time worked before school starts & time worked after school was dismissed or for time worked when school was not in session.

* Leave Request

Wes Topel gave clarification of "exhaust all paid leave" (paid leave requirements). Exhaust all paid leave pertains to each specified area of paid leave; such as paid sick leave must be exhausted before sick leave becomes "unpaid", personal paid leave must be exhausted before "unpaid" personal applies. It was noted that leave shall be taken for the purpose specified; sick leave is to be taken when "sick", not used when absent for "personal" time when no personal paid leave remains. He also reminded the paras that an "Hourly Employees Leave/Absence Report" form must be submitted anytime they are scheduled to be at work and are absent; this includes all paid and unpaid leave.

* Highly Qualified

Wes Topel reviewed the options a paraeducator can use to become highly qualified; noting the status can be achieved by using the on-line test or having 48 hours of college classes or having an Associates Degree. He stated the Coop does not require a paraeducator to become highly qualified but added that a District may require it. The Coop encourages everyone to become highly qualified as it validates the skill of a paraeducator and it achieves the 20 hours of required inservice.

* Inservice Logs

Wes Topel reminded the paras that their inservice logs are due in the Special Ed. office on Dec. 1; if it is not the "final" report, a copy may be sent.

* Health Certificates

Wes Topel reviewed the health certificate policy, highlighting "the employee should submit a completed health certificate form to the clerk within 30 days of employment. The NCKSEC understands that scheduling a physical examination with the employee's primary care provider may cause the employee not to be able to submit the completed health certificate form within 30 days of employment. In such a case, the employee will be required to submit a plan of action within 30 days of employment which will include the scheduled date of the physical examination". Mr. Topel noted that failure to submit a health certificate within 90 days of employment will render the paraprofessional ineligible for any pay increase should future employment be offered or the board may choose not to approve any future employment with NCKSEC.

* H1N1

Wes Topel informed the paraeducators that if there was a district-wide school closing because of H1N1, the closing would be considered a paid “non-scheduled school dismissal” day. Smith Center recently experienced a district-wide closing on Oct. 19.

* Naming a Para Representative

Suggestions were offered on how to acquire the para representatives’ name for the new school year. It was the consensus of the group the Coop office would contact the previous year representative at the beginning of a new year and ask them to get the name of the new representative.

* Breaks

Breaks are not required under state or federal laws, however some school district may schedule breaks and/or duty free lunch periods. Break and meal schedules will be determined at the building level by the building administrator and supervising teacher. Paraeducators are required to “clock out” for duty free lunch breaks or any other duty free break of more than 20 minutes.

* Chain of Command

Discussion was held on a topic of a supervising teacher making a request of a para that a building administrator had not approved. Mr. Topel stated the paraeducator abides by the building administrator’s decision.

* Assignments

Paraeducators were reminded that assignment changes can occur periodically, depending on student needs, and a paraeducator can have more than one supervising teacher.

* Confidentiality

Discussion was held on securing identifying student information. Mr. Topel suggested that if a concern of confidentiality arises; a conversation with the supervising teacher should ensue for guidance.

* Budget

Chris Hipp discussed that although funding is tight and will be for sometime, no lay-offs are anticipated other than the routine year-end evaluation of students’ needs which potentially can cause para staff reduction.

* Next Meeting

The next Paraeducator Representative meeting will be scheduled in April 2010.

Recorder: J. Turek