

PERSONNEL/ATHLETICS AND CO-CURRICULAR ACTIVITIES COMMITTEE

*MINUTES*

MARCH 31, 2009

AFTER THE POLICY COMMITTEE MEETING

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Kirsten Turfitt  
Jack Martin (sub)

Jeff Lockett (sub)

COMMITTEE MEMBERS ABSENT:

Katherine Oudinot

Arthur Stewart

OTHERS PRESENT:

Jack Werner  
Amy Stewart  
Amanda Hetrick  
Brian Collopy  
Kim Angove  
Tom Knapp  
Suzanne Turner

Robert Terrill  
Rosemarie Green  
Diane Martin  
Paul Gianinni  
Jeff Lockett  
Chris Byham

**1. Opening Activities**

1.01 Call to Order

Mrs. Turfitt called the meeting to order at 6:45 p.m.

1.02 Public Comment – None.

1.03 Other – None.

**2. Old Business**

2.01 Gate Fee Increase

**Discussion:** Mr. Werner reviewed schools in District 9 and 10 for the gate fees being charged. Fees were comparable across the board. Mrs. Angove noted two agenda items for tonight's meeting that will affect these revenues. She feels that both should be considered together to avoid a big impact. Mr. Lockett suggested pre-selling a book of passes to avoid dealing with change at the ticket booths. Mr. Werner also suggested selling year-long passes rather than selling season passes. This would start at the beginning of the 2009/2010 school year.

**Action:** The Committee agreed to forward the request to increase the gate fee for football games \$.50 from \$3.50 to \$4.00 on to the full Board for approval at the April 13, 2009 meeting.

**Motion:** That the Board of School Directors approve a \$.50/ticket increase in the gate fee for football from \$3.50 to \$4.00.

**Attachments:**

2.01a – Gate Fee (Public and Board)

2.02 Other

**3. New Business**

3.01 Certificated Personnel Report

**Discussion:** Dr. Martin would like to know the reason for the second request for a leave of absence before the meeting of the full Board.

**Action:** The Committee agreed to forward a Certificated Personnel Report on to the full Board for approval at the April 13, 2009 meeting.

**Motion:** That the Board of School Directors approve the Certificated Personnel Report.

**Attachments:**

3.01a – Certificated Personnel Report (Public and Board)

3.02 Support Personnel Report

**Discussion:** None.

**Action:** The Committee agreed to forward the Support Personnel Report on to the full Board for approval at the April 13, 2009 meeting.

**Motion:** That the Board of School Directors approve the Support Personnel Report.

**Attachments:**

3.02a – Support Personnel Report (Public and Board)

3.03 Volunteer Report

**Discussion:** None.

**Action:** The Committee agreed to forward the Volunteer Report on to the full Board for approval at the April 13, 2009 meeting.

**Motion:** That the Board of School Directors approve the Volunteer Report.

**Attachments:**

3.03a – Volunteer Report (Public and Board)

3.04 Attendance Officer – Additional Hours

**Discussion:** Mr. Lockett would like this to be done as part of the budget process instead of approving it at the end of the school year. Dr. Martin questioned when this request would be effective and Dr. Terrill stated that it would be effective for the 2009/2010 school year. With that in mind, Dr. Martin agrees that it should be part of the budget process. Dr. Terrill is recommending option #1. Dr. Martin and Mr. Lockett feel that the recommendation should go to the Finance Committee to be included in the budget but personnel should not act on it until there is a funding source. The Board would still have to approve the additional hours after it is included in the budget.

**Action:** The Committee agreed to forward the request to direct the Finance Committee to add an expenditure line item for Option #2 with cost in the preliminary budget on to the full Board for approval at the April 13, 2009 meeting.

**Motion:** That the Board of School Directors direct the Finance Committee to add an expenditure line item for Option #2 with cost in the preliminary budget.

**Attachments:**

3.04a – Rationale for Increasing Time for the Attendance Officer (Public and Board)

3.04b – Truancy Overview 2.09 (Public and Board)

3.05 Change in Retirement Date

**Discussion:** None.

**Action:** The Committee agreed to forward the request to change the date on the retirement letter of Debra D. Young on to the full Board for approval at the April 13, 2009 meeting.

**Motion:** That the Board of School Directors approve the retirement letter of Mrs. Debra D. Young and her request to modify the date of her original letter of intent for retirement thereby approving her request to receive the \$3,000 retirement incentive based on the Act 93 Agreement.

**Attachments:**

3.05a – D. Young Retirement Letter II (Board Only)

3.06 Athletic Supplemental Contracts

**Discussion:** None.

**Action:** The Committee agreed to forward the Athletic Supplemental Contracts on to the full Board for approval at the April 13, 2009 meeting.

**Motion:** That the Board of School Directors approve the Athletic Supplemental Contracts.

**Attachments:**

3.06a – Athletic Supplemental Contracts (Public and Board)

3.07 Co-Curricular Supplemental Contracts

**Discussion:** Dr. Martin asked how the determination is made to honor co-curricular supplementals that are not listed in the negotiated contract. He feels that it might be a better idea to set aside a pool of money for each building and let them choose what additional supplemental contracts will be offered at each building. Mr. Werner stated that the buildings do have some control over what supplementals will be offered as long as the supplementals fall within the building non-athletic co-curricular budget. When the budgets were first developed in each building, the size of the student body was taken into consideration. Mr. Werner requested permission to add items to all reports between the committee meeting and the board meeting. Permission was granted.

**Action:** The Committee agreed to forward the Co-Curricular Supplemental Contracts on to the full Board for approval at the April 13, 2009 meeting.

