

PERSONNEL/ATHLETICS AND CO-CURRICULAR ACTIVITIES COMMITTEE

MINUTES

April 26, 2010

8:00 P.M.

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Tom Knapp
John Grant

Jack Werner

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT:

Karen Pascale
Rosemarie Green
Petter Turnquist
Amy Stewart
Brian Collopy
Paul Yourchisin
Arthur Stewart
Mary Anne Paris
Suzanne Turner

Robert Terrill
Amanda Hetrick
Diane Martin
Norbert Kennerknecht
Donna Zariczny
Jeff Lockett
Kim Angove
Wendy Norris

1. Opening Activities

1.01 Call to Order

Mr. Knapp called the meeting to order at 8:45 p.m.

- 1.02 Public Comment – Claudia Solinko spoke on behalf of the Warren County Education Association on the reorganization of the Central Office. She believes that the elimination of the Director of Human Resource position will negatively impact the teachers, the support staff, and ultimately, the students of the Warren County School District. She requested that the Personnel/Athletics and Co-Curricular Activities Committee not move these motions on to the full Board meeting and end it now with the committee.

1.03 Other

2. Old Business

2.01 Retirement Request

Discussion: None.

Action: The Committee agreed to forward the Retirement Request on to the full Board for approval at the May 10, 2010 meeting.

Motion: That the Board of School Directors approve a request by Katherine Bowley permitting her to pay both her portion of retirement while on Workmen's Compensation and the district's share toward retirement to PSERS.

Attachments:

- 2.01a – K. Bowley – Executive Summary (Board Only)
- 2.01b – K. Bowley – Letter (Board Only)
- 2.01c – K. Bowley – Financial (Board Only)

2.02 Other

3. New Business

3.01 Certificated Personnel Report

Discussion: Dr. Yourchisin asked where Mr. Smith will do his placement for his internship. Dr. Pascale said that she will check into that. Mr. Werner asked about the resignations of the teachers who were working for the Charter School. Dr. Pascale stated that those teachers had five (5) years to return to their positions within the Warren County School District. They were sent letters and both returned the letter stating they would not be returning to the Warren County School District. Mr. Grant asked how these positions were filled while they were on the leave of absence. Dr. Pascale stated that the positions were filled with permanent teachers and if they decided to come back to the district, the lowest senior teacher would be displaced. Mr. Grant requested that this information be researched.

Action: The Committee agreed to forward a Certificated Personnel Report on to the full Board for approval at the May 10, 2010 meeting.

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

Attachments:

- 3.01a – Certificated Personnel Report (Public and Board)
- 3.01b – Internship Request – G. Smith (Public and Board)
- 3.01c – Internship Request – G. Monza (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 May 10, 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 May 10, 2010 meeting.

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

Attachments:

- 3.03a – Volunteer Report - AV (Public and Board)

3.04 Unique Need Tuition Reimbursement Request

Discussion: Mr. Grant requested that the unique needs list be included with these requests so that the members can review it each time. Mr. Knapp asked how many ESL teachers we have in the district. Dr. Pascale stated that she knows we have one currently but will research this information and provide it to the Board.

Action: The Committee agreed to forward the Unique Need Tuition Reimbursement Request on to the full Board for approval at the May 10, 2010 meeting.

Motion: That the Board of School Directors approve unique need tuition reimbursement for thirteen (13) credits (present cost of \$2,220) for Diane Swartz to obtain her English as a Second Language certification through I.U. #5/Global Classroom.

Attachments:

3.04a – Unique Need Tuition Reimbursement Request – D. Swartz (Public and Board)

3.05 Superintendent's Recommendations for Restructuring

Discussion: Dr. Terrill discussed his recommendations for reorganizing the Central Office. Dr. Terrill obtained feedback on the reorganization from the present administration and feels that it will be more effective to only have three directors overseeing district programs rather than seven to avoid the administration getting mixed messages. Dr. Terrill would like to redirect director cost to provide for full-time assistant principals at Youngsville High School and Sheffield Area Middle/High School. Dr. Terrill then addressed the criticisms of his reorganization plan by former board members and the teacher's union. Mr. Werner researched neighboring districts to see which ones have a Human Resource Director. He stated that the majority of districts do not have a Human Resource Director but that the districts that do, have more than one high school. Mr. Grant feels that human resource positions are to support the hiring process. He feels that there are many ways to do business, not just one, and his concern right now is in human resource administrative skills. He saw an ad in the Jamestown newspaper for an entry level human resource administrator requiring an Associates Degree to run human resource provisions in the private sector. Mr. Grant is in support of Dr. Terrill's recommendations as a comprehensive reorganization of the district that hopefully will lead to improved instruction outcomes at two high schools that he believes need a boost. Mrs. Angove feels that it is very cruel and sadistic to make Dr. Pascale bring a motion before the Board to eliminate her own position. She appreciates Dr. Pascale bringing the motion forward with professionalism. Mrs. Angove does not agree with combining the need for principals with the elimination of the Human Resource Director and feels that this was done on purpose. She feels that the three people who stand to receive financial gain from Dr. Terrill's proposal are three people who want to eliminate the director position. She stated that the organizational chart made public had no names on it but the one the Board received did have names on it and she does not agree with appointing people to the positions without posting the positions or holding interviews. Due to the calls and emails received, Mrs. Angove feels that there has been a very clear signal regarding the public opinion on this matter. Mr. Lockett stated that he is not in support of this organizational change. With his corporate experience, he does not feel that the Human Resource Director position should be eliminated. He feels that Dr. Terrill does not have the position, as someone who has a vested residence in this county, to say that two board members are not discharging their duty with utmost integrity.

