

**WARREN COUNTY SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
MEETING MINUTES**

MONDAY, OCTOBER 10, 2005

1. Opening Activities

A. Call to Order

The regular meeting of the Warren County School District Board of School Directors was called to order by Mrs. Nuttall, President, at 7:10 p.m. in the Board Room of the Warren County Career Center, 347 East Fifth Avenue, Warren, Pennsylvania.

B. Pledge of Allegiance

Mrs. Nuttall led the Pledge of Allegiance to the American flag.

C. Roll Call

Roll Call

Board Members Present:

Mr. Kevin Freestone
Mr. Roger Dunham
Mr. Richard Lyle
Mrs. Jacki Nuttall

Mr. Richard Pascuzzi
Mr. Randall Peterson
Mr. John Schwanke

Board Members Absent:

Mr. David Come

Mr. John Shea

Others Present:

Mr. John Grant, Superintendent; Dr. J. Hugh Dwyer, Assistant Superintendent; Mr. Mark Eberl, Executive Director of Support Services; Mrs. Amy Stewart, Director of Technology /Information Management; Dr. Norbert Kennerknecht, Director of Buildings and Grounds; Mrs. Rosemarie Green, Director of State & Federal Programs; Mr. Darin Schulz, Business Administrator; Mr. Arthur Stewart, Solicitor; Mrs. Ruth Huck, Board Secretary; Mr. Robert Seiden, Kinzua Broadcasting; Mr. Matt Ewalt, Times Observer; Mr. Matt Jones, Coordinator of Grants and Foundation Development; Mr. Jack Werner, Coordinator of District-wide Athletics and Co-Curricular Activities; Mr. Mark Nelson, Supervisor of Special Education; Claudia Solinko, WCEA President; Ruth Nelson, Principal; Rhonda Decker, Principal.

D. Reading of the Mission Statement - Mr. Roger Dunham

The mission of the Warren County School District is to prepare all students to be responsible and productive citizens by providing them with the skills and education necessary to achieve academic and personal excellence.

E. Public Comment

Claudia Solinko – WCEA President RR 1, Bear Lake, PA President Release Time

F. Agenda Adoption

It was moved by Randall Peterson and seconded by John Schwanke that the Board of School Directors adopts the October 10, 2005, agenda as presented.

The result of the vote was: Unanimous

G. Approval of Minutes - September 12, 2005 (attachments pp. 235-245)

It was moved by Kevin Freestone and seconded by Richard Lyle that the Board of School Directors adopts the regular meeting minutes of September 12, 2005.

The result of the vote was: Unanimous

H. Approval of Financial Reports (attachments pp. 2-53)

It was moved by Randall Peterson and seconded by Roger Dunham that the Board of School Directors approves financial reports and authorizes the release of funds in payment of the listing of bills. Further, that a copy as presented be submitted for audit.

Mr. Freestone made a friendly amendment to the motion that check #500228 be withheld from the payment of bills. Mr. Peterson and Mr. Dunham agreed to the motion.

The result of the vote was: Unanimous

2. President's Statement

A. Reports and Information

1. I.U. #5 – Mr. John Schwanke

No report was given.

2. PSBA – Mr. Randall Peterson

The Leadership Conference will be held Oct. 25-29. Mr. Peterson also stated that the Board should read the Legislative Reports as they are issued.

3. Career Center Advisory – Mr. John Shea

No report was given.

4. Communication Ad Hoc Committee – Policy Recommendations – Mr. Kevin Freestone (attachments pp. 54-71)

It was moved by Kevin Freestone and seconded by Richard Pascuzzi that the Board of School Directors approves the changes to the listed board policies on second reading.