**Motion:** That the Board of School Directors approve the Co-Curricular Supplemental Contracts.

**Attachments:**

3.07a – Co-Curricular Supplemental Contracts (Public and Board)

3.08 Parent Pass

**Discussion:** Dr. Martin is interested in increasing attendance at sporting events rather than increasing revenues. Mr. Lockett asked Mr. Werner if he felt that a pass of this type would increase attendance. Mr. Werner stated that when the ADM passes were altered, it did not noticeably affect attendance. Mrs. Angove requested that the proposal be to “buy one season pass, get one free.”

**Action:** The Committee agreed to forward the request to institute a Parent Pass as “buy one, get one free” on to the full Board for approval at the April 13, 2009 meeting.

**Motion:** That the Board of School Directors approve the Parent Pass.

**Attachments:**

3.08a – Parent Pass (Public and Board)

3.09 Other

**4. Informational Items**

4.01 Informational Personnel Report

**Discussion:** None.

**Action:** None.

**Motion:** Informational only. No recommended motion.

**Attachments:**

4.01a – Informational Personnel Report (Public and Board)

4.02 Kelly Services Reports

**Discussion:** Mrs. Angove asked that Dr. Pascale check with Kelly to see if there is a problem getting subs out to SAMHS. This has been a concern from the beginning because of mileage not being paid to the subs and the reports show that it may indeed be an issue. Mr. Lockett asked why attendance was so low on the day school was in session on February 23<sup>th</sup> (change in calendar). Most thought that it was because people were originally scheduled to be off of work that day and had already made appointments. Explanations for issues like this on the reports would be helpful. Dr. Martin would like to know from Personnel if Kelly is really working out and if it is, maybe it should be used for other services they may have to offer.

**Action:** None.

**Motion:** Informational only. No recommended motion.

**Attachments:**

4.02a – Kelly Services Report – Feb 09 (Public and Board)

4.03 Hiring Procedures

**Discussion:** Mrs. Turfitt would like these procedures to be forwarded to the Policy Committee to be approved as a policy in the 7000 series at the April committee meeting. Dr. Terrill feels that there is already a hiring policy (7115) in place and the new procedures at hand conflict with that policy. Mrs. Angove would like Dr. Pascale to work with Attorney Byham to determine if this should be a new policy or added to the present policy and bring this to the April policy meeting. Mr. Lockett reviewed Policy 7115 and stated that it is basically drawn from School Code. Dr. Terrill then pointed out with that being in line with School Code, Section 3 of the existing policy was not followed when developing the new procedures in question since he was not involved in developing these procedures. Dr. Terrill expressed that he is against board members sitting in on interviews. Mrs. Turfitt stated that board members sitting in on interviews was recommended at a PSBA conference as a best practice. Mrs. Angove added that many different ideas were presented at this conference such as having individuals such as the public and/or students also sit in on district interviews. Dr. Terrill feels that this practice is not supported by PSBA and is against district policy. Mrs. Angove moved to close discussion on this agenda item and directed Dr. Pascale and Attorney Byham to review the procedures before bringing it to the Policy Committee. Attorney Byham stated that the existing policy does refer to School Code but is not entirely from School Code and that the law will be considered when developing the draft for this policy. Dr. Terrill requested that he be part of any meetings to discuss this policy and/or procedure. Mrs. Turfitt stated that at this time, it would be Dr. Pascale and Attorney Byham reviewing the hiring policy.

**Action:** The committee recommended that the hiring procedures be forwarded to the Policy Committee after review.

**Motion:** Informational only. No recommended motion.

**Attachments:**

4.03a – Hiring Procedures for Permanent Staff (Public and Board)

4.03b – Hiring Procedures for Athletics and Co-Curricular Activities (Public and Board)

4.04 Goals Update

**Discussion:** None.

**Action:** None.

**Motion:** Informational only. No recommended motion.

**Attachments:**

4.04a – Observation Counts per month (Public and Board)

4.04b – Exit Survey Information (Public and Board)

4.05 Coach Evaluations

**Discussion:** None.

**Action:** None.

**Motion:** Informational only. No recommended motion.

**Attachments:**

4.05a – Winter Coach Evaluations (Board Only)

4.06 Gate Receipt Report

**Discussion:** None.

**Action:** None.

**Motion:** Informational only. No recommended motion.

**Attachments:**

4.06a – Winter Gate Receipt Report (Public and Board)

4.07 ADM Tracking Report

**Discussion:** None.

**Action:** None.

**Motion:** Informational only. No recommended motion.

**Attachments:**

4.07a – ADM Winter Tracking Report (Public and Board)

4.08 Third and Tenth Day Participation Report

**Discussion:** None.

**Action:** None.

**Motion:** Informational only. No recommended motion.

**Attachments:**

4.08a – Third and Tenth Day Winter Participation Report (Public and Board)

4.09 All-County Musical Update

**Discussion:** None.

**Action:** None.

**Motion:** Informational only. No recommended motion.

**Attachments:**

4.09a – All-County Musical Information (Public and Board)

4.10 CASA Report

**Discussion:** None.

**Action:** None.

**Motion:** Informational only. No recommended motion.

**Attachments:**

4.10a – CASA Information (Public and Board)

4.11 Other

**5. Other**

**6. Closing Activities**

6.01 Next Meeting Date – Tuesday, April 28, 2009 after the Finance Committee Meeting at the Warren County Career Center.

6.02 Executive Session - None

6.03 Adjournment – 7:55 p.m

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Respectfully Submitted,

Suzanne Turner, Administrative Assistant  
Kirsten Turfitt, Chairperson  
Personnel/Athletics and Co-Curricular Activities Committee