

Office of Athletics and Co-Curricular Activities

MEMORANDUM

TO: Personnel / Athletic and Co-Curricular Activities Committee

FROM: John N. Werner
Supervisor of District-Wide Athletics and Co-Curricular Activities

RE: Non-Athletic Supplemental Contracts Explanation

DATE: September 29, 2006

On the sheet labeled "BOARD.All 06.07" of the workbook titled "10.9.06.Non-athl.supple.All.Bd.0.07.Comm.Request" please find all non-athletic supplemental positions budgeted for each of our schools.

- Most of those records indicate people who have been recommended by their building principal to fill the position.
- Some of those positions have been filled at the June Board meeting. They are indicated by **BOLD FONT**.
- There are positions that have yet to be assigned and they show that the position is OPEN.
- Some employees have been unable to accept the position and those have been indicated by ~~strike through~~.
- We have received recommendations after the deadline to be presented at this meeting. Those have been indicated with CASTELLAR FONT.
- In each case, the positions indicated on this worksheet are all of the non-athletic supplemental positions assigned to each school and they fall within the building budget.

On the sheet labeled "Secondary" of the workbook titled "10.9.06.Supp.Contracts.06.07.Comm.Request" please find the value of each contract budgeted at each of our secondary schools.

- There are two tables on the worksheet. One presents the instructional supplemental positions, while the other displays co-curricular supplemental assignments.
- There are subtotals at the bottom of each column which show the total value of each category of supplemental contract at each school.
- The number of each contract can be identified by recognizing an entry as a multiple of the base value of the contract. The base value of each contract is indicated in the fourth column of the worksheet labeled "Combined06.07". This will correspond to the number of contracts indicated on the sheet described above.
- Two unique positions are described in footnotes at the bottom of the sheet.

The worksheet labeled "Elementary.Middle" of the same workbook presents like information for each of our elementary and middle schools.

- Please note that YEMS is a relatively new school community. Many of their clubs and organizations and the associated contracts remain at YHS. Furthermore, the eighth grade class had not been transferred to YEMS prior to budget formulation.

The worksheet labeled "District" of the same workbook presents like information for positions administered on a district wide basis.

The final worksheet "Combined 06.07" of the workbook shows the category, value and number of each contract. It shows the schools at which each contract is written and the total value of all of those particular contracts district wide.

Finally, we were asked to identify positions for which the WCSD might incur liability should the position be filled by a volunteer. Crossing guards are the first to come to mind. However, on page 55 of the WCSD Athletic and Co-Curricular Employees' Handbook it states that "Volunteer staff is not to be left alone with students." A volunteer serving in the capacity of any of these contracts should not be left alone to monitor, supervise or instruct students.

JW/wn