- Policy Number 1305, titled, “Belief Statement”
- Policy Number 2325, titled, “Regular Meetings”
- Policy Number 2335, titled, “Executive Sessions”

Agenda
Adoption
Approved
7-0-0

September
12, 2005,
Minutes
Approved
7-0-0

Financial
Reports
Approved
7-0-0

Second
Reading for
Policies 1305,
2325, 2335,
2340, 2347,
2401, 2405,
2410, 2605,
2610, 11005,
11010
Approved
7-0-0

- Policy Number 2340, titled, "Committee Meetings"
- Policy Number 2347, titled, "Electronic Information Dissemination"
- Policy Number 2401, titled, "Public Participation - Purpose"
- Policy Number 2405, titled, "Public Participation - Authority"
- Policy Number 2410, titled, "Public Participation - Guidelines"
- Policy Number 2605, titled, "Questions and Inquires Regarding the School District"
- Policy Number 2610, titled, "Public Complaints Regarding Instructional Practices, Disciplinary Action or School District Employees"
- Policy Number 11005, titled, "Communications With Parents"
- Policy Number 11010, titled, "Relations With Parent Organizations/Booster Organizations"

The result of the vote was: Unanimous

5. Budget Ad Hoc Committee - Jeff Lockett

Mr. Lockett stated that the report he was giving was compiled and reviewed by all of the members of the committee with the exception of one member who was unavailable to read the report.

The committee has held meetings in which prior budget worksheets, account details, Pentamation reports, attendance, preliminary salary and benefit figures for the 2006-2007 budget and meeting dates and times were discussed. Part of the charge given to the committee was to provide explanations of individual line items. The committee reviewed the athletic budget with the assistance of the District Athletic Coordinator and reviewed them with the administration at the last meeting. On generating the line by line descriptions for these items, the committee discovered a lack of consistency from school to school in coding of athletic items to particular line items yielding either confusing or erroneous conclusions. This was particularly evident in the areas of gate help, supplies, equipment, awards, and uniforms. The committee recommended to administration that a document be provided to each school athletic director and principal with a standardized description of what items are to be included in each budget line item. Once the individual schools reformat their budgets, the District budget may be easily compiled for presentation.

The committee has great concern that there is not enough time to perform all of the tasks to the diligence and thoroughness the committee members desire. Discussed was the possibility of additional meetings and slightly lengthening the timeframe for the committee to perform its functions. The committee believes it must have face to face meetings with the department heads to question those line items of concern or for clarity. To date the committee has had only one meeting, with Mr. John Werner, and it was very beneficial. At the committee meeting of October 3, the committee requested dates when other department staff personnel would be available to meet. The committee has not yet received a schedule. The committee would like to meet

with Mrs. Stewart next to discuss technology and Mr. Rondinelli to discuss transportation. Meetings with the other department heads would then follow.

In order to minimize the initial fact finding meeting time with the various department heads, administration committed to provide preliminary descriptions of the budget line items for the committee to review.

One topic still to be discussed is a method of budget presentation, its format and its medium. This will involve exporting data from Pentamotion the way the line item descriptions are incorporated and with ease of review and manipulation of the report and data by the Board or public.

All members of the Budget Ad Hoc Committee take the goals and challenges of the committee with great conviction and the committee desires the time and support to accomplish their tasks.

B. Important Dates

Date	Time	Committee	Location
1. October 17, 2005	7:00 p.m.	Budget Ad Hoc Committee	Curwen Building
2. October 24, 2005	7:00 p.m.	Budget Ad Hoc Committee	Curwen Building
3. October 24, 2005	12:00 noon	Athletic & Extra-Curricular Activities Committee	Curwen Building
4. October 24, 2005	5:30 p.m.	Physical Plant & Facilities Committee	Curwen Building
5. October 24, 2005	6:30 p.m.	Curriculum, Instruction & Technology Committee	Curwen Building
6. October 25, 2005	5:00 p.m.	Personnel Committee	Curwen Building
7. October 25, 2005	6:00 p.m.	Finance Committee	Curwen Building
8. November 1, 2005	6:00 p.m.	Special Board Meeting - Preliminary Budget Meeting	Warren Area Elementary Center
9. November 14, 2005	7:00 p.m.	Regular Board Meeting	Warren County Career Center

3. Superintendent's Reports and Recommendations

A. General Comments - Mr. John Grant/Dr. J. Hugh Dwyer

There were no comments.