Action: The Committee agreed to forward the Superintendent's Recommendations for Restructuring on to the full Board for approval at the May 10, 2010 meeting.

Motions: **Recommended Motion:** That the Board of School Directors approve the elimination of the position of Director of Human Resources as of June 30, 2010.

Recommended Motion: That the Board of School Directors approve the attached revised title of the Human Resources Administrative Assistant to Human Resources Supervisor with the accompanying job description revisions as of July 1, 2010 with salary to be determined during the Administrative Support Meet and Discuss process.

Recommended Motion: That the Board of School Directors approve the attached revised title of the Human Resources Information Specialist to Human Resources Administrative Assistant with the accompanying job description revisions as of July 1, 2010 with salary to be determined during the Administrative Support Meet and Discuss process.

Recommended Motion: That the Board of School Directors approve the elimination of the position of the Secretary to Director of Human Resources as of June 30, 2010.

Recommended Motion: That the Board of School Directors approve the creation of an Information Specialist position to be assigned to the Human Resources Office and the Grants Office as of July 1, 2010 with salary to be determined during the Administrative Support Meet and Discuss process.

Recommended Motion: That the Board of School Directors approve the administration's recommended change from ½ time assistant principal to full-time assistant principal at Youngsville High School and Sheffield Middle/High School as of July 1, 2010.

Attachments:

- 3.05a – Job Descriptions (Board Only)
- 3.05b – Reorganization Chart Tasks Draft II No Names (Board Only)
- 3.05c – Reorganization Chart Tasks Draft II (Board Only)
- 3.05d – Superintendent Executive Summary (Board Only)
- 3.05e – Job Descriptions (Public and Board)
- 3.05f – Reorganization Chart Tasks Draft II No Names (Public and Board)
- 3.05g – Website Superintendent Executive Summary (Public and Board)

3.06 Athletic Supplemental Contracts

Discussion: None.

Action: The Committee agreed to forward the Athletic Supplemental Contracts on to the full Board for approval at the May 10, 2010 meeting.

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

Attachments:

- 3.06a – Athletic Supplemental Contracts (Public and Board)

3.07 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 May 10, 2010 meeting.

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

Attachments:

3.07a – Co-Curricular Supplemental Contracts (Public and Board)

3.08 Athletic Trainer Agreement Addendum

Discussion: The addendum addresses an increase in cost and that, if in the event that two trainers cannot be provided, charges will be prorated to compensate for that.

Action: The Committee agreed to forward the Athletic Trainer Agreement Addendum on to the full Board for approval at the May 10, 2010 meeting.

Motion: That the Board of School Directors approve the Athletic Trainer Agreement Addendum.

Attachments:

3.08a – Athletic Trainer Agreement 2009/2010 (Public and Board)

3.08b – Athletic Trainer Agreement Letter – WGH (Public and Board)

3.08c – Athletic Trainer Addendum (Public and Board)

3.08d – Athletic Trainer Memorandum (Public and Board)

3.09 Other – Mrs. Zariczny asked about personnel allocation for staffing. Dr. Pascale stated that right now there are 18 retirements and out of those, four elementary teachers and two high school teachers will not be replaced through attrition. Elementary numbers will be presented next month.

4. Informational Items

4.01 Informational Personnel Report

Discussion: Mr. Werner asked about the two different retirement incentives. Dr. Pascale stated that they are both in accordance with the new contract.

Action: None.

Motion: None.

Attachments:

4.01a – Informational Report (Public and Board)

4.02 Kelly Services Report

Discussion: None.

Action: None.

Motion: None.

Attachments:

4.02a – Kelly Services Report – March 2010 (Board Only)

4.03 Goals Update

Discussion: Mr. Stewart asked if the goals will be advanced to the May Board meeting. All district goals will be a combined motion at the May Board meeting from the Curriculum, Instruction and Technology Committee, the Physical Plant and Facilities Committee and the Personnel/Athletics and Co-Curricular Committee.

Action: None.

Motion: None.

Attachments:

4.03a – Observation Counts – March 2010 (Public and Board)

4.03b – Goal #3 – Improving Instruction and Recruiting (Public and Board)

4.04 Three and Ten Day Numbers

Discussion: Dr. Yourchisin asked what a team being on probationary status really means. Dr. Pascale stated that she understands that when a team is placed on probation, by the next year, the participation numbers need to be at a certain level so that the team can compete and so that it is not unsafe.

Action: None.

Motion: None.

Attachments:

4.04a – Spring Third and Tenth Day Counts 09/10 (Public and Board)

4.04b – Spring Probationary Teams 09/10 (Public and Board)

4.05 All-County Musical Junior

Discussion: Mrs. Angove stated that the musical was phenomenal.

Action: None.

Motion: None.

Attachments:

4.05a – All-County Musical Junior Report (Public and Board)

4.06 Other - Dr. Pascale 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 – Wednesday, June 2, 2010 at 7:00 p.m. at the Warren County Career Center.

6.02 Executive Session - None

6.03 Adjournment – 9:37 p.m.

Respectfully Submitted,

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