

## **Report for Board Meeting**

PARA COMMITTEE MEETING – Nov. 27, 2007

*11 Districts' representatives were present. Not present: USD #324 & USD #238 (illness)*

### \* Purpose and Responsibility

Garry Baxter 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.

### \* Coop Information

Garry Baxter gave an overview of the Coop, comparing our numbers to other Coops in our area.

### \* Non-Schedule School Dismissal

Chris Hipp reviewed 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, page 2. After further review, using "personal leave" for unpaid school dismissal leave is not allowed.

### \* Leave Request/Timecards

Problematic areas on leave sheets were:

- 1) Not using the current version – it was recommended to go to our website at [www.ncksec.net](http://www.ncksec.net) to print the current version.
- 2) No email address – approved leave requests are returned via email. The Coop is transitioning to a "paperless" environment and we use email as much as possible. Everyone was encouraged to acquire an email address and submit it on their leave sheet.
- 3) Faxing leave requests – use ink pen; pencil filled requests are unreadable.
- 4) Absences not reported – a leave request must be submitted to Glade anytime you are scheduled to be at work and you are absent; including working less than your daily hours assigned.

### \* Confidentiality

Garry Baxter stressed the importance of confidentiality and gave examples on how to handle situations to avoid potential problems.

### \* Workers Comp. Insurance

Garry Baxter and Chris Hipp reviewed the policy that requires notification "within 10 days of an accident" to the Glade central office by a phone call. Once an accident is reported, the WC form that needs to be completed by the employee can be found on the NCKSEC website (Report by Injured Employee) or if requested, sent by the Glade office.

### \* Assignments

Paraeducators were reminded that assignment changes can occur periodically, depending on student needs.

\* Vacation Days

Vacation days for classified staff are not part of the benefits as approved by the NCKSEC Board of Directors.

\* Inservice Hours

The yearly requirement of obtaining 20 hours of inservice was discussed. Chris Hipp informed the paras that Fort Hays and Sterling College has a program in place offering on-line classes for those with an associate's degree interested in obtaining a degree in elementary education. More information on this subject will be posted on the NCKSEC website.

\* On-The-Job Training

Garry Baxter felt the coop is not in a position to develop a mentoring program or on-the-job training that would fit the needs of all thirteen districts. He suggested that if a district felt there was a need for a program, each district should have the option to develop one specific for them. Paraeducators are encouraged to communicate with supervising teacher to ensure they are effectively carrying out lessons plans and asking questions if they are not sure of what they need to do.

\* Liability Coverage for Paraeducators

Paraeducators' concern regarding liability coverage was addressed. It was explained that the paraeducators were covered under the Coop's liability policy. If there was negligence on the part of the paraeducator, the liability insurance would not cover them. It was also noted that when a para is working under a therapist, carrying out a program developed by a therapist, the therapist would be liable. It was strongly encouraged for paraeducators to communicate with the supervisor/therapist if they need further instructions or concerns regarding the program they are to follow.

\* Paraeducator's Evaluation

The Coop does not have a formal evaluation. It is the discretion of each district to implement an evaluation if deemed necessary.

\* Next Meeting

The next Paraeducator Representative meeting is scheduled for April 24, 2008; 9:30 – 11:30.

Recorder: J. Turek