

PERSONNEL/ATHLETICS AND CO-CURRICULAR ACTIVITIES COMMITTEE

MINUTES

January 26, 2010

7:00 P.M.

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Tom Knapp
John Grant

Jack Werner

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT:

Karen Pascale
Robert Terrill
Petter Turnquist
Rosemarie Green
Paul Yourchisin
Mary Anne Paris
Wendy Norris

Jeff Flickner
Amanda Hetrick
Diane Martin
Brian Collopy
Jeff Lockett
Arthur Stewart
Suzanne Turner

1. Opening Activities

1.01 Call to Order

Mr. Knapp called the meeting to order at 7:00 p.m.

1.02 Public Comment – None.

1.03 Other

2. Old Business

2.01 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 February 8, 2010 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: The first item on the report was tabled awaiting outcome of litigation.

Action: The Committee agreed to forward the Support Personnel Report (minus the first item) on to the full Board for approval at the February 8, 2010 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: None

Action: The Committee agreed to forward the Volunteer Report on to the full Board for approval at the February 8, 2010 meeting.

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

Attachments: None.

3.04 Secretarial Staffing

Discussion: Mr. Grant had questions concerning the financial documentation. He also questioned how two positions at Russell can be combined into one position considering the duties that are outlined. Dr. Pascale stated that the new Medical Assistant Aide position that is now at Russell alleviated a lot of the duties of the secretaries. Mr. Lockett asked if, in light of new home schooling issues brought up Monday night, the physical education home schooling would still be appropriate at Warren Area Elementary Center. Dr. Pascale assured that these duties would be taken care of.

Action: The Committee agreed to forward the request for a new Class A secretarial position at Warren Area Elementary Center, the elimination of a Class B secretarial position at Russell Elementary School, the elimination of a Class B secretarial position at Warren Area Elementary Center, and the addition of .5 hour to the existing Class B secretary at Russell Elementary School on to the full Board for approval at the February 8, 2010 meeting.

Motion: That the Board of School Directors approve the following:

1. A new Class A, 7 hour secretarial position at Warren Area Elementary Center.
2. Elimination of a Class B, 7.5 hour secretarial position at Russell Elementary School.
3. Elimination of a Class B, 7 hour secretarial position at Warren Area Elementary Center.
4. Addition of .5 hour to existing Secretary at Russell Elementary School.

Attachments:

- 3.04a – Financial Justification (Public and Board)
- 3.04b – Warren Area Elementary Center Memorandum (Public and Board)
- 3.04c – Russell Elementary School Memorandum (Public and Board)
- 3.04d – Russell Elementary School Secretarial Duties (Public and Board)

3.05 2010-2011 Draft Calendar

Discussion: Dr. Pascale explained that some administrators wanted to change the order of how the snow days are used and use the makeup days later in the year first. She recommends that the snow days stay as they are due to the possibility of using a snow day in April.

Action: The Committee agreed to forward the 2010-2011 School Calendar on to the full Board for approval at the February 8, 2010 meeting.

Motion: That the Board of School Directors approve the 2010-2011 School Calendar.

Attachments:

- 3.05a – 2010-2011 School Calendar Draft (Public and Board)

3.06 Employment of Staff – Policy 7115

Discussion: Mr. Grant stated that generally you will see a procedure following a policy but that the procedure can be changed anytime and the policy requires Board approval. The Board can decide what they want. Mr. Grant stated that he only wants this policy forwarded to the Policy Committee for review. Mr. Stewart stated that generally policies come before the committee best suited. He would like the Board to establish how policies are formulated before any further policies come before the Policy Committee. Mr. Lockett stated that he does not want to get into writing policy and would like policies to go through the administration. Mr. Stewart stated that the policies have gone through the administration and then are reviewed by legal counsel before the first reading.

Action: The Committee agreed to forward the revisions to Policy 7115 on to the Policy Committee for review.

Motion: That the Board of School Directors forward the revisions to Policy 7115 on to the Policy Committee for review.

Attachments:

- 3.06a – Memorandum – Hiring Policy (Public and Board)
- 3.06b – Policy 7115 – Employment Policy (Public and Board)
- 3.06c – Policy 7115 – Employment Policy – John Grant (Public and Board)

3.07 Athletic Supplemental Contracts

Discussion: Dr. Yourchisin questioned individuals who are listed as both a paid coach and a volunteer. This was an oversight and will be corrected for the Board meeting.

