

ADMINISTRATORS/PRINCIPALS MEETING
JANUARY 22, 2010

MINUTES

Meeting convened at 10:00 a.m. at Batesland. An agenda was presented, with discussion as follows:

In cases of busing emergencies, the following staff have been designated for contact:

Rockyford: JR Jumping Eagle and JL Trueblood

Red Shirt: Darwin Two Bulls & Gayle Brewer

Batesland: Charlie Cummings and JD Black Crow

WC: Dennis Brewer and Marvin Goings

Dennis will see that emergency contact numbers are provided to bus drivers and/or put in the vehicles.

For transportation issues or concerns at the schools, contact Dennis Brewer. He will be meeting weekly with the Superintendent and Business Manager.

Discussion on keeping propane tanks at an adequate level. Principals should designate a custodian at each site who will check bulk tanks every Monday morning, and e-mail Coy with the status. Propane provider should be notified when tanks are at 30% to allow them time to deliver. Problems can arise when tanks get down to 15% so efforts need to be made to keep at 30% or above. (csasse@shannon.ws)

Security/Night Duty: If the district is going to pay for security staff, they need to be provided with duties while on the clock, not just watching the game.

Interviews for District-wide Maintenance Supervisor will be conducted on Monday, 1/25/10 (4 candidates for interview) and will propose to the board that evening. Batesland maintenance position will be filled in the near future.

School Break-ins are of concern: Loretta reported that Wolf Creek has submitted a work order request to secure doors at Wolf Creek that are in poor repair. She reported that one door is easily accessible.

Use courtesy during discussion with staff or parents: There have been concerns over putting someone on the speaker phone (without their knowledge) when issues arise. Please use concern and don't put people in a bad situation.

Athletic eligibility - Russ stated that instances of ineligibility go smoother when coach, teacher, parent and student are made aware of student ineligibility prior to game day. Rockyford has eligibility contract signed by student and parent stating if student is absent day of or day before the game, or they are in ISS, they are ineligible to play at the next game. Monica will forward a copy of the contract to Superintendent Elwood.

Students missing instructional time for games: Connie stated that the teacher association is voicing concern over games starting at 3:30 p.m. and the early out it necessitates for students. Russ stated that this has become a problem with teachers at Wolf Creek also this year. When Wolf Creek used to dismiss at 3:00 p.m., it didn't seem to present a problem with game days. There have also been concerns over students leaving early for pow-wows.

Off-Reservation tournaments: Connie asked how the other schools decide when and if students participate in off-reservation tournaments. On this same note, Curriculum office is in the process of establishing an on-line calendar of all school activities. If principals and athletic directors send school information to Nancy Shedeed, she can update so that principals can see what other schools are doing. (shedeedn@shannon.ws)

Business Manager provided a Chart of Accounts and copy of the 2009-10 budget and stated he would like to meet with principals and administrators when budget-building time approaches for next year. Coy stressed that he would like to see schools code every voucher as to what account it should come out of so he can get a good picture of where the money is being spent. Please pass this on to school secretaries to code out of correct accounts so funds can be more accurately allocated where they are needed.

Human Resources office provided results of timeclock audits done at WC, BS and Rf. Some of the problem areas: early arrivals and stay-laters without prior approval; many employees not at workplace throughout the day, spending time visiting.. Very low instances of people clocking in for others. People are rearranging their work schedule without prior approval. More than half of staff are late.

Volunteers – federal law says you can place volunteers if they are supervised by a person who have successfully passed the background check. State law says you cannot; therefore, the volunteer must undergo the background check. Coy will check with ASBSD for clarification.

Bus Monitors: Russ has a concern about adjusting aide's schedules when they serve as bus monitors. Vickie voiced concern about having special education aides serving as bus monitors. Superintendent Elwood agreed that is is necessary and very helpful to having monitors. This issue will be addressed with further discussion in the future.

