

PERSONNEL/ATHLETICS AND CO-CURRICULAR ACTIVITIES COMMITTEE

MINUTES

MAY 27, 2009

AFTER THE POLICY COMMITTEE MEETING

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Kirsten Turfitt
Jeff Lockett (substitute)

Katherine Oudinot

COMMITTEE MEMBERS ABSENT:

Arthur Stewart

OTHERS PRESENT:

Karen Pascale
Robert Terrill
Amanda Hetrick
Brian Collopy
Kim Angove
Chris Byham
Suzanne Turner

Jack Werner
Amy Stewart
Diane Martin
Petter Turnquist
Tom Knapp
Wendy Norris

1. Opening Activities

1.01 Call to Order

Mrs. Turfitt called the meeting to order at 6:35 p.m.

1.02 Public Comment – None.

1.03 Other – None.

2. Old Business

2.01 Administrative Assistant – Payroll/Business Services

Discussion: Mr. Turnquist feels that the ideal recommendation would be for a Staff Accountant. Mr. Lockett and Mrs. Oudinot both agree.

Action: The Committee agreed to forward the request to approve the Staff Accountant position on to the full Board for approval at the June 8, 2009 meeting.

Motion: That the Board of School Directors approve the Staff Accountant position for the Business Office.

Attachments:

- 2.01a – Administrative Assistant Job Description (Public and Board)
- 2.01b – Staff Accountant Job Description (Public and Board)
- 2.01c – Memorandum – RE: Staff Accountant (Board Only)

2.02 Secretarial Position – Human Resource Office

Discussion: The Labor Relations Attorney has recommended that this position be in the Administrative Support Group in accordance with PA School Code. Also, the Board of Directors previously requested research on a 12-month position full-time versus a 12-month position with 4 hours per day. Dr. Pascale referred to three positions in the Administrative Support Group that could be considered: Administrative Assistant, Information Specialist, or Secretary to a Director. Mrs. Oudinot feels that a job description should be put together and put the correct title with the duties. The five (5) hour secretarial position would be eliminated. Dr. Terrill commented that in the organizational chart, payroll was going to be reduced by one employee and an employee was going to be added in the technology department. He wants these issues to be considered when adding staff. Mr. Lockett feels that mainstreaming the State reporting through Pentamation should relieve the time consumed by this requirement. Mrs. Oudinot asked Dr. Terrill if he sees inefficiencies in these departments requesting more employees. Mr. Lockett has an issue with adding employees who don't touch kids. In an answer to Mrs. Oudinot's question to Dr. Terrill, he referred to the study done previously on the Business Services Office. Also, he does not feel that the Human Resource Office needs another person. Mrs. Oudinot asked Dr. Terrill to put together a report of reasons for or against an additional person in the Business Office and the secretarial position in the Human Resource Office. Dr. Terrill also pointed out that Mrs. Stewart previously requested an additional employee in the Technology Department but it has not been considered.

Action: The Committee agreed to bring this request back to the Personnel/Athletics and Co-Curricular Activities Committee with more information for further consideration.

Motion: None.

Attachments:

2.02a – (Public and Board)

2.03 Other

3. New Business

3.01 Certificated Personnel Report

Discussion: Dr. Pascale requested permission to add to this report between the committee meeting and the Board meeting. Permission was granted.

Action: The Committee agreed to forward a Certificated Personnel Report on to the full Board for approval at the June 8, 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: Mrs. Oudinot questioned whether the leave of absences should be approved before the days are taken. Dr. Pascale stated that a recommendation to the Board would not be made without careful consideration. Dr. Pascale requested permission to add to this report between the committee meeting and the Board meeting. Permission was granted.

Action: The Committee agreed to forward the Support Personnel Report on to the full Board for approval at the June 8, 2009 meeting.

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

Attachments:

3.02a – Support Personnel Report (Public and Board)

3.02b – Deductible Day Requests (Board Only)

3.03 Unique Need Tuition Request

Discussion: Mrs. Turfitt stated that the course dates are not until 2011 and asked that consideration not be considered until closer to that time. The request should be brought back to the Board at that time.

Action: None.

Motion: None.

Attachments:

3.03a – Unique Need Tuition Request – Richardson (Public and Board)

3.04 Athletic Supplemental Contracts

Discussion: Mrs. Turfitt asked if these positions are dependent on the approval of Policy 10465. Mr. Werner explained that adjustments may need to be made to coaching staffs to conform to Policy 10465 as in any preseason report. This has been done in the past and the language of our postings and contracts acknowledges that fact.

Action: The Committee agreed to forward the Athletic Supplemental Contracts on to the full Board for approval at the June 8, 2009 meeting.

