

PERSONNEL/ATHLETICS AND CO-CURRICULAR ACTIVITIES COMMITTEE

***MINUTES***

January 31, 2011

9:00 P.M.

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Jack Werner  
John Grant

Thomas Knapp

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT:

Amy Stewart  
Amanda Hetrick  
Jim Miller  
Mary Anne Paris  
Rosemarie Green  
Wendy Norris  
Paul Giannini  
Patricia Bova  
Justin Tech  
WTO

Donna Zariczny  
Diane Martin  
Jeff Lockett  
Kim Angove  
Sue Turner  
Paul Yourchisin  
Valerie Ells  
Barbara Cook  
Michael Kiehl  
Gary Weber

**1. Opening Activities**

1.1 Call to Order

Mr. Knapp called the meeting to order at 9:03 p.m.

1.2 Public Comment – None.

1.3 Other – None.

**2. Old Business**

2.1 Other

**3. New Business**

3.1 Certificated Personnel Report

**Discussion:** None.

**Action:** The Committee agreed to forward the Certificated Personnel Report on to the full Board for approval at the February 14, 2011, board meeting.

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

**Attachments:**

3.01a – Certificated Personnel Report (Public and Board)

### 3.2 Support Personnel Report

**Discussion:** Mrs. Angove asked if the new medical assistant aide is aware that she is being hired based on one student's needs which may eventually mean the position will not be needed. Mrs. Martin said it had been discussed with the candidate during the interview process.

**Action:** The Committee agreed to forward the Support Personnel Report on to the full Board for approval at the February 14, 2011, board meeting.

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

**Attachments:**

3.02a – Support Personnel Report (Public and Board)

### 3.3 Volunteer Report

**Discussion:** None.

**Action:** The Committee agreed to forward the Volunteer Report on to the full Board for approval at the February 14, 2011, board meeting.

**Motion:** That the Board of School Directors approves the Volunteer Report.

**Attachments:**

3.3a – WCSD Volunteer Report (Public and Board)

### 3.4 Bus Driver List

**Discussion:** Mrs. Zariczny asked if it was truly necessary for the Board to approve bus drivers by name and Mrs. Stewart replied this is what was requested by the state auditor.

**Action:** The Committee agreed to forward the New Bus Driver List on to the full Board for approval at the February 14, 2011, board meeting.

**Motion:** That the Board of School Directors approves the Bus Driver List.

**Attachments:**

- 3.4a – Bus Driver List (Public and Board)
- 3.4b – FBI Clearance FAQ (Public and Board)

3.5 ARAMARK – SSELCLabor Change Recommendation

**Discussion:** Mrs. Stewart and Mr. Tech presented a proposal to eliminate the Grade IV Cafeteria Helper position at SSELCL and create a Grade III Cafeteria Satellite Leader position. SSELCL currently has a Grade IV Cafeteria Helper position but the duties to be performed are the increased duties of a Grade III Cafeteria Satellite Leader. Mr. Tech explained that the hours of the position were reduced from 4.5 hours to 4 hours to reduce the financial impact of changing this position to a Grade III position.

**Action:** The Committee agreed to forward the ARAMARK – SSELCLabor Change Recommendation on to the full Board for approval at the February 14, 2011, board meeting.

**Motion:** That the Board of School Directors approves the ARAMARK – SSELCLabor Change Recommendation.

**Attachments:**

- 3.5a – SSELCLabor Change Recommendation (Public and Board)

3.6 Athletic Supplemental Contracts

**Discussion:** Mr. Yourchisin asked about rate differences for Spring Coaches in the Athletic Supplemental Contracts. Mr. Miller said the highlighted rates on the list are the old rates which were in effect prior to the rate changes that are currently in effect.

**Action:** The Committee agreed to forward the Athletic Supplemental Contracts on to the full Board for approval at the February 14, 2011, board meeting.

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

**Attachments:**

- 3.6a – Athletic Supplemental Contracts (Public and Board)
- 3.6b – Spring Coaches (Public and Board)

3.7 Co-Curricular Supplemental Contracts – None

**Discussion:**

**Action:**

**Motion:**

**Attachments:**

3.8 License Agreement

**Discussion:** Mr. Miller presented the License Agreement for the district to use the tennis courts at Betts Park and noted that the rate has increased due to renovations by the city. Mr. Miller said that since a field will not be available at the Farm Colony this spring, a License Agreement will be presented at the February Board Meeting for the district's use of a field at Bett's Park for baseball.

**Action:** The Committee agreed to forward the License Agreement with the City of Warren on to the full Board for approval at the February 14, 2011, board meeting.