B. Grants Development - Mr. Matt Jones

Mr. Jones announced that approval has been received for the Safe and Drug Free Schools and Communities grant. It is just under \$35,000. This will be applied to additional services for students under our student assistance program.

C. Federal Projects/Professional Development/Gifted & Talented/Tidioute Community Charter School - Mrs. Rosemarie Green

Mrs. Green thanked the Board for allowing her to submit the mandate waiver for the mandated 10 percent set aside for professional development for the Title I grant. The waiver was granted and now the money can be expended on students rather than professional development.

Every Tuesday night since September 6 a meeting has been held with the committee studying the gifted program in Warren County. The initial report will go to the Curriculum, Instruction and Technology Committee on Oct. 24. It is hoped that it will be sent on to the Board for the November 14 Board meeting.

Mrs. Green reported on her visit to the Tidioute Community Charter School on Sept. 26. She toured the school and thanked Mr. Craig for his hospitality. She has been invited to attend the next charter school board meeting on Oct. 27.

D. Support Management Team - Mr. Mark Eberl/Mr. Darin Schulz

Energy savings summits were held in the District in each attendance area over the last month. All of the responses are posted on BoardDocs. The administration reviewed all of the suggestions. Finance committee reviewed the information and made recommendations that the administrators have compiled in a document.

The official attendance report for PDE was compiled on Oct. 1. Pentamation is working well to get the information quickly and accurately. There are 5552 students for the official enrollment of the 2005-2006 school year.

The Warren Area Elementary Center has added an additional lunch period to increase efficiency. The SNAP program has also been implemented and student pictures will be placed on the SNAP ID cards. The cafeteria at WAEC had a surprise inspection on Sept. 29. There were no deficiencies and the cafeteria received a score of 100%.

E. Capital Projects Update - Dr. Norbert Kennerknecht

There was no report.

F. Information Management - Mrs. Amy Stewart

Last week Pentamation was used to retrieve the official District enrollment. The mid-nine week grades were also generated on Pentamation. Report cards will be the next big test on November 10.

On the consent agenda is a motion regarding the generator. After being re-bid there is a savings of \$1,758.

The wide area network and Internet services bid were up last week and opened. This information will go to the Finance Committee at their next meeting.

G. Instructional Management - Dr. John Sechriest/Mr. Joseph Tassone

Mrs. Green reported that Mr. Jones wrote and received a tutoring grant in excess of \$400,000. The District tutoring will begin October 17. It will be a similar format to the tutoring that was done in the District last year with before and after school tutoring with the addition that in grades 7-12 under this grant there is a new guideline that allows the District to tutor during the school day any student that has

a study hall or an activity period. About 140 tutors will be trained starting tomorrow for the new guidelines and new materials they will be using. Secondary tutors are being trained on NovaNet. It is anticipated that 300+ students will participate in this program.

H. Informational Personnel (attachments pp. 72-73)

I. Other

4. New Business - Consent Agenda

A. Consent Agenda

Consent
Agenda
Approved
7-0-0

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves the consent agenda as presented with the exception of item:

- L. Lawn Avenue Storm Water Improvements (Bids due 10/4/05) - Mr. Freestone (executive session)

Roll Call Vote:

Voting Yes: Mr. Freestone, Mr. Lyle, Mr. Peterson, Mr. Schwanke, Mr. Pascuzzi, Mr. Dunham, Mrs. Nuttall

The result of the vote was: Unanimous

B. Approval of Tax Resolutions - Finance Committee - Mr. Kevin Freestone

Tax
Resolutions
Approved
7-0-0

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves the 2005-2006 Tax Resolutions for Warren County School District Tax Collectors.

The result of the vote was: Unanimous

C. Letter to Warren County Commissioners - Finance Committee - Mr. Kevin Freestone

Directive to
Send Letter to
Commissioners
re: Cellular
Phone Tower
Property Tax
Approved
7-0-0

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors directs the administration to draft a letter requesting that the Warren County Commissioners provide status of Cellular Phone Tower Property Tax Assessments and the issuing of tax bills thereof.

