

PERSONNEL/ATHLETICS AND CO-CURRICULAR ACTIVITIES COMMITTEE

MINUTES

APRIL 27, 2009

AFTER THE POLICY COMMITTEE MEETING

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Kirsten Turfitt
Katherine Oudinot

Arthur Stewart

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT:

Jack Werner
Amy Stewart
Amanda Hetrick
Petter Turnquist
Kim Angove
Tom Knapp
Karen Pascale
Louann English
Lauren Vokish-WTO

Robert Terrill
Rosemarie Green
Diane Martin
Paul Gianinni
Jeff Lockett
Matt Jones
Jack Martin
Stephanie Hamm-WTO

1. Opening Activities

1.01 Call to Order

Mrs. Turfitt called the meeting to order at 7:23 p.m.

1.02 Public Comment – None.

1.03 Other – None.

2. Old Business

2.01 Supervisor of District-Wide Athletics & Co-Curricular Activities

Discussion: Arthur Stewart asked if the position needed to be a 260-day position or if the district's needs could be met with other options. Karen Pascale explained the history of this position which originated as a 260-day position. There was discussion on adding or assisting with additional administrative duties including acting as a substitute administrator when needed. Arthur Stewart questioned if the position had less active times making it possible for other duties to be assigned to the position. Jack Werner responded that it would be hard to step away from this position with the current responsibilities and it might not be feasible to reengineer this position adding additional administrative duties. Karen Pascale would like to see this position filled prior to June 8, 2009 so the person hired would have the opportunity to train before

Jack Werner is gone. A suggestion was made to move this forward as a 260-day position but only if modifications are made to the job description by Karen Pascale. Katherine Oudinot asked if provisions in the budget had already been made for this position and Karen Pascale replied yes.

Action: The committee agreed to move the request for approval for a District-Wide Athletic & Co-Curricular Activities Supervisor to the special board meeting on April 29, 2009.

Motion: That the Board of School Directors approve the Supervisor of District-Wide & Co-Curricular Activities position.

Attachments:

2.01a – Supervisor of District-Wide & Co-Curricular Activities Job Description (Public and Board)

2.02 Athletic Trainer Agreement

Discussion: Jack Werner presented and explained the four proposals regarding providing athletic trainers for the district. The options include (1) creating two full-time Certified Athletic Trainer positions, (2) creating two part-time Certified Athletic Trainer positions, (3) approving the proposed Athletic Trainer Agreement as submitted by Warren General Hospital and (4) approving the proposal by Kelly Services to provide Certified Athletic Trainer services. Katherine Oudinot questioned if we have a pool of applicants and Jack replied we have two people for two positions. Jack Werner spoke with UPMC to see if they would venture to this area to provide this service for us and they declined. Arthur Stewart asked what the cost for benefits would be to the district if the district chooses to create two positions. Jeff Lockett also questioned the cost to the district for PSERS. The evolution of the services from a free service to something that will cost the district approximately \$100,000 was also brought up. Karen Pascale said the biggest issue would be finding substitutes for these positions if the board goes with the option of creating district positions.

Action: The committee agreed to forward the proposal to approve a revised Athletic Trainer Agreement with Warren General Hospital to the finance committee on April 28, 2009.

Motion: That the Board of School Directors approve a revised Athletic Trainer Agreement with Warren General Hospital.

Attachments:

2.02a - Position Request Form.6 Hours (Public and Board)
2.02b - Athletic Trainer Job Description (Public and Board)
2.02c - Salary Suggestions (Public and Board)
2.02d - Kelly Athletic Trainer Agreement (Public and Board)
2.02e - Warren General Hospital Athletic Agreement (Public and Board)
2.02f - Position Request Form 8 Hours (Public and Board)
2.02g - Athletic Trainer Agreement Four Proposals (Public and Board)
2.02h - Act 93 Salary Suggestion (Public and Board)

- 2.02i - Act 93 Salary Suggestion 09-10 Full-Time (Public and Board)
- 2.02j - Act 93 Salary Suggestion 09-10 Part-Time (Public and Board)
- 2.02k – WCSD Athletic Trainer Agreement (Admin/No Public)

