

NOTES - Para Representative Meeting
Wednesday, April 22, 2009

The paraeducators' representative meeting was held at the NCKSEC Central Office on Wednesday, April 22, 2009. District representatives attending were #110 Mary Struckhoff, USD #211 Cathy Kellerman, #212 Lisa Miller, #213 Beverly Otter, #237 Gina Brooks, #269 Gloria Allen, #270 Marilyn Peters, #271 Patty Johnston, #325 Paulette Marez, #326 Karen Clements, and #392 Diane Eickenberg. The meeting was conducted by Chris Hipp, Director and Wes Topel, Assistant Director.

Chris Hipp opened the meeting by clarifying the purpose of the meeting and with introductions. Items added to the Agenda included (1) Working extra hours beyond the 25 hours; (2) Confidentiality, and (3) Time sheet procedures/concerns.

1) 125 Plan Enrollment Dates

The 125 Cafeteria plan enrollment dates are scheduled for July 22 and 23. July 22 is the only day the vendors will be at Glade to address any questions or concerns; those scheduled to attend are BCBS insurance group consultant, American Fidelity, AFLAC, and Waddell & Reed representatives. Employees with questions or concerns are encouraged to attend on July 22. Enrollment will be held at our new office in the Fischer building, located at 205 F Street, Suite B (second floor) in Phillipsburg.

2) Beginning-of-the-Year Paraeducator Inservice Date

The beginning of the year inservice date is scheduled for Friday, August 14, 2009 at the Huck Boyd center in Phillipsburg.

3) Inservice Hours

Wes Topel informed the group that all but 5 paraeducators have fulfilled the inservice hours' requirement and the remaining 5 will be able to complete the requirement by the end of the year.

4) HCLB Highly Qualified Assessment Process

Wes Topel reviewed a handout on the process. It was noted that if you send a transcript that validates the required 48 college hours, the information is sent to the state and you become highly qualified. He explained the transcript does not award you 20 hours of inservice for the current year unless the college hours were earned during the current school year.

5) Leave

Chris Hipp reviewed the leave conversion process by giving some examples and reminded the paras that leave may be taken in 15 minutes increments. He also clarified the meaning of "exhaust all paid leave". He stated "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 did not mean a para was to exhaust all paid personal leave, and then start on paid sick, and then start on paid bereavement, before applying for "unpaid leave". 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.

- 6) Special Education Work vs Non-Special Education Work
Wes Topel explained that categorical aid funding adheres to certain guidelines stating the work done by paras must be Sp.Ed. related, if not, ethically should not be doing the work. However, if a district has a policy that all staff (both regular & SpEd) must take a rotation in non-special education work, this is allowable as well as "Incidental benefits". Incidental benefits were explained as being in a classroom and your assigned student does not need assistance or is absent, you may help other students needing help.
- 7) Paraeducator Representative Rotation
It was encouraged to rotate serving as a representative; however, if no one else wanted to do it, it was acceptable to serve multiple times.
- 8) Other items added to the Agenda
 - * Working extra hours beyond the 25 hours
If an administrator requests a para attends an inservice, the time for the inservice should be recorded on a white time sheet.
 - * Confidentiality
The importance of confidentiality and current potential problems were discussed. It was noted that any person who has an educational need, may have access to confidential information.
 - * Time sheets procedures/concerns
The time sheets should be given to the administrator the last day of each month to be reviewed and approved by the building administrator and then sent to the Coop office. The process for sending time sheets to Glade is determined by each building.
- 9) Questions/Concerns
Chris Hipp discussed the upcoming budget cuts and stated that no lay-offs are anticipated for next year other than the routine year-end evaluation of students' needs which potentially can cause para staff reduction.

Recorder: J. Turek