

LOCAL DISTRICT CENTRAL

SCHOOL ADMINISTRATIVE ASSISTANTS &
OFFICE MANAGERS MEETING



MAY 30, 2019

BELIEVE ♦ BEHAVE ♦ BECOME

REFLECTION FEEDBACK RESULTS

BUDGETING

- Control Sheets
- Quick Links – all budget Q&A
- Have a support team (Coord./SAA/Tech.) for budget accounting
- SAA should be part of budget mtgs w/principals
- Make time to maintain control sheets
- Keep updated with budget changes and adjustments
- Communication w/ SAA, Admin, Coordinator – Expenditures
- More OT for SAAs!
- More OT for SAAs now!
- SAAs should be A Basis
- New allocations should be sent to SAAs
- Training on SAP to create different reports (payroll)
- SFE Training
- Step by Step training for new SAAs
- More time to maintain control sheets
- More time to work on:
 - Hyperlink control sheets
 - Budget specifics
 - Dashboard reports
 - Overtime to work on budget
 - New SAA Budget training and mentor
 - Customer service - Fiscal Specialists
 - School Front End

TECHNOLOGY APPS

- Google Docs / document sharing
- Dashboard and Focus
- Hyperlink controls
- Google Docs: keep up w/documents shared weekly bulletins

- Class Dojo teacher/parent communication teacher/parent communication
- All SAAs should be assigned laptops just like teacher!
- More Google Docs training
- Dropbox for Hyperlink!
- Training SFE data entry
- Technology training Google programs, Apps
- Dashboard training and Focus
- Principal Portal
- MiSiS hands-on
- MyPLN
- Parent Portal
- BTS
- Shopping Card
- Social Media to market school
- Updating home screen are not consistently functioning, i.e., links, ITD, MiSiS
- SAA PO – new computer programs (Dashboard)
- Laptop for SAAs
- Tech at school sites on daily basis

ATTENDANCE

- Elementary attendance done by 8:15am / 8:10am, depending on when school starts
- Middle School: 5 column rosters and electronic
- High Schools: create a report before school's out, ensure all subs period by period have taken attendance
- Competent PSA
- Teachers must have a roll book and update it
- Enhance MiSiS re: internet system
- PSA time mandatory
- Office tech for attendance
- PSA- professional development teachers @beginning of school year
- Teachers accountable for attendance
- PSA support (free)
- Extend reporting window for teachers (20days) or 7days
- Make improvements - teachers' attendance (special ed. assistants are out too much!) and no subs available
- MiSiS PD for teachers
- Teachers need to clear absences, parents complain!
- No SAA/office tech coverage
- Sub Folders for attendance
- Attendance submitted by 8:15am
- Absence notes information

- PSA should provide PD in the beginning of the school year for procedures
- Absences documented by a note
- Master roster
- Parent letter template for chronic tardies
- Create a new file when [students are] tardies/ leave the same day

STAFF RELATIONS

- More respect for one another
- Equal treatment for classified and certificated
- Staff training on bullying policy
- Documentation
- Better customer service (etiquette) at Beaudry
- Disciplinary advice and procedures
- How many write-ups before employee is disciplined?
- Evaluations for substitute clericals – what is the point of write ups when the trail continues
- Provide support with employees' discipline issues
- Provide memo templates to address issues
- Be sure to keep documentation on file
- Verbal conference
- Time frame for new employees
- Community Supervision Aides- policies and procedures and their benefits (as of Jan '19)
- Discipline procedures for classified staff
- Evaluations- deadlines
- Job duties- clarification
- Yearly protocol emphasized to staff members
- Yearly SAA meeting w/staff relations regarding classified employees

FMLA

- More workshops for principals/coord/Aps
- Forms have to be more clear
- Way to verify information with doctor
- Forms should be provided in a timely manner (from employees)
- Customer service – live person
- SAAs should not have to designate, should be HR
- FMLA tracking calculates hours
- 20 days FMLA stays at school
- 21 days and beyond goes to district with leave
- Designated -provide FMLA form
- Return form within 15 days
- Provide an approval letter
- Keep updated with any new changes

- Provide non-designated form if employee does not qualify
- SAA mtg on FMLA only
- Keep track of hours/days missed so they stay eligible
- FMLA paperwork
- Training for all school staff
- Eligibility requirements
- FMLA letters
- Administrators – Instruct staff
- FMLA needs to be updated yearly
- More FMLA specialist to assist schools in timely manner
- Eligibility should be determined by HR

OTHER

- Benefits: Workers' Comp/FMLA new parental paid leave – refresher and update
- Payroll reports and how to use them in our daily lives
- We are the Nurse
- \$ for nursing time (health assistants)
- Needy parents
- iSTAR PD
- A Basis for SAAs
- Nurses that want to work
- Full time Nurses - 5 days