

Report for Board Meeting

PARA COMMITTEE MEETING – October 21, 2008

11 Districts' representatives were present. Not present: USD #110 Thunder Ridge

* Purpose and Responsibility

Chris Hipp explained the meetings' purpose was to facilitate communication between paraeducators and the NCKSEC administration, as well as communication among paraeducators staff, 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.

* Additions

Substitute Confidentiality (See Confidentiality)
Paid Leave Requirements (See Leave Request)
Pay for Remaining Sick Leave
Assignment/Lunch Duty

* Coop Para Information

Wes Topel compared the current para headcount and FTE with the last two years. He addressed the importance of good communications.

* Non-Schedule School Dismissal

Wes Topel discussed the specific events that qualify for "paid" non-scheduled school dismissal leave; school dismissal resulting from snow, ice, tornadoes, fire, flood, building maintenance or funerals as outlined in the paraeducator's handbook.

* Leave Request

Wes Topel covered the problematic areas.

- 1) Not using the current version – it was recommended to go to our website at www.ncksec.net to print the current version.
- 2) Completing the form in its entirety – the substitute question left blank. On the leave form submitted, the substitute question must be marked (yes or no). The impact of the question for budgeting purposes was explained.
- 3) 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 applying for "unpaid" personal. 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.

* Confidentiality

The importance of confidentiality was discussed and examples given on how to handle situations to avoid potential problems. Problems encountered when a substitute was hired for a paraeducator was discussed. It was noted that any person (substitute included) who has an educational need, may have access to confidential information. Also noted was that a substitute must follow the same confidentiality rules as a paraeducator.

* Illness Disability Bank

Chris Hipp and Wes Topel addressed the sick bank and stressed it was to be used as designed – "to provide some additional sick leave to classified staff in cases where a critical

illness or severe injury would impose a devastating hardship.....” The process of the sick bank application, the approval/denial, and options if “denied” was received were all discussed.

* Inservice Opportunities

Wes Topel explained the limited budget for professional development and gave other options available to paraeducators. He anticipates developing a paraeducator’s survey to help plan for next year’s inservice.

* Workers Comp. Insurance

Chris Hipp conversed that an accident requires notification to the Glade central office “within 10 days of an accident.” A phone call to notify the Glade office was recommended with the required NCKSEC “Report by Injured Employee” form to follow. The required form can be found on the NCKSEC website www.ncksec.net

* Pay for Remaining Sick Leave

At this time, the Coop does not have a policy addressing buyback of unused sick leave for resigning/terminating classified staff.

* Assignment/Lunch Duty

If a paraeducator is monitoring a student during lunch period, per the student’s IEP, the paraeducator’s assignment should reflect that time. If it does not, the proper chain of command must be followed to adjust the assignment.

Recorder: J. Turek