

## ADOPTED SSEA BOARD MEETING MINUTES

November 17, 2011

**Present:** Toni Wilbourn, Sharon Adkins, Patricia Pocinich, Doris Alexander, Paralee Roberts, Sherrie Howard, Michael C. Jenkins, Scott Westphal, Sean Ferguson, Eric Levy, Cindy Harris, Pamm Knight, Tom Roberts

Minutes were distributed and read.

Paralee/Eric moved to accept the minutes as amended.

Motion carried.

Treasurer's report was distributed and read.

Sharon will check the rate of return on our certificates. The report does not reflect the amount owed to us from the district. Sharon went to a conference for treasurers and found we need to reapprove our budget. She will check to see if we have to be audited with our budget amount.

Clay/Sherrie moved to accept the treasurer's report.

Motion carried.

A discussion followed regarding a budget committee.

Eric/Doris moved to form a budget committee to look at offsetting our expenses and increasing our income.

Motion carried.

Sharon Adkins, and Eric Levy, will ask Jane Wacker to be the ESP representative as well to the budget committee.

Tom said we had a dormant account with B of A that is approximately \$2890.12. We have requested a refund for that amount in writing.

### Reports

Tom said that as building reps, it is important that if someone comes to you with a complaint it needs to be determined if the complaint is a formal complaint, a grievance or whether they are just venting. Venting can be addressed without bringing it up at CCC. A formal complaint and grievance have a specific procedure that must be followed.

A discussion followed. Tom will call the person with a complaint to discuss the issue before bringing it up at CCC or with administration.

It was recommended that the information committee disseminate contractual grievance guidelines and uniform complaint procedures and reminders regarding meeting with administration.

When we had our very first retirement dinner there were students there and there was alcohol being served. A lengthy discussion followed regarding this issue and present circumstances.

### **Negotiations**

The team met Tuesday and went over contract language and what there openers might be. They don't think they will open until the district opens.

### **ESP**

Doris said they are meeting on November 29<sup>th</sup>. They are planning on sun shining with certificated.

### **Grievances**

#### **Old Business**

#### **New business**

Catastrophic leave request was presented.

Eric/Sharon moved to accept the catastrophic leave and allow the teacher to request days.

A lengthy discussion occurred regarding the visitation invitation from the school board.

Doris, Paralee, Tom, Clay, Patty are going to the Issues Conference.

CCC

Meeting Adjourned 5:13pm.