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

Attachments:

3.04a – Athletic Supplemental Contracts (Public and Board)

3.04b – Fall Coaches (Public and Board)

3.05 Co-Curricular Supplemental Contracts

Discussion: Policy 10465 could impact these supplementals as well. Mr. Werner requested permission to add to all athletic/co-curricular 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 June 8, 2009 meeting.

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

Attachments:

3.05a – Co-Curricular Supplemental Contracts (Public and Board)

3.05b – Summer Co-Curricular Supplementals (Public and Board)

3.06 Slippery Rock University Affiliation Agreement

Discussion: Changes recommended by the solicitor will be made and the agreement will be sent back to Slippery Rock for review and signatures. This will be brought back to the committee when the document is ready.

Action: The Committee agreed to bring this back when the document is ready.

Motion: None.

Attachments:

3.06a – Slippery Rock University Affiliation Agreement (Public and Board)

3.6b – Changes to SRU Affiliation Agreement per C. Byham (Public and Board)

3.07 Kelly Services – additional services requested

Discussion: Patricia Bova presented a proposal to add tutors, teacher aides, food service, and custodial substitutes to the services that Kelly offers the district. Mrs. Angove recalled that last year the grant did not allow tutors to be hired by Kelly Services. The reason for that was because the grant was already written. This year it will be written into the grant. Dr. Terrill would like to see a summary of whether or not the district has saved money through Kelly Services. Mrs. Angove would like to see comparisons of this year and last year with dollar amounts and fill rates. Dr. Pascale feels that man hours should also be looked at along with the cost of coverage periods that were paid when there was a lack of a substitute and mileage savings. Mr. Lockett would like the detailed proposal on contracting the tutors for the grant by June 3, 2009.

Action: The Committee agreed to forward a proposal from Kelly Services on to the proposed special Finance Committee meeting on June 3, 2009 for further consideration and then be forwarded on to the full Board on June 8, 2009.

Motion: None.

Attachments:

3.07a – Kelly Services – Additional Services Request (Public and Board)

3.08 Other

4. Informational Items

4.01 Informational Personnel Report

Discussion: Mr. Lockett would like the payment of vacation days be sent back to Human Resources for review before being brought before the Board. Dr. Pascale confirmed that the information on the report is correct. Mrs. Turfitt does not feel that the Act 93 Agreement was retroactive to those who left the district's employ and therefore, a 3% increase should not be given to days paid to former Act 93 members. Dr. Terrill feels that a precedent has already been set and Mr. Lockett disagrees. It was agreed that Attorney Wassell should review this issue.

Action: None.

Motion: Informational only. No recommended motion.

Attachments:

4.01a – Informational Personnel Report (Public and Board)

4.02 Fall Athletic Bids

Discussion: None.

Action: None.

Motion: Informational only. No recommended motion.

Attachments:

4.02a – Fall Athletic Bids (Public and Board)

4.03 Post-Season Report

Discussion: None.

Action: None.

Motion: Informational only. No recommended motion.

Attachments:

4.03a – Track Post-Season Participant Report (Public and Board)

4.03b – Post-Season Participant Report (Public and Board)

4.04 Athletic Facilities Report

Discussion: None.

Action: None.

Motion: Informational only. No recommended motion.

Attachments:

4.04a – Facility Status Report (Public and Board)

4.05 Goals Update

Discussion: None.

Action: None.

Motion: Informational only. No recommended motion.

Attachments:

4.05a – Observation Counts per month (Public and Board)

4.06 Kelly Services Report

Discussion: None.

Action: None.

Motion: Informational only. No recommended motion.

Attachments:

4.06a – April 09 Absence Report (Public and Board)

- 4.07 Other – Mrs. Turfitt stated that the district needs to advertise for bid for dental services in the district. Mrs. Huck requested sample contracts for dental services from other districts. Most are based on the number of students served. This is mandated through the State of PA. Mr. Byham will work on putting an agreement together. Mr. Byham suggested that recruitment be through advertising rather than through the bid process since the district would be required to accept the lowest bid in this manner. This will be brought before the Board under “other” at the June 8, 2009 Board meeting.

5. **Other** - Mr. Lockett has two items he would like addressed at the finance committee meeting on June 3, 2009. The first item is an additional class in the support contract which requires additional dollars and needs to be considered in the 2009/2010 budget. The second item is payment for Act 93 vacation days which need to be paid out of the 2008/2009 budget.

Mrs. Angove wondered when administrative assignments will be brought before the Board. Dr. Pascale would hope to have this information by the end of June.

6. **Closing Activities**

- 6.01 Next Meeting Date – Tuesday, June 30, 2009 after the Finance Committee Meeting at the Warren County Career Center.
- 6.02 Executive Session - None
- 6.03 Adjournment – 8:15 p.m

Respectfully Submitted,

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