

PERSONNEL/ATHLETICS AND CO-CURRICULAR ACTIVITIES COMMITTEE

*MINUTES*

July 26, 2010

AFTER THE PHYSICAL PLANT AND FACILITIES COMMITTEE MEETING

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Tom Knapp  
John Grant

Jack Werner

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT:

Robert Terrill  
Rosemarie Green  
Diane Martin  
Brian Collopy  
Jim Miller  
Arthur Stewart  
Kim Angove  
Wendy Norris

Amy Stewart  
Amanda Hetrick  
Norbert Kennerknecht  
Matt Jones  
Donna Zariczny  
Jeff Lockett  
Mary Anne Paris  
Suzanne Turner

**1. Opening Activities**

1.01 Call to Order

Mr. Knapp called the meeting to order at 6:30 p.m.

1.02 Public Comment

1.03 Other

**2. Old Business**

2.01 Other

**3. New Business**

3.01 Certificated Personnel Report

**Discussion:** Mrs. Zariczny asked where the new administrators would be assigned for the 2010/2011 school year. Mrs. Hetrick stated that Mr. Knapp would be assigned to Sheffield Area Middle/High School and Mrs. Weber would be assigned to Youngsville High School. Mrs. Angove asked about the recruitment efforts made to fill the administrative and professional positions. Mrs. Hetrick reviewed the procedures taken to find qualified candidates. She also asked if the budget cuts in New York State have impacted our applicant pool. There were no New York applicants for these positions but the probability is high that there will be applicants from New York State in the future.

**Action:** The Committee agreed to forward a Certificated Personnel Report on to the full Board for approval at the July 26, 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:** Mr. Werner asked about the increase in hourly rate. Mr. Stewart stated that he would like this discussed in executive session rather than at the committee meeting.

**Action:** The Committee agreed to forward the Support Personnel Report on to the full Board for approval at the July 26, 2010 meeting.

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

**Attachments:**

3.02a – Support Personnel Report (Public and Board)

3.03 Volunteer Report – No report this month.

3.04 Unique Need Tuition Reimbursement

**Discussion:** None.

**Action:** The Committee agreed to forward the request for unique need tuition reimbursement for Lacey Schuler on to the full Board for approval at the July 26, 2010 meeting.

**Motion:** That the Board of School Directors approve unique need tuition reimbursement of three (3) credits for Lacey Schuler to complete her Special Education certification program at Edinboro University.

**Attachments:**

3.04a – Unique Need Tuition Reimbursement Request – L. Schuler (Public and Board)

3.04b – Unique Need Certification Areas (Public and Board)

3.05 Administrative Support Personnel Employment Agreement

**Discussion:** Dr. Terrill stated that all the recommended changes are noted in red in the agreement. Mr. Grant stated that he has great concerns with this agreement and the Act 93 – Non-Certificated agreement. He feels that both agreements have many things that need to be clarified before being approved by the Board. He is not comfortable with a 4-year agreement and would prefer a 2-year agreement. Mr. Stewart feels the agreements should not be forwarded if the committee is not comfortable with the contents.

**Action:** The Committee did not agree to forward the Administrative Support Personnel Employment Agreement on to the full Board for approval at this time.

**Motion:** None

**Attachments:**

3.05a – Administrative Support Personnel Employment Agreement Summary of Changes (Board Only)

3.05b – Salary Recommendation for L. Moldovan (Board Only)

3.05c – Administrative Support Staff Summary of Benefits (Public and Board)

3.05d – Administrative Support Group Salaries (Board Only)

3.06 Act 93 Agreement – Non-Certificated Staff

**Discussion:** See agenda item 3.05.

**Action:** The Committee did not agree to forward the Act 93 Agreement for Non-Certificated Staff on to the full Board for approval at this time.

**Motion:** None.

**Attachments:**

3.06a – Act 93 Plan for Non-Certificated Staff (Public and Board)

3.06b – Summary of Changes to the Act 93 Agreement for Non-Certificated Staff  
(Public and Board)

3.07 Athletic Supplemental Contracts

**Discussion:** None.

**Action:** The Committee agreed to forward the Athletic Supplemental Contracts on to the full Board for approval at the July 26, 2010 meeting.

