

PERSONNEL/ATHLETICS AND CO-CURRICULAR ACTIVITIES COMMITTEE

*MINUTES*

JULY 28, 2009

6:00 P.M.

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Kirsten Turfitt  
Arthur Stewart

Katherine Oudinot

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT:

Karen Pascale  
Robert Terrill  
Amy Stewart  
Petter Turnquist  
Matt Jones  
Kim Angove  
Jeff Lockett  
Suzanne Turner

Jeff Flickner  
Amanda Hetrick  
Rosemarie Green  
Brian Collopy  
Jack Martin  
Tom Knapp  
Wendy Norris

**1. Opening Activities**

1.01 Call to Order

Mrs. Turfitt called the meeting to order at 6:20 p.m.

1.02 Public Comment – None.

1.03 Other – Emily Jones was introduced as the new kindergarten teacher at South Street Early Learning Center.

**2. Old Business**

2.01 Other

**3. New Business**

3.01 Certificated Personnel Report

**Discussion:** Permission was requested to add items between the committee and board meeting. Permission was granted.

**Action:** The Committee agreed to forward a Certificated Personnel Report on to the full Board for approval at the August 10, 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:** There is no Support Personnel Report at this time. Permission was requested to add items between the committee and board meeting. Permission was granted. If support personnel issues arise, a report will be forwarded to the Board at the August 10, 2009 meeting.

**Action:** The Committee agreed to forward the Support Personnel Report, if one exists, on to the full Board for approval at the August 10, 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 Database Systems Specialist Position

**Discussion:** Mrs. Angove asked that Dr. Terrill provide his input on this position as he had new positions that were requested in the past. He stated that he would provide the information to the Board members tomorrow. Mr. Lockett stated that he would want someone placed in this position that is proficient in all required aspects of the job and would like to know if this job description is comparable with the same type of position in other districts. Several members requested that responsibility and salary information be provided on requiring a higher level of education and experience for this position. Dr. Martin is asking for a funding path for this position since it was not approved in the recently passed budget. Mrs. Stewart feels that, in reference to PIMS reporting, if the district hires someone at too high of a technology level, they will not be challenged and will not stay in the position for long. Mr. Stewart would like the Board to look at this position as a positive rather than a negative since it has been requested as a high need position. Dr. Martin does not think that the position being discussed is that of a database administrator and feels that this should be considered when looking at the job description.

**Action:** The Committee agreed to forward the request for the position of Database Systems Specialist on to the full Board for approval at the August 10, 2009 meeting. This will be presented under “other” rather than under the “consent agenda” since there may be changes to the job description and requirements.

**Motion:** That the Board of School Directors approve the new position of Database Systems Specialist.

**Attachments:**

3.03a – Database Systems Specialist Job Description (Public and Board)

3.03b – Database Systems Specialist Position Request Form (Public and Board)

3.04 Athletic Supplemental Contracts

**Discussion:** Permission was requested to add items between the committee and board meeting. Permission was granted.

**Action:** The Committee agreed to forward the Athletic Supplemental Contracts on to the full Board for approval at the August 10, 2009 meeting.

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

**Attachments:**

3.04a – Athletic Supplemental Contracts (Public and Board)

3.05 Co-Curricular Supplemental Contracts

**Discussion:** Mrs. Angove asked, “If there are 20 cyber school students at one school and 1 cyber school student at another school, both schools have a cyber school liaison and they both get paid the same?” It was confirmed by Mrs. Hetrick that this is true because the cyber school students come and go throughout the school year and it is too hard to predict this movement. Permission was requested to add items between the committee and 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 August 10, 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 – Coordinator of Online Learning and Cyber Services Job Posting (Public and Board)

3.05c – Cyber School Program Student Liaison Job Description (Public and Board)

3.05d – District Contract and Worksheet – Cyber School Program Student Liaison (Public and Board)

3.05e – Explanation of Online Cyber-Coordinator Position (Public and Board)

3.05f – Cyber School Program Student Liaison Posting (Public and Board)

3.06 Other

**4. Informational Items**

4.01 Informational Personnel Report

**Discussion:** Permission was requested to add items between the committee and board meeting. Permission was granted.

**Action:** None.

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

**Attachments:**

4.01a – Informational Personnel Report (Public and Board)

4.02 Kelly Services Report

**Discussion:** No report at this time. Mrs. Turfitt asked if the new link on the district website for Kelly Services is operational. Dr. Pascale confirmed that it is operational and working correctly.

**Action:** None.

**Motion:** None.

**Attachments:** None.

4.03 Goals Update

**Discussion:** No report at this time.

**Action:** None.

**Motion:** None.

**Attachments:** None.

4.04 Coach Evaluation Report

**Discussion:** None.

**Action:** None.

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

**Attachments:**

4.04a – Spring Season Coach Evaluation Report (Board Only)

4.05 Gate Receipt Report

**Discussion:** None.

**Action:** None.

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

**Attachments:**

4.05a – Spring Season Gate Receipt Report – 2008/2009 (Public and Board)

4.05b – Gate Receipt Report – 2008/2009 (Public and Board)

4.06 ADM Report

**Discussion:** None.

**Action:** None.

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

**Attachments:**

4.06a – ADM Yearly Tracking Report - 2008/2009 (Public and Board)

4.07 Athletic Participation Report

**Discussion:** None.

**Action:** None.

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

**Attachments:**

4.07a – Athletic Participation Report for 2008/2009 (Public and Board)

4.08 Athletic Facilities Report

**Discussion:** None.

**Action:** None.

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

**Attachments:**

4.08a – Athletic Facilities Report – Fall 2009/2010 (Public and Board)

4.09 Athletic/Co-Curricular Handbook

**Discussion:** None.

**Action:** None.

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

**Attachments:**

4.09a – Athletic/Co-Curricular Handbook (Public and Board)

4.09b – Handbook Revision Summary (Public and Board)

4.10 Title I – New Positions

**Discussion:** The CIT committee is asking for any suggestions or feedback they might have prior to bringing the proposed new positions to personnel and finance at that August committee meetings. Since YHS and SAMHS have now qualified for Title I, the two schools would share a math coach and a reading coach. These would be paid out of regular Title I funds. In addition, two elementary Title I positions would be added for two years only from the stimulus funding. Dr. Martin stated that if the Board does not intend to continue with these positions after stimulus money is gone, then a definite end time to the positions needs to be determined.

**Action:** None.

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

**Attachments:** None.

4.11 Other

**5. Other**

**6. Closing Activities**

6.01 Next Meeting Date – Tuesday, September 1, 2009 after the Finance Committee Meeting at the Warren County Career Center.

6.02 Executive Session - None

6.03 Adjournment – 7:05 p.m

Respectfully Submitted,

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