

PARAPROFESSIONAL GENERAL DEPARTMENT MEETING ZOOM

12/9/2020

In Attendance: Marla Rasmussen, Herminia Helms, Caritha Blair Davina Diaz, Angie Mosley, Bruce Jackson, Celina Austin

Caritha Blair was not in the meeting for a period due to internet issues. Celina Austin was out for a period due to restart of her computer

1. Agenda: Celina Austin. moved
2. Board Minutes: Davina Diaz. moved
3. Budget:
 - Review/discussion of new budget
 - Line item discussion: Bargaining expenses will be available to Para's who serve on the bargaining committee. The funds will be used to pay for childcare, bus card, or gas of Paraeducators who participate. Being a part of the bargaining committee is encouraged by the will and passion for moving the Para department ahead, commitment is voluntary.
 - Charitable funds line item- Davina Diaz suggested to give back to Para's in this current time of need, all board members agreed with the suggestion. We will distribute gift cards that will help with daily needs of our Para's in the month of December. Drawings will be held at the December 16, 2020 General meeting.
 - Budget change: added \$500 to consultant fees making the new amount of payment \$2000. The funds were removed from leadership budget line to reflect the change for Consultants fee.
 - Celina Austin approved, Herminia Helms 2nd. Approved by all.
 - Budget vote Celina Austin Moved. Board PASS
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 - Travel and Expense Voucher process Davina will send to Board Members
 - Fill out, send back to Treasurer Davina Diaz

Committee Reports:

- ❖ Bylaws and Standing Rules (Celina Austin and Angie Mosley)
 - Celina downloaded Electronic SEA - Standing Rules off website, to Paraprofessional Development Standing Rules which reflect Paraprofessional department as whole.
 - Creation will involve board chairs (Celina & Angie), Scott Jetton (volunteer), Michael Melonson (consult)
- ❖ Professional Development (Davina Diaz and Mini Helms) –
 - PD has been submitted to Davina Diaz from para's that hear about PD in the area, websites, links to relevant PD per job title. Davina would like to consult

with Bruce Jackson, Caritha Blair and Herminia (Mini) Helms. to streamline a 'PD Bank'

- Marla Rasmussen exploring opening a conversation meeting around PD on Early Release RED-Day's. Marla Rasmussen will spearhead meeting(s).
- Review job descriptions
- Marla Rasmussen discussed work division discussion and equitable divide of responsibilities and expectations of our para board leaders. Davina made a comment that deficiencies may be from not having a retreat at the beginning of the year where the job description would be discussed.
- Marla Rasmussen suggested starting break out rooms during general meeting.
- Angie Mosley suggested a scrabble word game during the general meeting using various words that pertain to what Para's should become or are already familiar with.

General meeting duties:

Herminia (Mini) – Questions, calling on participants, and admitting

Caritha- Notation

Angie- Admitting, additional question email (website) information dropped in the chat periodically, spotlighting

Davina - Co/ Presenter, IT, budget

Bruce- BLM Presenter, Monitor chat

Celina- Interpreter check in/ timekeeper of interpreters

Good of the order, Meeting Adjourned