

PERSONNEL/ATHLETICS AND CO-CURRICULAR ACTIVITIES COMMITTEE

MINUTES

October 27, 2009

AFTER THE FINANCE COMMITTEE MEETING

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Kirsten Turfitt
Jack Martin (substitute)

Katherine Oudinot

COMMITTEE MEMBERS ABSENT:

Arthur Stewart

OTHERS PRESENT:

Karen Pascale
Robert Terrill
Rosemarie Green
Brian Collopy
Kim Angove
Jeff Lockett
Suzanne Turner

Jeff Flickner
Amanda Hetrick
Diane Martin
Amy Stewart
Tom Knapp
Wendy Norris

1. Opening Activities

1.01 Call to Order

Mrs. Turfitt called the meeting to order at 7:55 p.m.

1.02 Public Comment – None.

1.03 Other

2. Old Business

2.01 Substitute Administrators

Discussion: Mrs. Turfitt asked (for Mr. Stewart in his absence) that the district solicitor advise on whether retired administrative substitutes can choose to go through Kelly Services to avoid retirement issues or stop their retirement with PSERS and be employed by the district as a long-term substitute. Patricia Bova, Kelly Services, stated that retirees could choose but Dr. Martin suggested that these questions be answered by legal counsel after review of the contract with Kelly Services. Mrs. Angove is concerned about taking a teacher out of a classroom to substitute in an administrative position for long-term. Dr. Pascale recommends using retired administrators for positions that are longer than one week and only using classroom teachers with administrative certification for openings for one week or less. Mrs. Angove suggested talking with WCEA to see what their feelings are on this issue. Dr. Pascale stated that a teacher would have to agree to substituting in an administrative position and would have to take a leave of absence from their teaching position in order to do this if the position was one for which they interviewed and were accepted for a long term administrative vacancy. She also stated that with the new process, openings that would be longer than a couple of weeks would be considered temporary and would be posted on the district website with interviews to be held. Anyone could then apply for this temporary opening.

Action: The Committee agreed to forward the request to approve the Process for Administrative Vacancies (with a change to specify that a long-term position would be longer than one week rather than 90 or more days) on to the full Board for approval at the November 9, 2009 meeting.

Motion: That the Board of School Directors approve the Process for Administrative Vacancies (with recommended changes).

Attachments:

- 2.01a – Process for Administrative Vacancies (Public and Board)
- 2.01b – Kelly Services Original Contract (Board Only)
- 2.01c – Kelly Services Contract Addendum (Board Only)

2.02 Other

3. New Business

3.01 Certificated Personnel Report

Discussion: Dr. Martin asked if the two new hires are already employed by the district and just going into a new position. Dr. Pascale stated that one is presently employed and one is not.

Action: The Committee agreed to forward a Certificated Personnel Report on to the full Board for approval at the November 9, 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: Dr. Martin asked if Dr. Pascale has any recommendations concerning the leave of absences that are being requested. The WCESPA contract requires the Board to approve unpaid leaves and Dr. Martin feels that the Board needs to decide how they are going to deal with that.

Action: The Committee agreed to forward the Support Personnel Report on to the full Board for approval at the November 9, 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 Volunteer Report

Discussion: Comments were made concerning the lengthy list of volunteers for Warren Area Elementary Center. It was pointed out that some volunteers were listed more than once and the schools will be asked to correct that in the future.

Action: The Committee agreed to forward the Volunteer Report on to the full Board for approval at the November 9, 2009 meeting.

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

Attachments:

3.03a – WAEC Volunteer Report (Public and Board)

3.03b – Beaty Volunteer Report (Public and Board)

3.04 Tuition Reimbursement Request

Discussion: Dr. Pascale stated that this issue has been brought forward in accordance with the Act 93 Certificated Agreement.

Action: The Committee agreed to forward the Tuition Reimbursement Request on to the full Board for approval at the November 9, 2009 meeting.

Motion: That the Board of School Directors approve tuition reimbursement for Patricia Hawley-Horner in accordance with VI. Fringe Benefits, L. Tuition Reimbursement, 7, of the act 93 Agreement for Certificated Staff. This motion is contingent on verification by the Finance Committee that funds are available.

Attachments:

3.04a – Tuition Reimbursement Request (Board Only)

3.05 Athletic Supplemental Contracts

Discussion: None.

Action: The Committee agreed to forward the Athletic Supplemental Contracts on to the full Board for approval at the November 9, 2009 meeting.

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

Attachments:

3.05a – Athletic Supplemental Contracts (Public and Board)

3.06 Co-Curricular Supplemental Contracts

Discussion: Dr. Martin asked how many employees take on supplemental contracts and Mr. Flickner answered that the majority of the co-curricular supplemental contracts are taken by present employees but that is not the case with the athletic supplemental contracts.

Action: The Committee agreed to forward the Co-Curricular Supplemental Contracts on to the full Board for approval at the November 9, 2009 meeting.

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

Attachments:

3.06a – Co-Curricular Supplemental Contracts (Public and Board)

3.07 Other - Both Mr. Flickner and Dr. Pascale asked for permission to add items to all reports between the committee meeting and the Board meeting. Permission was granted.

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: Dr. Martin asked if absences are still be tracked by the type of absence. He questioned what drives the need for substitutes (illness, contractual issues, something internally) and thinks a reports with this information would be helpful. He asked what the fill rate is (98-99% for teachers reported by Patricia Bova) and what the district can do to help Kelly Services have a 100% fill rate. Mrs. Bova stated that typically the 1% not filled is the last minute call in the morning.

Action: None.

Motion: None.

Attachments:

4.02a – Kelly Services Report – September 2009 (Public and Board)

4.03 Goals Update

Discussion: None.

Action: None.

Motion: None.

Attachments:

4.03a – Observation Counts – September 2009 (Public and Board)

4.04 Athletic Facility Report

Discussion: None.

Action: None.

Motion: None.

Attachments:

4.04a – Athletic Facilities Report 09-10 Winter (Public and Board)

4.05 Athletic Schedules

Discussion: None.

Action: None.

Motion: None.

Attachments:

4.05a – Winter Athletic Schedules by School (Public and Board)

4.05b – Winter Athletic Schedules by Team (Public and Board)

4.05c – Winter Athletic Schedules by Home (Public and Board)

4.05d – Winter Athletic Schedules by Date (Public and Board)

4.06 Playoff Teams

Discussion: None.

Action: None.

Motion: None.

Attachments:

4.06a – (Public and Board)

4.07 Other

5. Other

6. Closing Activities

6.01 Next Meeting Date – Tuesday, November 24, 2009 after the Policy Committee Meeting at the Warren County Career Center.

6.02 Executive Session - None

6.03 Adjournment – 8:17 p.m.

Respectfully Submitted,

Suzanne Turner, Administrative Assistant

Kirsten Turfitt, Chairperson

Personnel/Athletics and Co-Curricular Activities Committee