

PERSONNEL/ATHLETICS AND CO-CURRICULAR ACTIVITIES COMMITTEE

*MINUTES*

JUNE 29, 2009

7:00 P.M.

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Kirsten Turfitt  
Jeff Lockett (sub)

Katherine Oudinot

COMMITTEE MEMBERS ABSENT:

Arthur Stewart

OTHERS PRESENT:

Karen Pascale  
Amanda Hetrick  
Rosemarie Green  
Norbert Kennerknecht  
Brian Collopy  
Donna Zariczny  
Tom Knapp  
Ruth Huck  
Suzanne Turner

Robert Terrill  
Amy Stewart  
Petter Turnquist  
Paul Giannini  
Matt Jones  
Kim Angove  
Chris Byham  
Wendy Norris

**1. Opening Activities**

1.01 Call to Order

Mrs. Turfitt called the meeting to order at 7:15 p.m.

1.02 Public Comment – None.

1.03 Other – None.

**2. Old Business**

2.01 Secretarial Position – Human Resource Office

**Discussion:** Dr. Terrill questioned the comparison analysis concerning some of the information from his former school district, Monroe Township, and Millcreek School District. He does not recommend that additional staff be added in the Human Resource Office. Dr. Pascale defended the information provided and the responsibilities of the position requested. Hours and cost were discussed. Mrs. Angove asked if the work was getting done in the Human Resource Office while the secretary was not there in the summer. Dr. Pascale stated that the work is not getting done. The secretary is substituting when another employee in the office is absent to get the work done. The secretarial position now in the office would be eliminated and the new position would replace it.

**Action:** The Committee agreed to forward the request for a new administrative support position of Secretary to the Director of Human Resources on to the full Board for approval at the June 29, 2009 meeting.

**Motion:** That the Board of School Directors approve the Administrative Support position of Secretary to the Director of Human Resources with a cost of \$37,093.92 (salary and benefits) for the 2009/2010 school year.

**Attachments:**

2.01a – Comparative Analysis of Similar School Districts (Public and Board)

2.01b – HR Position Secretary to Director (Public and Board)

2.01c – HR Secretary to Director Job Description (Public and Board)

2.02 Dental Agreement

**Discussion:** The agreement needs approved without dollar amounts and once the position is advertised and filled, the dollar amounts would be included.

**Action:** The Committee agreed to forward the Dental Agreement on to the full Board for approval at the June 29, 2009 meeting.

**Motion:** That the Board of School Directors approve the Dental Agreement for use in the Warren County School District.

**Attachments:**

2.02a – Dental Agreement (Public and Board)

2.02b – Request for Credentials (Public and Board)

2.03 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 June 29, 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 June 29, 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:** Mrs. Turfitt stated that Emily Kellogg rescinded her employment as Head Girl's Basketball Coach. The report will be approved without this item.

**Action:** The Committee agreed to forward the Athletic Supplemental Contracts on to the full Board for approval at the June 29, 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:** None.

**Action:** The Committee agreed to forward the Co-Curricular Supplemental Contracts on to the full Board for approval at the June 29, 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 Staff Accounting Position – Business Services

**Discussion:** None.

**Action:** The Committee agreed to forward the request for the new position of Staff Accountant on to the full Board for approval at the June 29, 2009 meeting.

**Motion:** That the Board of School Directors approve the Staff Accounting Position per the attached document.

**Attachments:**

3.05a – Staff Accountant Description (Public and Board)

3.06 Administrator Retirement Agreement

**Discussion:** None.

**Action:** The Committee agreed to forward the Administrator Retirement Agreement on to the full Board for approval at the June 29, 2009 meeting.

**Motion:** That the Board of Directors approve the agreement for Mrs. Debra Young, Youngsville Elementary/Middle School Principal as stated therein and upon signatures of all parties required by said document. With the signing of this agreement, Mrs. Young will retire on June 30, 2009 following the ACT 93 Agreement for July 1, 2007 to June 30, 2008. This is based on her original letter of retirement dated January 15, 2008 which was received prior to the new ACT 93 Agreement being approved.

**Attachments:**

3.06a – Letter of Retirement (Board Only)

3.06b – Agreement (Board Only)

3.07 Administrative Assignments

**Discussion:** None.

**Action:** The Committee agreed to forward the Administrative Assignments on to the full Board for approval at the June 29, 2009 meeting.

**Motion:** That the Board of School Directors approve the Administrative Assignments for the 2009/2010 school year.

**Attachments:**

3.07a – Administrative Assignments (Board Only)

3.08 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 Report

**Discussion:** None.

**Action:** None.

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

**Attachments:**

4.02a – Absence Summary May 2009 (Public and Board)

4.02b – Absence Summary June 2009 (Public and Board)

4.02c – Absence Summary 2008-2009 School Year (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 Other

**5. Other**

**6. Closing Activities**

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

6.02 Executive Session - None

6.03 Adjournment – 7:35 p.m

Respectfully Submitted,

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