

## Round Table - OCT 2018

1. Security - where do we stand? We ended last year discussing a panic button to the police station, an automatic lock button from the secretary's desk to the internal office doors, a security monitor for the office. Also can we have clarification on school security and how we should "process" visitors. All the schools may be doing something different, such as asking for a license in some schools but not all.

Principals are requiring appointments to enter - drop of bins for items at all schools. Continue to look into upgrades in the next budget process. Some systems more elaborate than others and quite costly - state of the art would be optimal. Want to do everything possible but must build into budget cycle. Looking to allocate funds each year, and improvements being made this year - new cameras which can be monitored from off site by police or principals. Looking into panic system and/or vestibule system that is cost efficient. Tight door security and positive school environment important too, which we feel we are doing. Each building has its own layout so speaking with principals if you have questions is encouraged.

2. The copy machines have been jamming and not working well. Is there any discussions about replacing the copy machines in the schools?

After we finish contract with this company other options will be on the table. In the meantime, can't tolerate poor performance. Secretaries track how much maintenance needed and company will be held accountable.

3. Going forward, can we move up timelines for curriculum approval and payments. In the past, curriculum was approved in August and teachers were paid before the end of

summer. Should we even be teaching from a curriculum that is not board approved before the start of school?

Curriculum process in terms of timelines something that is being reviewed. Curriculum writers should be paid after review of supervisor and education committee for now but it will be revisited. Full re-writes and updates need to be differentiated in terms of when to implement. We should not be teaching from an unapproved curriculum, so re-setting of timelines will be considered.

4. What can be done about parking at CAS? There are not nearly enough spaces and additionally when it rains a lake forms in the side lot, worsening the problem.

Plan in the works to increase parking but still being discussed at Board level. The feasibility of the project is currently being determined. More info to come later this year.

5. Can the TAS be added to AESOP so the schools are able to attach them to teachers' absences when subs do not pick up? What is the district doing to fix the sub shortage? We've already had many TA's pulled which has a ripple effect on all the other TA's and teachers.

Follow up will be done at the board office to make sure TAs are in the system properly to be coded in as a substitute. There seem to have been a good amount of subs appointed, but for some reasons positions aren't getting filled at a high enough rate. We will monitored weekly how many go unfilled and analyze who hasn't taken the jobs often. Perhaps we can discuss need for subs at community events to maybe spark some residents to apply.

6. Is there a plan going forward regarding the Chromebooks? Currently, 6th graders receive the Chromebooks that were passed down by the previous year's MHS Senior class. As the years go on, the Chromebooks the 6th graders are getting have been used over a longer period of time and are increasingly worn and damaged. Many of the Chromebooks we received this year do not keep a charge and have parts (like keys) that fall right off. Is there a replacement plan with the company that we purchased the Chromebooks from?

Will speak with tech department and MJS principal and see how widespread the problem is. Then plan can be made if action needs to be taken.

7. What is the timeline for purchase orders to be paid? I have sent up purchase orders for payment from August and they must not have been paid; I have had vendors call and emailing me looking for payment. How long does it take from when the po is signed and sent up for the vendor to get paid? Does this have to do with the infrequency of Board meetings?

With very few exceptions, payments are not made until after the Board approves the Bills List. As we only have one Board meeting a month, this can cause a delay in payments. It is recommended that all POs are processed as far in advance as possible. It is also reasonable to set vendor expectations that they will be paid shortly after the next Board meeting. To confirm that a payment has been approved, employees can view the Bills List as part of the agenda packet. The Bills List is usually approved. If for some reason a payment is not approved, the affected parties will be notified. Otherwise, it is safe to presume after the Board meeting that all payments on the Bills list were approved. If you ever need to confirm a payment, you can always call Gail Bartz x3108.

8. How do teachers/secretaries find out if their workshops/field trips are approved at the BoE meetings? In the past, we would get back a hard copy of the original submission with signatures that it was approved. Given the fact there is a new format for the agenda and the minutes are not always posted on a timely basis, it is difficult for anyone to know what has/hasn't been approved.

New process will be all human resources and education items will go to building principals and copy secretaries documenting all of the approvals - we're recognizing this was an issue and this will become regular practice for a day or two after a Board meeting. For urgent matters, feel free to call Patti Cleary the day after a Board meeting to find out if any resolutions were not approved.