Action: The Committee agreed to forward the Athletic Supplemental Contracts on to the full Board for approval at the February 8, 2010 meeting.

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

Attachments:

- 3.07a – Spring Athletic Supplemental Contracts 09-10 (Public and Board)
- 3.07b – Athletic Supplemental Contracts (Public and Board)

3.08 Co-Curricular Supplemental Contracts

Discussion: Mr. Lockett does not agree with honoring the Public Relations Coordinator positions due to the money not being budgeted this school year and the crisis the district will be facing with the pension issues. Dr. Yourchisin feels that the workload for these positions differs greatly at each school. Mr. Grant asked if there is a job description for these positions. Mr. Flickner stated that there is a description on file. Dr. Terrill stated that these positions were negotiated and are part of the Board goals. A partnership has been developed with the Warren Times Observer to publish news articles.

Action: The Committee agreed to forward the Co-Curricular Supplemental Contracts on to the full Board for approval at the February 8, 2010 meeting.

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

Attachments:

- 3.08a – Co-Curricular Supplemental Contracts (Public and Board)

3.09 Facility Agreement

Discussion: The agreement with the Lakewood YMCA was not ready at the time of the committee meeting but it will be added for the Board meeting. The Lakewood YMCA has an indoor tennis facility.

Action: The Committee agreed to forward Facility Agreements for Warren YMCA and Lakewood YMCA on to the full Board for approval at the February 8, 2010 meeting.

Motion: That the Board of School Directors approves the Facility Agreements with the Warren YMCA and the Lakewood YMCA.

Attachments:

3.09a – Facility Agreement with the Warren YMCA 2010-2011 (Public and Board)

3.09b – Facility Agreement with the Lakewood YMCA 2009-2010 (Public and Board)

3.10 License Agreement

Discussion: This agreement was not ready at the time of the committee meeting but it will be added for the Board meeting.

Action: The Committee agreed to forward the License Agreement with the City of Warren on to the full Board for approval at the February 8, 2010 meeting.

Motion: That the Board of School Directors approves the License Agreement with the City of Warren.

Attachments:

3.09a – License Agreement with the City of Warren (Public and Board)

3.11 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: Patricia Bova and Valerie Ells from Kelly Educational Staffing discussed the attachments and introduced Scott Smith, General Manager of Kelly Services. Mr. Smith thanked the Board for allowing Kelly Services to provide educational services for the Warren County School District.

Action: None.

Motion: None.

Attachments:

- 4.02a – WCSD Customer Service Survey of Kelly Services (Public and Board)
- 4.02b – Zoomerang Survey – Question 11 (Board Only)
- 4.02c – Zoomerang Survey – Question 12 (Board Only)
- 4.02d – Substitute Support Staff Report Card (Public and Board)
- 4.02e – Substitute Teacher Report Card (Public and Board)
- 4.02f – Tutor Report Card (Public and Board)
- 4.02g – Warren ABR All Services (Board Only)
- 4.02h – Warren ABR Substitute Teachers (Board Only)
- 4.02i – Warren ABR Tutors (Board Only)

4.03 Goals Update

Discussion: None.

Action: None.

Motion: None.

Attachments:

- 4.03a – Observation Counts – December 2009 (Public and Board)

4.04 Athletic Facilities Report

Discussion: None.

Action: None.

Motion: None.

Attachments:

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

4.05 Athletic Trainer Agreement

Discussion: Mr. Flickner would like to pull this agenda item for further information and bring it back at the February committee meeting.

Action: None.

Motion: None.

Attachments:

- 4.05a – Trainer Agreement (Public and Board)

4.06 All-County Musical Junior

Discussion: None.

Action: None.

Motion: None.

Attachments:

- 4.06a – All-County Musical Junior Information (Public and Board)

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

5. Other

6. Closing Activities

6.01 Next Meeting Date – Will be decided at a later date.

6.02 Executive Session - None

6.03 Adjournment – 8:54 p.m.

Respectfully Submitted,

Suzanne Turner, Administrative Assistant
Thomas Knapp, Chairperson
Personnel/Athletics and Co-Curricular Activities Committee