Teacher Non-Renewals: Principals, please notify Terry by March 15th of each year of any non-renewals. His office will follow-up with paperwork. State deadline is Apr. 15th. Do not give any reason to certified staff when notifying them of non-renewal; also, do not state to them that they have the choice to resign. This can be used against the school, should the employee file a grievance. State law does not require administration or school board to provide a reason for non-renewal to an employee.

Vickie announced that there will be no writing test for 5th, 7th and 10th. Decision needs to be made today whether to do the SAT for 2nd grade. Vickie is asking for input. Connie is in favor; Barb is leaning toward not testing 2nd grade SAT. Rockyford doesn't think it's necessary with all the other testing. Vickie will work with Connie to establish schedule for Batesland. The State Dept. is working toward providing a writing assessment which will hopefully be available next fall for web-based assessment.

Saxon vs. Reform Math: Vickie provided data on some state schools regarding Reform Math vs. Saxon for 5-8 students (same students). Statistics showed Reform Math to be more successful for Native American students. Vickie will be touching base with principals via e-mail regarding cut points for reading fluency.

Impact Aid forms are presented to parents at registration with each school packet. They need to be submitted to the county office alphabetized, by grade, to Ann Red Owl by December 10th.

Summer school meeting will be set in the near future. Connie raised concern about principals not being on staff during summer school. Rockyford stated summer school supervisors worked out very well in Principals' absence at Rockyford. Ann stated that attendance needs to be kept for summer school for impact aid and state funding purposes.

Leave Without Pay: Employees who are in the "leave without pay" status need to be put on a Work Improvement Plan with consequences to follow.

Staff Reassignments: Any documents or correspondence related to reassignment in position in schools must to be forwarded to administrative office for purposes of Payroll and recordkeeping for the Human Resource office.

CPR/EMT training – Batesland Fire Dept. is trying to bring someone in to train people at the school. Some of our schools have defibrillators Rockyford doffered First Responder training which was provided by the OST Ambulance Service. The hours of training are much less for First Responders than EMT, which may be more practical to offer.

Telephone Trees: Please keep phone trees current so that when school is called off, notification gets to employees in the most timely manner.

School Improvement Plans. Principals, please meet with teams and complete the Plan evaluations that Vickie e-mailed out early this week.

CDL Training: District will pay for bus driver training for selected persons to earn their CDL's. Training will be offered at Western Dakota Tech. Current suburban drivers should be encouraged to participate, as well as bus monitors.

Over-time: Business Manager is concerned about the financial cost of over-time. The district spent \$43,000 in the last quarter of the year to classified employees for over-time. Also, over the last 3 years, Shannon County has almost doubled employee count. When adding employees, cost of overtime and additional time should decrease, but this has not been the case for the school district. Over-time and additional time should be pre-approved by supervisors. Imperative that supervisors inspect timecards for accuracy before signing. Coy will send out e-mails on policy updates. As of Feb 9th, any timecards lacking supervisor's signature, they will be returned to employees for supervisor's signature. For timecards resubmitted more than 3 days late, payment will be made on the following pay date. Any employee contracted to work less than 40 hours per week, additional time would be additional hours beyond what has been contracted. The business office's goal is to eliminate or cut way back on over-time. Coy will e-mail form for over-time approval to supervisors, which must be completed, signed, and returned to Business Manager with supervisor's pre-approval. Coy will respond back with any questions or notification of approval. There will be consequences of employees repeatedly putting in over-time without pre-approval, and employees will be held accountable.

Make-Up Days – Schools have 4 make-up days, with the exception of Batesland, having 6, due to funerals.. Consensus among principals is to use vacation days to make up, since it would be before testing.

Tutoring/Detention: Wolf Creek principals voiced concern over teachers having planning time for an hour before school, and teachers workday ending before kids in detention and tutoring leave the school. The thought was that teachers should be serving kids in detention and tutoring.

Meeting was adjourned at 12:10 p.m.