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

**Attachments:**

3.07a – Athletic Supplemental Contracts (Public and Board)

3.08 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 July 26, 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 Co-Curricular Supplemental Contracts – Additional Position

**Discussion:** Funding for this additional co-curricular supplemental will come out of the non-athletic contingency fund and will be for the 2010/2011 school year only. Mr. Werner asked if this request will recur when the district hosts other competitions. Mr. Miller stated that it is possible. Mrs. Hetrick explained the competition at hand.

**Action:** The Committee agreed to forward the request for an additional Co-Curricular Supplemental Contract at the Warren County Career Center for the 2010/2011 school year only on to the full Board for approval at the July 26, 2010 meeting.

**Motion:** That the Board of School Directors approves the additional Skills USA position at the Warren County Career Center for the 2010-2011 school year.

**Attachments:**

3.09a – Additional Position Request Letter - WCCC (Public and Board)

3.10 License Agreement with Abraxas I/Arlene Lissner High School for Track and Field

**Discussion:** Mr. Knapp stated that he has talked with the district solicitor and he assures him that there will be no cost to the district for the agreements with Abraxas for track and field and for wrestling.

**Action:** The Committee agreed to forward the License Agreement with Abraxas I/Arlene Lissner High School for Track and Field on to the full Board for approval at the August 9, 2010 meeting.

**Motion:** That the Board of School Directors approve the License Agreement between Sheffield Area Middle/High School and Abraxas I/Arlene Lissner High for Track and Field.

**Attachments:**

- 3.10a – License Agreement between Sheffield Area Middle/High School and Abraxas I/Arlene Lissner High School for Track and Field (Public and Board)
- 3.11 License Agreement with Abraxas I/Arlene Lissner High School for Wrestling

**Discussion:** See agenda item 3.10.

**Action:** The Committee agreed to forward the License Agreement with Abraxas I/Arlene Lissner High School for Wrestling on to the full Board for approval at the August 9, 2010 meeting.

**Motion:** That the Board of School Directors approve the License Agreement between Sheffield Area Middle/High School and Abraxas I/Arlene Lissner High for Wrestling.

**Attachments:**

- 3.11a – License Agreement between Sheffield Area Middle/High School and Abraxas I/Arlene Lissner High School for Wrestling (Public and Board)
- 3.12 Bid Summary for Youngsville High School – Wrestling Mat

**Discussion:** Mrs. Zariczny asked if there is documentation that the lowest bidder's product is substandard. Mr. Miller stated that the preferred product is Resilite. Mrs. Zariczny asked if putting off this item would jeopardize getting the mat before wrestling season and Dr. Terrill stated that he is not sure and would have to get more information. Mr. Grant does not understand how we cannot accept the lowest bid if each company met the district bid specifications. More research will be done before this is forwarded to the full Board.

**Action:** The Committee did not agree to forward the bid from Resilite Sports Products for the wrestling mat at Youngsville High School on to the full Board for approval at this time.

**Motion:** None.

**Attachments:**

- 3.12a – Bid Summary – Wrestling Mat for YHS (Public and Board)
- 3.12b – Letter from D. Jaskolka (Public and Board)
- 3.13 Other

**4. Informational Items**

- 4.01 Informational Personnel Report

**Discussion:** None.

**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 – June 2010 (Board Only)

4.03 Goals Update

**Discussion:** None.

**Action:** None.

**Motion:** None.

**Attachments:** None.

4.04 Employee Athletic/Co-Curricular Handbook

**Discussion:** None.

**Action:** None.

**Motion:** None.

**Attachments:**

4.04a – Employee Athletic/Co-Curricular Handbook 2010-2011 Editing Memo  
(Public and Board)

4.05 Other – Mrs. Stewart asked for permission to add new reports before the August 9<sup>th</sup> Board meeting. Permission was granted.

Mr. Grant would like the student teachers included with the Volunteer Reports for Board approval in the future rather than have this be an informational item.

**5. Other**

**6. Closing Activities**

6.01 Next Meeting Date – Tuesday, August 31, 2010 after the Finance Committee meeting at the Warren County Career Center.

6.02 Executive Session - None

6.03 Adjournment – 7:13 p.m.

Respectfully Submitted,

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