

SLMC Meeting - Minutes
Human Resources Conference Room
September 25, 2015, 1:00 - 2:30 p.m.

Attendees:

X	Mary Downey	X	Mandy Hoffman
X	Yolanda Galvez		Carol Mahan
X	Michael Juric	X	Maria Peluso
X	Steve Herrington	X	Stacie Post-Sheffer

Guests:

<i>Item/Owner</i>	<i>Time</i>	<i>Description</i>	<i>Abbreviated Minutes</i>	<i>Next Steps</i>	<i>Date Completed</i>
Welcome & Introductions – MJ	5 min	Sharing format			
VeriTime Update - MJ	5 min	Sharing Update	Certificated will be utilizing Veritime beginning in January (post training). Classified to be trained in Escape version as soon as it becomes available, hopefully January 1, 2016. All aboard Escape version in the 2016-2017 fiscal year (anticipated).	MJ will share progress at next meeting	
Potential Program Transfers - MJ	5 min	“ a heads up”	Pre-school is affected. Healdsburg taking a program from it’s own consortium. Final deadline is November 1 st .	MJ will check progress with SELPA and bring item back to next meeting.	
The Facilities Utilization Master Plan (FUMP) - SH	5 min	Update	Studying SCOE facilities and where we have programs. Most owned or leased by us. We have been noticed (La Fiesta). Looking at square footage need, 5K square feet needed. Looking at expansion of existing building at a cost that does not exceed what we are currently spending. John L and his team are building a plan to minimized the number of moves staff and students need to make.	Study will be posted after October.	
AESOP Timeline - YG	5 min	Time deadlines in advance	TA concern about the timeliness for approvals. Discussion on what are reasonable timelines.	Leadership will ask managers to respond in a	Completed at 9/29/2015 Leadership Meeting

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				<p>timely manner (24 hours). Ask staff that when making a request for time off try to make the request at least ten days in advance (for general vacation planning). Report back next session.</p>	
Supplemental payroll cutoff - YG	5 min	Cutoff times	TAs indicate that if they miss the deadline for putting in for supplemental pay they didn't know you simply resubmit.	<p>Mandy to take the supplemental pay and travel claim process to the next principal's meeting and to specific new staff. John will follow up in the Special Education newsletter. Report back.</p>	
Teaching assistant workshops, networking - YG	5 min	Request for Workshops	Concern for the ability to network or attend workshops (building relationships and skills)	Discussion to continue with managers	

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				and classified staff (what common interests they have), look at offering during pre-school meeting time, winter/spring breaks? Receive feedback.	
Increased workload in departments - YG	10 min	Share concerns	NCTIP in particular is experiencing a lot of growth. Need for (seasonal) needs. Business assisting districts ahs created more work. Business has discussed with districts that SCOE can only provide a certain level of support.	SH and MJ to discuss with Karen (possible short term hires).	Completed 9/29/2015, will continue to monitor, anticipate post September drop off.
Teaching Assistant Shortage – YG	5 min	Share concerns	Universal shortage.	HR working on ways to increase “voice” of openings in our county..... more attraction. Suggestion – add first three step range in postings.	HR will post first 3 steps of the salary range for all postings, effective 10/01/2015.

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<i>Future Meetings*</i>	<i>Future Items for Discussion</i>
October 29, 2015	
November 19, 2015	
December 17, 2015	
January 28, 2016	
February 25, 2016	
March 31, 2016	
April 28, 2016	
May 26, 2016	
June 30, 2016	

** All meetings will be held at 9:00 – 10:30 a.m. in the Human Resources Conference Room unless otherwise noted.*