

PERSONNEL/ATHLETICS AND CO-CURRICULAR ACTIVITIES COMMITTEE

***MINUTES***

September 28, 2010

7:00 P.M.

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Thomas Knapp  
John Grant

Jack Werner

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT:

Robert Terrill  
Amanda Hetrick  
Jim Miller  
Brian Collopy  
Arthur Stewart  
Jeff Lockett  
Wendy Norris  
Brian Ferry WTO

Amy Stewart  
Diane Martin  
Ruth Nelson  
Donna Zariczny  
Mary Anne Paris  
Rosemarie Green  
Sue Turner

**1. Opening Activities**

1.01 Call to Order

Mr. Knapp called the meeting to order at 7:01 p.m.

1.02 Public Comment – None.

1.03 Other – None.

**2. Old Business**

2.01 Other

**3. New Business**

3.01 Certificated Personnel Report

**Discussion:** None.

**Action:** The Committee agreed to forward the Certificated Personnel Report on to the full Board for approval at the October 11, 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 – Administrative Supervisor (Public and Board)
- 3.01c – Business Office Reorganization (Admin/No Public)
- 3.01d – Finance Reorganization (Admin/No Public)
- 3.01e – Act 93 Draft Job Description (Admin/No Public)

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 October 11, 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 (Admin/No Public)
- 3.02c – Administrative Supervisor (Public and Board)
- 3.02d – Business Office Reorganization (Admin/No Public)
- 3.02e – Finance Reorganization (Admin/No Public)
- 3.02f – Act 93 Draft Job Description (Admin/No Public)

3.03 Volunteer Report

**Attachments:**

- 3.03a – Volunteers - SSEL C (Public and Board)
- 3.03b – Volunteers – S. Grove (Public and Board)
- 3.03c – Volunteers – LEC (Public and Board)
- 3.03d – Volunteers – Beaty (Public and Board)

3.04 Employment Agreements

**Discussion:** Mrs. Stewart stated that the Administrative Support Agreement and the Act 93 Non-Certificated Agreement would be addressed next month. The committee decided the Act 93 Certificated Agreement would be discussed in Executive Session.

**Action:** The Committee did not agree to forward the Employment Agreements on to the full Board for Approval at this time.

**Motion:** None

**Attachments:**

### 3.05 Affiliation Agreement – Clarion University

**Discussion:** Mr. Knapp asked if there were any changes since the last agreement. Mrs. Turner stated there were changes and that this agreement was reviewed by Attorney Chris Byham and he is in agreement with the changes.

**Action:** The Committee agreed to forward the Affiliation Agreement – Clarion University on to the full Board for approval at the October 11, 2010 meeting.

**Motion:** That the Board of School Directors approve the Affiliation Agreement – Clarion University.

**Attachments:**

3.05a – Affiliation Agreement – Clarion University (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 October 11, 2010 meeting.

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

**Attachments:**

3.06a – Athletic Supplemental Contracts (Public and Board)

3.06b – Winter Coaches (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 October 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)

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

### 3.08 Co-curricular Supplemental Position Request

**Discussion:** Mr. Grant questioned if the new position of Warren County School District Public Relations Coordinator is being added in addition to the new positions approved last year. Mr. Miller responded that this is a new position which is a district-wide coordinator position. This position would function differently than the positions approved last year and the person in this position would work in

conjunction with the coordinators at the schools. Mr. Grant asked from where the funding is coming and Mrs. Stewart replied that the money would come from a non-athletic contingency fund. Mr. Lockett questioned whether the function of this position could be handled by the administration instead of spending \$500 to hire a district-wide coordinator. Mrs. Stewart explained the benefits to the students of utilizing PR coordinators who are providing additional experience and learning beyond the students' journalism classes. Mr. Lockett suggested that the journalism curriculum be changed to include the additional experience and learning that is being offered by the use of PR coordinators. Mr. Lockett said the journalism students might want to attend the committee and board meetings for real life experience and Dr. Terrill concurred.

**Action:** The Committee agreed to forward the Co-Curricular Position Request on to the full Board for approval at October 2010 meeting.

**Motion:** That the Board of School Directors approve the Co-Curricular Supplemental Position Request.

**Attachments:**

3.08a – Position Request (Public and Board)

3.08b – WCSD Public Coordinator Duties (Public and Board)

3.09 Youngsville Wrestling Mat Bids

**Discussion:** Mr. Miller stated that there was only one company, Resilite, which submitted the required documents for bid. Mr. Knapp said that the Board may want to go with the one bidder who submitted all the required documents for a bid rather than have a rebid. Mr. Grant said he did not like the idea of only having one bidder but if that was the only acceptable bid then that is what the Board will have to consider when they make a decision on whether to accept this bid or ask for a rebid.

