

**Little Rock School District
Certified Personnel Policy Committee Meeting Minutes
September 21, 2020 at 5:30 p.m.
Zoom**

Called to Order at 5:35 p.m. by Chair LaKeitha Austin

Present: Ollie Anderson, LaKeitha Austin, Shani Baker, Heather Blockett, Brittani Brooks, Lana Chaffin, Erica Curruth, Erin Duck, Gladys Godley, Teresa Knapp Gordon, Chevedia Hillard, Antonette Henderson, Julie Hunt, Etoyi Jones, Jenna Jones, Cathy Koehler, Katie LaBerg, Betty Larry, Sandy Lasley, Michelle Mills, LaToya Morgan, Liz Morris, Kristy Mosby, Ryan Parson, Megan Prettyman, Holly Richards, Robert Robinson, Randy Rutherford, Angela Smith, Nanette Stacker, Twyla Tate, Emily Vaughn, Michelle Walls, Tonia Weems, Doris Wesson, Jennifer White

Motion to Set the Agenda with Flexibility

Moved – H.Blockett Seconded – T. Knapp Gordon

Vote For: 36 (Unanimous)
Motion Carried

Motion to Accept the Minutes from June 17, 2020

Moved - L. Morris Seconded - M. Prettyman

Vote For: 36 (Unanimous)
Motion Carried

PPC New Members - Chair LaKeitha Austin introduced the new PPC members. Fair Park ECC, McDermott Elem, Metro, Mabelvale MS, Dodd, Elem, Rockefeller ECC, and Hamilton LC need to elect their new Certified PPC member to represent them.

Section 3 Licensed Proposed Personnel Changes - Reviewed.

Motion to require LRSD to provide proof that a certified teacher has been made aware of a student’s IEP before a teacher becomes the sole person in a lawsuit over an IEP.

Moved - C. Koehler Seconded - L. Morris *Vote For:* 36 (Unanimous)

Motion Carried

MS Volleyball Coaches Contracts - Presenters were unable to join due to coaching volleyball games. Postponed until later.

Request from Randy Rutherford - Poll teachers at sites to see if they would benefit from having a half-day each week without students and meetings to catch up on planning, grading, etc. Need response ASAP.

Questions Posed to Administration by Teachers through their PPC Members

Virtual and Face to Face teaching is overwhelming. What happened to having virtual teachers? It is simply too much. Teachers are encouraged to speak with their principal

about options for their building. Buildings have the autonomy to rearrange schedules so that teachers have period(s) of fully virtual students, pay teachers extra for agreeing to teach additional students over the 150 or use available funds to provide teachers with released time for working collaboratively to build lessons. Teachers are also **STRONGLY** encouraged to collaborate. Pair up where you can, share resources, plan lessons together and share the load where possible. Bring viable options for support to your principal and help come up with solutions that will support.

1) Contract tracing and quarantine directives seem to be handled differently at every school. It's confusing to employees and appears that principals are possibly handling this differently. Also concern about the lack of response staff often get from HR/Downtown Admin or no response at all when a staff member is in quarantine. **Schools/Admin do not issue quarantines as this is solely handled by the POC. The administrators and nurse responsibility is to fill out the required documents and email the POC. It is the POC's responsibility, at the direction of ADH, to investigate, and either assign quarantine / isolation, if criteria are met for such.**

2) Is LRSD contacting AR Dept. of Health: concerns that it has not been ADH who is contacting District staff when they are in quarantine and so not clear on who is doing the actual contact tracing. **Part of the state pandemic plan is for each school district to have a POC for ADH to communicate with regarding Covid cases. The POC team works on behalf of and with guidance of the ADH. The POC team handles any contact tracing on the campus and then turns it over to ADH for further off campus contact tracing. If quarantine is needed the employee will hear from the district POC team first, whose responsibility it is to assign the initial quarantine / isolation as directed by ADH.**

ADH also calls the POC when positive test results are sent to ADH from medical providers. ADH looks for the school connection and calls the district POC to report if ADH has not received the required report. LRSD usually already knows of the case but there have been times when a parent has not informed the school of a positive case.

3) Concerns for staff whose jobs require them to work in multiple buildings on the same day: how would contact tracing be handled? **Contact tracing with these employees is handled the same way as other employees. The positive identifies possible cases and the POC team investigates. The administrator on campus assists the POC with the duties of all on site. In addition, the administrator is used as a resource in contact tracing. We have received case reports from Department Directors as well as Principals. Collaboration between both occurs related to cases involving employees who work multiple sites.**

4) Along the same lines of #3, are there other staff in LRSD who are also required to move from building to building, the way School Psychs and some Speech/Language Pathologist (SLP's) and some sped teachers as well? Concerns about safety issues, exposure issues, contact tracing issues. **Contact tracing info here is the same as #3**

Concerns should not vary building to building as long as the district procedures are being followed for preventing disease transmission. Employees should maintain distance, wear masks and disinfect at every site.

5) Can plexiglass shields/dividers be provided to all SLP's and all School Psychs who do not have them? The Office of Special Programs will work with the SLPs to address this request.

6) Concerns about billing Medicaid for speech therapy services: SLP's are required to bill Medicaid for eligible students but are concerned about the amount of work that goes into this, besides the actual therapy services. For example, making Medicaid packets; inputting and requesting students to put into the DscTOP program; trying to find students on their caseload when a list was not provided; training other sped staff to use Sped Track; attempting to get Medicaid numbers on eligible students when the students have been reactivated in the system. Is there another way for some of these tasks to be handled so that SLP's can focus on providing the actual therapy?

