

# Para Study Committee Meeting

11/12/08

**Members present:** Shelia Smith, Robin Courtney, Marlene Jolly, Sherry Bingham, and Kim Banks. Erin Hund, Marty McDowell, Sheryl Smith

**Members not present:** Terri Driscoll, Jamie Baumgartner, Rhonda Denning, Stacy Gomez, Heidi Kirby, Tammy VanDyne.

**Guest:** Carol Snyder

The committee discussed the results of the email questionnaire. Of the paras, 65% answered the questionnaire. Of the replies, 85% can get their mail. The committee would like to see a second page of various information on the para web site so that email information could be directly posted there for the people that have problems checking their mail. Anything added to the site would have to go to Carol Snyder to be posted. The committee brainstormed ideas of things that could be posted on the page to encourage paras to check it regularly.

Ideas include:

- A resource spot generated by paras sending information to Carol by email.
- A list of para substitutes and contact information.
- General news spot to include remembrance items, and birthdays, workshop news, and the day the checks will be posted.
- An email list of all paras.
- Employment Opportunities.
- Explanation and examples of forms.
- A question and answer of the week.
- Hot line numbers

It was decided to not have a blog spot because they can become unprofessional quickly and it would be hard to monitor.

The committee learned that many paras have school assigned email addresses and that they may prefer to use that address. Office staff will contact schools or teachers to find out usable, accurate addresses.

Committee members shared questions brought to them by their school's paras. We decided to address many of them on a question and answer section of the para site.

1. What do you do if you don't have a duty free or full 30 minute lunch break?
2. How do we get our communication hours if we work before and after school?
3. How do we fill out various forms?

4. **What do we do if our leave time is taken incorrectly on our paychecks?**

**The committee discussed the first things that need to be addressed by the Adventure Camp volunteer committee. They include: duration, location(s), transportation, meals, class or workshop planning responsibility, insurance, flow of the day, and advertisement. Robin Courtney will facilitate the first meeting of this committee.**

**Next Para Study Committee meeting will be December 10, 2008.**