2.03 Staffing Information

Discussion: Karen reviewed the enrollment figures, Itinerant Totals, Rationale for Music Teacher, Rationale for Spanish Teacher, Rationale for Continuation of 5 Itinerant Elementary Teachers and Rationale for an additional .5 FTE Home and School Visitor/Social Worker. Kim Angove asked for clarification on whether Eisenhower would have a vocal instructor. Amanda Hetrick responded yes. Karen Pascale spoke about 33 possible openings including school nurse. The district will be advertising for school nurse to schedule interviews. Karen Pascale is working on another spreadsheet breaking down positions by percentages and building. Jack Martin requested that spreadsheets be done by BUN codes to give complete detail on every member of the district's staff. Jeff Locket had two questions regarding the rationale for the Spanish Teacher. First how many colleges accept classes taken by 8th grade students as the first year of the foreign language requirement? The response from Rosemarie Green was that the district does not typically give high school credit to 8th grade classes. Students would not get a high school credit but the 8th grade foreign language class would show up on students' transcripts as a Level II foreign language. Question number two, does the district have a planned instruction for 8th grade Spanish? Amanda Hetrick replied that district would use the standard Spanish instruction plan but could make modifications for middle level students. Jeff Locket proposed that district cannot hire someone for a position for which there was no approved planned instruction. Kim Angove asked if the foreign language program at EMHS was ok specifically in Spanish. The open French position will be posted as Spanish. Distance Learning or a transfer into another language will be offered to the 28 current French students. Terrill recommended that the board consider whatever it takes to approve the instructional planned course for this position to provide more options for the students at the middle level per the goals previously stated by the board regarding students classified as "high flyers." Jack Martin would like a recommendation on how to resolve the issue regarding teachers who have excessive prep periods and Kirsten Turfitt agreed to do that. There was discussion on the five (5) Itinerant Elementary Teachers approved last year for PSSA improvement and the current need for these teachers. Jeff Locket expressed concern about constantly increasing personnel with declining student enrollment and a declining tax base. Karen Pascale said the teachers can be reassigned to meet the changing needs of the district. Dr. Terrill stated that part of the original intent of these positions was to provide flexible scheduling and advantages to high-achieving students as well as enrichment activities in addition to PSSA improvement. There was discussion on putting the five (5) Itinerant Elementary positions into contingency if it is determined in August that the positions are needed. Karen Pascale stated that the WCEA contract will need to be reviewed on this.

Action: The committee agreed to move the request for a Music Position, Spanish Position and .5 Home and School Visitor/Social Worker Position on to the full Board at the May 11, 2009 meeting and that the 5 Itinerant Elementary Teacher positions be placed in the contingency fund.

Motion: That the Board of School Directors approve the Music Position, Spanish Position, and .5 Home and School Visitor/Social Worker Position and place the 5 Itinerant Elementary Teacher positions in the contingency fund.

Attachments:

- 2.03a - Enrollment Figures (Public and Board)
- 2.03b - Itinerant Totals (Public and Board)
- 2.03c - Rationale for Music Teacher (Public and Board)
- 2.03d - Rationale for Spanish Teacher (Public and Board)
- 2.03e – Rationale for Continuation of 5 Itinerant Elementary Teachers (Public and Board)
- 2.03e - Rationale for Additional .5 FTE HSV-SW Home School Visitor/Social Worker (Public and Board)

2.04 Administrative Assistant, Business & Finance

Discussion: Karen Pascale presented the job descriptions for Administrative Assistant-Payroll/Business Services and Staff Accountant. Arthur Stewart asked if administration had a recommendation for one of these two positions. Petter Turnquist explained that ideally a Staff Accountant position would be most beneficial for the Business Office. After reviewing the items on each job description, Arthur would like to see the responsibilities for the two positions detailed in a more granular way on the job descriptions. Dr. Terrill stated that last August a consulting firm found that the district could reduce the payroll department from three to two. His concern is that the committee just looked at approving or not approving five teaching positions that directly affects students and the district needs to consider the affect on students when approving a position. Katherine Oudinot suggested that Petter's request for help be considered over the findings of a consultant and that the request be forwarded to the Board for a decision. Arthur Stewart asked if the district was enjoying the savings and efficiencies that it had hoped from the Payroll Supervisor position previously approved and are there still payroll functions that are not being able to be completed. Petter Turnquist stated that there are huge projects such as a social security audit and he does not have the resources to do them.

