

## **ATTENDANCE**

Administration: Rhonda Jones-Jointer (PTEC), Bob Bohannon (PTEC), Vickie Carpenter (PTEC), Dr. Frank Giles (PTEC), Matt Willey (PTEC), Roland Abraham (PMHS), Danny Mendez (SES), Dave Henriott (RPE), and John Ralston (PMMS)

PEA: Neil Linville (PMHS), Matt Heninger (PMHS), Kyle Hanefeld (GV), Martha Buehner (MB), Sue Buscemi (WV), Cathee Cullison (SHS), and Leslie Preddy (PMMS)

## **Electronic Report Card**

Perry Township will be looking to switch to an electronic report card for our 3<sup>rd</sup> quarter. The electronic report card will be set to a default setting to be viewed electronically. However, families will have an option to switch back to the paper based report card if they so desire. The electronic report card will be for grades 1<sup>st</sup> through 12<sup>th</sup>. Moreover, kindergarten is not quite ready for the electronic report card at this time. Information for our families will be sent out soon via letters as well as through Connect Ed. There will more than likely be a secondary follow-up notification for further communication. Also, when discussing our EL families, Mrs. Carpenter stated that there will be a process to communicate with these families in order to keep them informed with the use of our EL staffing.

## **Paychex Update**

Mike Bagley stated that everything with the electronic partnership with Paychex is new, so we are still learning. The W2's are ready to be accessed online at this time. The directions for logging on as well as how to access your W2 was sent in an email by Mike Bagley on Thursday, January 16<sup>th</sup>. Those who have never created an account or have gone onto Benetrac will need to do so before they can view their W2. Paychex will create a paper copy that will be mailed to employees' homes in the next month or so. All corrections were made as of last Friday before the W2's were prepared this week. Furthermore, Paychex is the 2<sup>nd</sup> largest company of this type in the United States.

Neil Linville suggested that helping new hires establish their Paychex account during their initial meetings would help ensure that those entering Perry Township are able to access their paychecks immediately with guidance and support. Mike Bagley stated that this could be done during the new teacher orientation. Also, you may get locked-out from accessing your Paychex account if you try to access it using the wrong username or password after three or so attempts. If this happens to you, you are advised to call Paychex directly in order to alleviate the problem.

Some employees were affected by an HSA error that may have caused a fee for having the money directly-wired to the employee's bank account or a check that may have been written that received an overdraft fee. Mr. Bagley stated that the problem has been rectified and that Paychex will reimburse employees for the clerical error that occurred. The problem was fixed within the same day for most employees, but some had to wait until Monday after the Friday payday to have it fully deposited to one's bank account.

Currently, Mike Bagley is working with Paychex to develop a legend key that will allow you to know what the abbreviations actually represent. At this time, the 'M' lines, that mean board approval, are being taking off the paycheck and when a legend has been made it will be shared with everyone. Neil Linville asked if two checks could be made available for viewing on Paychex. One check could be a very simple version while allowing the other paycheck to be more thoroughly detailed.

Mike Bagley also stated that he expects to have all schools and employees online by the end of the school year; this will affect hourly employees. Hourly employees will have to do the online login/logout or the biometric scan. Even if technology is working, hourly employees will have to use the alternate time clock in the building to log in and log out. This will not affect teachers, unless a building decides to use the online feature to request a personal/sick day. However, the administration is not saying schools have to do it that way. It is up to the supervisor in the building/department. If there's a glitch or problems with the system, then it will be pulled back and fine-tuned.

On this issue of personal and sick leave days. These days are coded by a computer that rounds to the nearest hundredth. That explains why a person might have 3.88 personal days. The numbers are close right now, but they're not fully reliable at this point. Mike Bagley stated the township still has a very accurate record of sick and personal days on

file that was done by using the paper and pencil the way it's been done for many years. This is yet another fine-tuning that is currently being work upon by the administration and Paychex.

Sue Buscemi stated that many people are still having trouble in our buildings getting registered with Paychex. Mrs. Jones-Jointer suggests that those who need assistance to come into the HR office so we can help on a special computer and we can talk with them to Paychex if necessary. It's better if they can come to us because I have enough staff to help. We can sometimes do it over the phone with an employee, but it really is better if they come in so we can visually see the problem at hand. The core hours for the HR Department are 7:45 to 4:30. Lastly, Mike Bagley stated that Internet Explorer is the preferred browser, but sometimes it's Google Chrome that works better on certain computers.

### **School Choice/Inter-district Choice for Staff**

For Staff that live within Perry Township, Elementary School Choice is now open. Choice across the district is not normally considered for students. However, we will consider across the district choice for Staff only. Also, for our Staff that live outside of the district, Inter-district elementary choice will be considered as space is available at that grade level at the requested school. If staff have any questions about District or Inter-district Elementary Choice, please feel free to contact Vickie Carpenter

You may access the application for school choice by taking the following steps:

- 1<sup>st</sup> – Access the Perry Township Webpage
- 2<sup>nd</sup> – Select the 'Community Page' tab
- 3<sup>rd</sup> – Then select the 'School Choice'

### **EL Accountability**

Mrs. Carpenter shared a slide of English Acquisition Research by Thomas and Collier (1997). We have received information from our DOE about AMAO. If a teacher doesn't know what AMAO is, they should. We are held as accountable to AMAO as we are to ISTEP. She shared 3 components of AMAO that we must pass. For 4 years we have not made AMAO and now DOE has said that there are sanctions coming. Where we have trouble is the state target for how many students must reach a 4/5 on LAS-LINKS, which we haven't been making. Our problem is that we get many refugee children with no English, so they are usually at a level 1. It is very difficult to get a level 1, 2, or level 3 to ascertain the scores desired by the DOE. The DOE will decide which of 3 sanctions they will impose upon us. They can require curriculum changes, discontinue federal funds, or require personnel changes. Once we learn the DOE sanction, the District EL Accountability Committee will meet.

The next discussion meeting will be on February 13, 2014

These notes have been respectively submitted by Kyle Hanefeld