



“The Support Staff Committee is composed of representatives from the Manheim Township School District’s secretarial, aide, custodial, food service, and maintenance departments, and will meet regularly throughout the school year.

The mission of this Committee is to provide an opportunity for these parties to meet in equal, honest, open conversation to discuss ideas of common interest and concern. The focus is to seek resolution of these issues in an atmosphere of cooperation and trust.”

SUPPORT STAFF COMMITTEE MINUTES

Kate Heintzelman, Director of Human Resources called the support staff meeting to order on Tuesday, March 15, 2016, at 9:30 a.m. at the District Office. Those attending were: Kate Heintzelman, Linda Swift, Fred Showers, Barb Renninger, Janet Duncan, Doug Henry, Linda Springer and Deb Wenger. Missing: Michelle Dombach, Karen Loke, & Maria Lozzi

Minutes from March’s Meeting

Update of January’s Action Items:

Minutes of December meeting notes have been reviewed and posted.

1. Update of January Action Items:

- a. Rich Capraro – Kate & Janet will be speaking with him this week. Kate plans to review all staff salaries and hopes to have a review completed by the end of the summer.**

Other Discussion Items:

- 2. Clarification of Inclement Weather Policy** – the change back to the old policy for inclement weather- delay this year was for students because of snow piles. Inclement weather procedures will be clarified next year. Information regarding procedures will be communicated more globally – to necessary stakeholders. The inclement weather procedure will provide an opportunity for 12-month staff to make-up their time (pending admin/super’s approval).
- 3. Volunteer Confidentiality agreement: Why can’t this be signed at the District Office?** – Starting 3/15/2016, volunteers will be asked to complete the Confidentiality Agreement when providing clearances (which are copied) at the DO. If a parent volunteer drops off his/her clearance prior to 3/15/2016, he/she will need to complete the Confidentiality Agreement at the building.
- 4. Closure of Office** – January 25th – Staff was told not to come in. It was communicated to some 12-month staff that they could take a vacation day, make-up the time, or work from home (supervisor’s permission needed). Closures for snow (and expectations of staff) will be communicated more clearly in the future.
- 5. IU Seminars for Secretarial Staff** – Substitutes seem to be the biggest hurdle for staff in attending the seminar. Understanding is that the seminar is typically held on two different days. Janet will look into the possibility of cafeteria/playground assistant’s ability to cover during secretarial lunch periods and to begin subbing for the District for secretarial staff. Concerns were expressed re: training needed due to security at the building level - if a PGA will be covering at an elementary school for lunch count and absence he/she will need training re: security.

Doug Henry - ‘15

Linda Springer - ‘07

Karen Loke - ‘13

Barb Renninger - ‘10

Michelle Dombach - ‘14

Maria Lozzi - ‘14.

Linda Swift – ‘15

Fred Showers – ‘15

Secretary:

Deb Wenger

Advisor(s):

Kate Heintzelman
Janet Duncan

6. **Facility Rentals** – Kate will check with Roger Czerwinski. He was looking at a software program (School Dude) to assist with facility rentals for the District.
7. **Act 126 Compliance** - This is a mandatory training and all staff must complete the training. All new staff members will be required to complete the training prior to hire/start date with the District. Training in the past was not completed efficiently.
- Because completing the training is mandatory, but the specific method of training is not – the time is not required to be compensable per the FLSA. Staff members who were unable to complete the training at the previous scheduled times, must now complete the training. If employees have time during their busy day to work on the training, they are permitted to do so. Additionally – the deadline for completion will be extended. For paras, this may be considered part of their training they need to complete during the summer. Kate will send out an updated note for staff who need to complete the child abuse training re: time for completion, etc.
8. **Comp Time Usage** – Kate will look into this with some supervisors.

Other Items Discussed:

Support Staff Manual – Kate is in the process of rewriting the support staff manual (once revised, approved – it will be made available on the website for support staff.)

Next Meeting - There being no further business to discuss, the meeting was adjourned at 11:00 a.m. Our next meeting is scheduled for **Tuesday, April 19, 2016 at 9:30 a.m.** at the District Office in the Executive Conference Room.

Remember, if you have any issues you would like addressed, please contact a committee representative.