**Action:** The Committee agreed to forward the Youngsville Wrestling Mat Bid on to the full Board for approval at October 2010 meeting.

**Motion:** That the Board of School Directors approve the Youngsville Wrestling Mat Bid.

**Attachments:**

3.09a – Bid Summary for Youngsville Wrestling Mat (Public and Board)

3.10 Other

Mrs. Stewart said that Mrs. Berry has been charged with preparing for a Civil Rights Audit at the Career Center. As a result of this, motions need to be prepared to appoint people as Career Center General Advisory Members, OAC Advisor, Title VI Coordinator, Title IX Coordinator and 504 Coordinator to be approved at the October 11, 2010 Board Meeting. The point was made that the Civil Rights Audit is routine in nature and Warren County School District is not being singled out for any reason.

#### **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:** Mr. Werner said that he noticed that the substitute fill rate is lower for Sheffield than other areas. He asked if Mrs. Turner knew the reason for this. Mrs. Turner said she would check with Valerie Ells at Kelly Services for an answer to Mr. Werner's question.

**Action:** None.

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

**Attachments:**

4.02a – Kelly Services Teacher Report Card 2009/2010 (Public and Board)

4.02b – Kelly Services Substitute Report Card 2009/2010 (Public and Board)

##### **4.03 Goals Update**

**Discussion:** No report this month

**Action:**

**Motion:**

**Attachments:**

##### **4.04 Deductible Days**

**Discussion:** Mrs. Turner said that these are revised forms if approval for Deductible Days is going to be determined through the administration. Mrs. Stewart stated that the district has met with both bargaining units and they are very much in support of having Deductible Days determined through the administration.

**Action:** None.

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

**Attachments:**

4.04a – Professional Deductible Day Form (Public and Board)

4.04b – Support Deductible Day Form (Public and Board)

#### 4.05 Administrative Salaries

**Discussion:** Mr. Stewart asked if the Administrative Salary Comparison was in response to Mrs. Angove's question about the Human Resource Office savings. Mrs. Stewart said those saving would not all be captured on the Administrative Salary Comparison since all the Human Resource costs/savings are not related to Act 93. Mr. Stewart asked if this means this item needs to be advanced to the board meeting to satisfy Mrs. Angove's inquiry or do the committee members want to grant closure here. Mrs. Stewart distributed a cost analysis worksheet showing the Human Resource Office savings with information to answer Mrs. Angove's inquiry. Dr. Terrill discussed the figures on the worksheet including the future savings analysis which he believes is important when considering the total HR savings.

**Action:** None.

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

**Attachments:**

4.05a – Administrative Salary Comparison (Admin/No Public)

#### 4.06 Facility Report

**Discussion:** None.

**Action:** None.

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

**Attachments:**

4.06a – September Facility Report (Public and Board)

#### 4.7 Administrators as Coaches

**Discussion:** Mr. Miller surveyed athletic directors from District 10 and nine schools in District 10 had administrators as coaches. The District 10 athletic directors indicated on the survey that it was at the superintendent's discretion as to whether administrators can coach. Mr. Grant asked if this was something Mr. Miller was proposing and Mr. Miller replied that it was merely fact-finding on his part. He was asked to get information for the Board. Mr. Knapp said he was the one who brought this issue up because the district had lost several coaches to administrative positions recently. Mr. Knapp said we may need a policy to cover this matter. Mr. Werner stated that the district does not have a policy that says administrators can't coach. Mr. Miller offered an opinion that it would be difficult for administrators to be coaches in most situations since it would require them to leave their buildings at times prior to the end of a school day to coach athletic events.

**Action:** None.

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

**Attachments:**

4.07a – Administrators as Coaches (Public and Board)

4.08 Other

Mr. Grant suggested that the Masters and Doctoral recipients be invited to the Board meeting to be recognized for their achievement.

Mr. Grant asked for clarification of whether fees at War Memorial Field are different than fees at other fields in the district. Mr. Miller said his general response is that there is a distinct difference between War Memorial Field and the rest of the county schools and what they charge. Mr. Miller will get the exact fees for the board. Mr. Grant asked Mr. Miller if he thought that the board needs to take action on an annual basis on setting rates and Mr. Miller replied yes. Mr. Werner suggested that the public be informed in some method when prices are raised. Mr. Grant suggested that the district set the rates on an annual basis.

**5.0 Other**

**6. Closing Activities**

6.01 Next Meeting Date –October 26, 2010 following the Finance Committee meeting at the Warren County Career Center.

6.02 Executive Session – The board members adjourned at 7:50 pm to discuss contractual matters.

Board members returned from executive session at 8:46 pm

6.03 Adjournment 8:47 p.m.

Respectfully Submitted,

Louann English, Administrative Assistant  
Thomas Knapp, Chairperson  
Personnel/Athletics and Co-Curricular Activities Committee