Action: The Committee recommended that the request for an Administrative Assistant or Staff Accountant in the Payroll Office be brought back to the personnel committee at the May 27, 2009 meeting.

Motion: That the Board of School Directors approve the Administrative Assistant or Staff Accountant position for the payroll office.

Attachments:

- 2.04a – Administrative Assistant-Payroll/Business Services Job Description (Public and Board)
- 2.04b – Staff Accountant Job Description (Public and Board)

2.05 Other

3. New Business

3.01 Certificated Personnel Report

Discussion: None.

Action: The Committee agreed to forward a Certificated Personnel Report on to the full Board for approval at the May 11, 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 May 11, 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 Athletic Supplemental Contracts

Discussion: Jack Werner asked if names could be added to the Athletic Supplemental Reports between committee and board and permission was granted.

Action: The Committee agreed to forward the Athletic Supplemental Contracts on to the full Board for approval at the May 11, 2009 meeting.

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

Attachments:

3.03a – Athletic Supplemental Contracts (Public and Board)

3.04 Co-Curricular Supplemental Contracts

Discussion: Jack Martin asked if some of the positions were held by professional staff. Jack Werner said some of them may be. Jack Martin asked if some of them were support staff. Jack Werner said no and that they would be working outside of the contract if they did. He stated we need to be consistent by not paying supplementals per the WCEA contract to support staff. Jack Martin asked Karen Pascale to check for any support staff with a Co-Curricular Supplemental Contract. Jack Werner asked if names could be added to the Co-Curricular Supplemental reports between committee and board and permission was granted.

Action: The Committee agreed to forward the Co-Curricular Supplemental Contracts on to the full Board for approval at the May 11, 2009 meeting.

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

Attachments:

3.04a – Co-Curricular Supplemental Contracts (Public and Board)

3.05 Non-Athletic Co-Curricular Supplemental Position

Discussion: The committee asked for an explanation of what the position is. Karen Pascale said it is a PDE required position and relates to health and wellness. A person is needed to coordinate groups relating to health, wellness, nutrition and attend monthly meetings. Approving this position would be the easiest and quickest way to meet the PDE's requirement. It was formerly assigned to the Assistant Superintendent who is no longer with us. Arthur Stewart asked if these duties could be assigned to the athletic coordinator. Karen Pascale said it had been discussed and it was thought it would work better as a supplemental under the WCEA contract. It would be beneficial to have someone with a medical background.

Action: The Committee agreed to forward the Non-Athletic Co-Curricular Supplement Position on to the full Board for approval at the May 11, 2009 meeting.

Motion: That the Board of School Directors approve the Non-Athletic Co-Curricular Position.

Attachments:

3.05a – Position Request Form Wellness Coordinator (Public and Board)

3.06 Volunteer Report

Discussion: None. No Reports.

Action:

Motion:

Attachments:

3.07 Cooperative Agreement

Discussion: Jack Werner reviewed the agreement. Katherine Oudinot asked if the agreement once approved remained in effect on a year to year basis. Jack Werner said that was correct. Jack Martin questioned why the district terminated this agreement in the past. Jack Werner said that Abraxas terminated the agreement due to a change in philosophy in their organization but has reversed their philosophy now.

Action: The Committee agreed to forward the Cooperative Agreement on to the full Board for approval at the May 11, 2009 meeting.

Motion: That the Board of School Directors approve the Cooperative Agreement.