Accessing Medicaid (billing for reimbursable services) is not optional for any public school district.

Medicaid packets (copy of signed IEPs and evaluation reports) is documentation needed for Audits and to be reviewed to determine if students' services meet the requirements for reimbursement.

Therapists can streamline the process of compiling the packets by:

a) At the conclusion of all IEP conferences, while making copy for parent, scan a copy of the IEP to yourself and email to Lisa;

b) And/or Upload the IEP and Evaluation reports to Spedtrack (our electronic filing system) – notify Lisa Jones that it is there, and she can pull it. a) is preferred

c) Putting and requesting students into DSCtop (Medicaid billing system)- Lisa Jones will manage this system until all corrections are made and information is accurate for this semester

d) ALL SLPs will be given administrative access to manage their own caseloads in DSCtop, after Lisa cleans up errors. Lisa has no way of monitoring who a therapists sees or dismisses without the therapist communicating that to her.

e) Our supervisors have gone into eSchool and pulled Cognos reports that designate speech only students. SLPs/and teachers will have to send Change Forms to Shenetta Terrell to correct responsibility teachers' names. A complete list of all sped students was sent to principals and sped staff before the school year started.

f) All caseloads class rolls are due soon to Shenetta Terrell.

g) There is never a need for SLPs to have students' Medicaid number. That is managed by Lisa.

h) The group discussed the process for managing day-to-day tasks that are part of job duties.

7) Schoology and SLP's: the Schoology program is not appropriate for speech therapy services; SLP's are not teachers; the Schoology program does not work for their services.

SLPs should only be using Schoology as a platform for parents and students to access links to instruction or practice activities for therapy. It was explained that links for Microsoft Teams or Zoom can be placed in Schoology and any messages to parents (email). Any other use is not required.

8) Are all buildings being sanitized on a weekly basis and all rooms being cleaned daily? Some schools continue to notice that it is not happening. Along these same lines, concern that custodians are not provided with appropriate protective gear that would then allow them to sanitize/deep clean.

Classrooms, restrooms, cafeterias and common work areas should be cleaned and sanitized daily, at a minimum. Principals manage the custodial activities at the site level and have the autonomy to make any adjustments as they see fit. Also, PPE is stored at our warehouse and can be ordered through the supply chain by our custodial staff as needed for custodial related activities.

9) Continued concerns with staff not wearing masks or not wearing them correctly.

Teachers are asked to contact their Principals regarding their concerns. If it is not addressed at the building level we ask teachers to contact the Executive Director over their school.

10) Continued concerns with students not wearing masks correctly and no enforcement of this in some buildings.

Teachers are asked to contact their Principals regarding their concerns. If it is not addressed at the building level we ask teachers to contact the Executive Director over their school.

11) Hi, I just wanted to ask a question in regards to what happened to me during my quarantine. I had divulged some symptoms to the nurses the day after a student was known to be positive in my room. They had contacted their POC and they chose to send me home for a 48 hour quarantine period. After all was said and done the next day they suggested I go get COVID tested. I kept in contact the whole time in regards to what was required of me, etc. Then Friday when I got my results that I was negative, after giving the information to the nurses and those who needed to know it was then decided by HR that because I was not around the student for 15 consecutive minutes that I had to use sick days for all three days. So my questions are:

a) Can they force us to go home to quarantine and make us use our sick days? Because this can be problematic during the flu season I feel. **If an employee or student exhibits symptoms of COVID-19 then they are instructed to see their Dr for a diagnosis. The employee is required to stay out 48 hours symptom free as per ADH guidelines. The POC will guide the process and if the decision is made by the POC to quarantine the staff member will receive COVID leave and will not be required to use sick leave. If a staff member takes days without POC direction the staff member would be required to use sick leave.**

b) Shouldn't they inform us that we have to use sick days prior to us quarantining. They had told each other that I was to use sick days but I wasn't informed that I had to until AFTER I received my results. This information was never given to me by the POC. **The employee is not on quarantine unless they have been instructed to by the POC team.**

In an abundance of caution, and large numbers of probable close contacts, POC may need more time to investigate. It would not be unreasonable for POC to work with the administration to determine if it is safer to send people home until the investigation can be completed.

c) What is the required contact time for POCs? I was told I would get a call later that day from the nurses when I was told to go home, but I did not get a call or any instructions until the next evening at 8:30 PM. **The POC team addresses cases as received but also with priority in mind. The hours of the team are listed below.**

M-F - 7 AM - 9 PM

Sat - 10 AM - 4 PM

Sun - 2 PM - 8 PM

Note - This is a lot of questions about one case. If you would like we can look into the case and further discuss with the employee.

Please remember that all cases are different and there is not a cookie cutter answer. Each case is investigated and directives issued based on the merits of that particular case.

12) What is the policy on using personal and professional leave? I was told I have to give a 3 week notice to use personal leave. Is this true? **Per the District Policy 3.9. an employee who desires to take personal leave may do so by making a written request to his or her supervisor at least 24 hours to the time of the requested leave. Professional leave can be granted but on a limited basis and more specifically without travel at this time. No less than two (2) weeks before the requested leave is to begin, if possible.**

Salary Compensation Teacher Members - La Keitha Austin, Teresa Knapp Gordon, Kristy Mosby, Megan Prettyman

Moved Adjournment at 6:43 p.m. – M. Prettyman