

PERRY TOWNSHIP SCHOOLS
PEA Discussion Notes
November 9, 2017

PTEC Room 210, 4:20PM:-5:15PM (Approximate Time)

ATTENDANCE

Administration: Mike Bagley (PTEC), Bob Bohannon (PTEC), Natalie Bohannon (WV), Vickie Carpenter (PTEC), Dana DeHart (MB), John Ralston (PMA), and Dave Rohl (GV)

PEA: Pat Chambers (PMHS), Amanda Colbert (MB), Kyle Hanefeld (GV), Neil Linville (PMHS), Mark Madden (ALE), Rebecca Rissel (GV), Nancy Tatum (PMA), and Diane Turpen (PMHS)

Kelly Services

PEA representatives asked if Kelly Services is providing a better fill rate at this point. Some elementary schools have recently needed to split classes to cover for teachers who were out. Teachers are concerned about being observed while they are covering a split class. Mike Bagley stated that overall substitute teacher fill rates are higher than we had prior to employing Kelly Services. The overall fill rates previously were high 70%-low 80%; August fill rate was 92% and October was 96%.

A problem at the elementary level is that the substitute pool is diminished by the time tier three schools start the day. Some substitutes will sign up for a tier three elementary position, but then drop it as a tier one high school job becomes available. Elementaries are experiencing more difficulties in finding substitute teachers than the buildings on the other time schedules.

Vickie Carpenter stated that she does not know of someone who was observed while teaching a split class.

Expanded Criminal Check

Some PEA members reported getting information about having an expanded criminal check done and are asking how this process is different that what was done previously. Previously background checks only included Marion County. The new expanded criminal background check will check statewide and possibly beyond. Additionally, it will include a search for DUI's, sex crimes, and arrests for any reason. **(Reminder: Since 2014, staff is required to self-report any arrests.)**

Twenty percent of staff will be checked every year. This year, all staff with 4.5 to 11 years of experience, 408 employees, received emails requiring them to start the process for expanded background check. Mr. Samson will let staff members know if the background scan pulls up a concern; otherwise, staff will not receive any feedback.

Credit Card Use

The use of Perry Township Schools business credit cards has grown exponentially over the last few years. The State Board of Accounts is concerned about the increased use of credit cards by staff because purchases made in this way circumvent the established approval system for expenditures. Administration does not know why some purchases are being made, or if they are necessary when purchases are made in this way. Yearly, the school corporation must publicly publish for the community a list of businesses used for purchases. Businesses used for purchases cannot be easily tracked when staff business credit cards are used.

Staff should not be carrying around Perry Township Schools credit cards. Instead, the cards should be in possession of the designated staff member who oversees card use, and only temporarily checked out for necessary purchases.

Amazon Purchasing

An accounts payable representative for Perry Township Schools reported that 70% to 80% of credit card purchases are from Amazon. Staff who use credit cards report that the best prices are through Amazon and they want to be good stewards of funds. However, to this point, purchasing through Amazon must be done with a credit card, which cannot go through the approval process and cannot be tracked.

Mike Bagley and his department have had discussions with Amazon, and are in the process of setting up a business account with Amazon so that documented purchases can be made. Abraham Lincoln Elementary and Southport Academy will pilot this program for the end of 2017. All schools will be able to use this process when ordering starts again in early 2018.

In this new process, staff will not be allowed to use a Perry Township Schools credit card to purchase from Amazon. Staff will work through the designated purchasing agent in each building who will approve and create a requisition and purchase order for the purchase. The process is not as quick or as easy as using a credit card and it creates more work for accounts payable personnel. With this change, the building treasurers should not be spending as much time on credit card orders. Orders to Amazon must be over \$25 and the school corporation does not pay sales tax. The pricing of items is the same as for personal use.

Minimum Effectiveness Score

Mr. Bohannon stated that there is no need to discuss Minimum Effectiveness Score further. The scores on teacher evaluations will stay at 2.26.

New High School Courses

At Southport High School, Environmental Science will be offered as an option to take in place of Biology II. This offering would be the next class after Biology I.

Perry Meridian High School will offer Trends in Fitness, which will focus on personal fitness yoga, speed walk, and Zumba. The class encourages lifetime fitness by mirroring services available from at fitness center.

High school classes that are approved by the Board of Education may be offered at either high school.

Contract verification forms

Contract verifications were available on November 10th. **If you think something is not correct on the verification, please mark this on the form.** Contract verifications are due back to PTEC November 17. Contracts will be distributed in early December.

Discussion concerning "Contract Hours and Staff Meeting Start Times" and "Observation" were tabled for a future meeting.

Next meeting is scheduled for December 14 at 4:20PM in room 210 at PTEC