Attachments:

3.04a – Abraxas Request for Cooperative Sponsorship (Public and Board)

3.04b – Sheffield Request for Cooperative Sponsorship (Public and Board)

3.04c – Cooperative Participation Fee Rationale (Public and Board)

3.04d – Cooperative Agreement between Sheffield and Abraxas (Public and Board)

3.04e – Abraxas Sports Agreement Revision (Admin/No Public)

3.08 Business Administrator Contract

Discussion: Kirsten Turfitt requested that this item be moved to Executive Session. Dr. Terrill asked who put the contract together and noted that this contract has items removed that were in previous contract. Kirsten Turfitt and Kim Angove responded that they were advised by the district's labor attorney that these items belonged in the job description not the contract. Dr. Terrill surveyed the Business Administrators in IU#5 and of 17 Business Administrators, all were supervised by Superintendent. Dr. Terrill would like to see more checks and balances in the district. Dr. Terrill would like to see a higher bond. Arthur Stewart stated he did not support the form of the contract and would champion a return to a more traditional form and supports the bond being increased.

Action: The Committee agreed to move the Business Administrator Contract on to the full board in executive session at the April 29, 2009 special meeting.

Motion: That the Board of School Directors approve the Business Administrator contract.

Attachments:

3.08a – None (Board Only)

3.09 Appointment of Board Secretary

Discussion: Karen Pascale presented updates to the job description for Board Secretary which included removing repetitive wording and adding Open Records Officer and Secretary to Policy Committee.

Action: The Committee agreed to forward the request to approve the Appointment of Board Secretary to the May 11, 2009 meeting.

Motion: That the Board of School Directors approve the appointment of the Board Secretary.

Attachments:

3.09a – Secretary to the Board of Education Job Description (Public and Board)

3.10 HIPPA Form

Discussion: Karen Pascale reviewed the HIPPA form. Katherine Oudinot asked if Item 3 on the form referred to the dates of the leave or the date of the request for leave. Karen responded that it referred to the date of the request for leave.

Action: The Committee agreed to forward the HIPPA Form on to the full Board for approval at the May 11, 2009 meeting.

Motion: That the Board of School Directors approve the HIPPA Form.

Attachments:

3.10a – Authorization for Disclosure of Health Information Form (Public and Board)

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 Report

Discussion: Karen Pascale introduced Valerie Ellis from Kelly Services. Karen explained the rationale for the reports as a tool to determine if Kelly Services would be beneficial in providing substitute services for other staff such as custodial, teacher aides, cafeteria workers and tutors. This Katherine Oudinot asked if there was a reason across the board for the “Somewhat Satisfied/Somewhat Dissatisfied” response on the Level of Satisfaction Report. Valerie Ellis responded that there was no exact reason but she would like to have a section where that could be added. She spoke with Deb Dwyer about her concern over a lack of substitutes available for Allegheny Valley Elementary School. There are actually 87 substitutes available out of the 120 that are active for Allegheny Valley Elementary school. However, Valerie would like to do additional recruiting for that area.

Action: None.

Motion: Informational only. No recommended motion.

Attachments:

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

4.03b – Substitute Teacher Satisfaction Survey (Public and Board)

4.03c – Warren Satisfaction Survey (Public and Board)

4.03 Goals Update

Discussion: None

Action: None

Motion: Informational only. No recommended motion.

Attachments:

4.03a – Observation Counts Per Month 2008-2009 (Public and Board)

4.04 Coach Evaluation Form

Discussion: Jack Werner said current the evaluation form is incredibly outdated. Katherine Oudinot asked who currently does the coach evaluation. Jack responded that the principal does the evaluation with the strong assistance of the athletic coordinator.

Action: None.

Motion: Informational only. No recommended motion.

Attachments:

4.04a – Coach Evaluation Form (Public and Board)

4.05 All-County Musical Information

Discussion: Jack Werner said it was a wonderful program even through the tragedies we're hopeful of a positive balance.

Action: None.

Motion: Informational only. No recommended motion.

Attachments:

4.05a – All-County Musical Information (Public and Board)

4.06 Other

5. Other

6. Closing Activities

6.01 Next Meeting Date – Wednesday, May 27, 2009 after the Finance Committee Meeting at the Warren County Career Center.

6.02 Executive Session - None

6.03 Adjournment – 9:35p.m

Respectfully Submitted,

Louann English, Information Specialist
Kirsten Turfitt, Chairperson
Personnel/Athletics and Co-Curricular Activities Committee