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

**Attachments:**

3.8a- License Agreement with the City of Warren (Public and Board)

3.9 Facility Agreement

**Discussion:** Mr. Miller said there was no increase in Lakewood's YMCA prices for use of their tennis facility in the spring. Mrs. Paris asked how many students use this facility. Mr. Miller said 20-25 students use the facility. Mr. Grant asked if the district transported the students to Lakewood YMCA or if the students transported themselves. Mr. Miller said the students transport themselves.

**Action:** The Committee agreed to forward the Facility Agreement with the Lakewood YMCA on to the full Board for approval at the February 14, 2011, board meeting.

**Motion:** That the Board of School Directors approves the Facility Agreement with Lakewood YMCA.

**Attachments:**

3.9a- Facility Agreement with the Lakewood YMCA (Public and Board)

3.10 Other

Mr. Miller requested to add items between committee and board and permission was granted.

**4.0 Informational Items**

4.1 Informational Personnel Report - None

**Discussion:**

**Action:**

**Motion:**

**Attachments:**

4.2 Kelly Services Report

**Discussion:** None.

**Action:** None.

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

**Attachments:**

4.2a – Kelly Services Reports – December 2010 (Public and Board)

4.2b – Kelly Services Reports – December 2010 (Admin/No Public)

4.3 Goals Update

**Discussion:**

**Action:** None.

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

**Attachments:**

4.3a – Observation Count November/December 2010 (Public and Board)

4.4 Coach Evaluation Report

**Discussion:** Mr. Grant said that evaluations of extra-curriculars are normally a personal personnel element and questioned if the evaluations are routinely available to the Board. He asked if this was in violation anyone's personnel rights. Mr. Knapp said he has seen the evaluations available to the Board in the past. Mr. Miller said the evaluation attachment is only available to the Board and not the general public. Mrs. Norris said the district started making the evaluations available to the Board a number of years ago, possibly five years ago, at the Board's request.

**Action:** None.

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

**Attachments:**

4.4a – Fall Season Coach Evaluation Report (Admin/No Public)

4.5 Third Day and Tenth Day Participation Numbers

**Discussion:** None.

**Action:** None.

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

**Attachments:**

4.5a – Winter Third Day and Tenth Day Participation Numbers (Public and Board)

4.5b – Winter Probationary Teams (Public and Board)

4.6 All-County Musical Update

**Discussion:** Mr. Miller stated that the price of tickets to the All-County Musical has increased a dollar for the adults and a dollar for the students in comparison to the price of the tickets for the senior high school musical two years ago.

**Action:** None.

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

**Attachments:**

4.6a – All-County Musical Information (Public and Board)

4.7 Other.

**5.0 Other**

5.1 Retirement Incentive Discussion

**Discussion:** There was a discussion on retirement incentives. Mrs. Stewart said incentives have been offered in the past in different ways and that research was done by this district on proposals offered by other districts. Mrs. Zariczny mentioned that contract language issues would need to be considered when looking at retirement incentives. Mrs. Angove expressed concern about putting teachers into a retirement system that might not be able to handle it at this point and that the teachers' union should be consulted before making any decisions. Mr. Grant did not think it was timely to implement an incentive plan this year with all the other issues facing the district right now. He suggested putting this on the back burner and revisiting it next year.

**Action:**

**Motion:**

**Attachments:**

## 5.2 Kelly Healthcare Resources Agreement Addendum

**Discussion:** Mrs. Stewart said that the district has been working on a cost analysis of utilizing Kelly Services in light of recent discussions of cost savings for the district. The district has been working with Kelly Services on additional services that they could provide to the district. Mrs. Stewart explained that there are issues with Kelly Services providing certain types of substitutes for some positions such as teacher aides and that it might be beneficial to draw the substitutes from a different Kelly Services' pool such as the medical staff at Kelly Services. Several board members asked that further information be provided including if there have been changes in absenteeism since utilizing Kelly Services, whether it has been a savings for the district to utilize Kelly Services and what can the district do to minimize or reduce the need for substitutes. It was also suggested that it would be beneficial to see a comparison between the costs of using Kelly Services versus the cost of the district providing substitutes at the same fill rate as Kelly Services.

**Action:** The Committee agreed to forward the Kelly Healthcare Agreement Addendum on to the full Board for approval at the February 14, 2011, board meeting.

**Motion:** That the Board of School Directors approves the Kelly Healthcare Agreement Addendum.

**Attachments:**

5.2a – Kelly Healthcare Agreement Addendum (Public and Board)

## 5.3 Other

Mrs. Stewart asked permission to add items between committee and board and permission was granted.

## 6. Closing Activities

6.1 Next Meeting Date – February 28, 2011, after the Physical Plant and Facilities Meeting

6.2 Executive Session

6.3 Adjournment 9:46 p.m.

Respectfully Submitted,

Louann English, Administrative Assistant  
Jack Werner, Chairperson  
Personnel/Athletics and Co-Curricular Activities Committee