The result of the vote was: Unanimous

D. Certificated Personnel Report - Personnel Committee - Mr. Richard Lyle (attachments pp. 74-75)

Certificated
Personnel
Report
Approved
7-0-0

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves the Certificated Personnel Report.

The result of the vote was: Unanimous

E. Support Personnel Report - Personnel Committee - Mr. Richard Lyle (attachments pp. 76-77)

Support
Personnel
Report
Approved
7-0-0

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves the Support Personnel Report.

The result of the vote was: Unanimous

- F. Athletic Supplemental Contracts - Athletics & Extra-Curricular Activities Committee - Mr. John Shea (attachments pp. 78-80)

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves the Athletic Supplemental contracts as presented.

Athletic
Supplemental
Contracts
Approved
7-0-0

The result of the vote was: Unanimous

- G. Co-Curricular Supplemental Contracts - Athletics & Extra-Curricular Activities Committee - Mr. John Shea (attachments pp. 81-86)

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves the Co-Curricular Supplemental contracts as presented.

Co-Curricular
Supplemental
Contracts
Approved
7-0-0

The result of the vote was: Unanimous

- H. WCEA President Release Time - Personnel Committee - Mr. Richard Lyle (attachments pp. 87-88)

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves the Memorandum of Agreement with the Warren County Education Association awarding .5 release time to the Association president with full pay and benefits for the 2005-2006 school year.

WCEA
President
Release Time
Approved
7-0-0

The result of the vote was: Unanimous

- I. Service Credit for Past Work Experience - Personnel Committee - Mr. Richard Lyle (attachments pp. 89-90)

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves the request of Char Eggleston to grant her a salary and years of service credit for two (2) years of teaching for the Department of the Army at a military base in England, September 15, 1974 - June 11, 1976. Her salary for the 2005-2006 school year is \$37,202. If approved, the two (2) year credit would increase her salary to \$38,040.

Service Credit
for Past Work
Experience
7-0-0

The result of the vote was: Unanimous

- J. Sale of Market Street Elementary School - Physical Plant & Facilities Committee - Mr. Richard Pascuzzi (attachments pp. 125-231)

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves and accepts the bid of Pennsylvania General Energy (bidder) in the amount of \$475,410 for the purchase of Market Street Elementary School, subject to the satisfaction of the bidder's condition for a zoning special exception relieving the subject parcel from the existing R3 Residential limitation and allowing the subject parcel to be zoned for office use, and that the Board authorizes the bidder to make such application and take such steps as are necessary, at bidder's expense,

Sale of Market
Street
Elementary
School
Approved
7-0-0

to pursue and see said zoning application to completion. In the event the bidder's application is not granted within 90 days of the date of this motion, the Board reserves the right to declare the condition unmet and to thus reject the bidder's bid.

The result of the vote was: Unanimous

- K. Sale of Home Street, Jefferson, Pleasant Twp. - Physical Plant & Facilities Committee - Mr. Richard Pascuzzi (attachments pp. 91-97)

Mandate
Waiver
Application
Approved
7-0-0

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves the resolution and application for mandate waiver concerning sale of school buildings via eBay.

The result of the vote was: Unanimous

- M. Allegheny Valley Emergency Generator for Server Room Re-Bid - Physical Plant & Facilities Committee - Mr. Richard Pascuzzi (attachment p. 98)

Allegheny
Valley
Emergency
Generator
Approved
7-0-0

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves Pure Tech, Inc. for the plumbing contract in the amount of \$13,070 and Keystone Electric/Doan Pyramid for the Electrical contract in the amount of \$87,621.

The result of the vote was: Unanimous

- N. Youth Volunteer Corp - Curriculum, Instruction and Technology Committee - Mr. Richard Lyle (attachments pp. 99-101)

Youth
Volunteer
Corp
Partnership
Approved
7-0-0

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves the partnership with the Youth Volunteer Corp in the implementation of the Youth Volunteer Corp Grant from the Pennsylvania Commission on Crime and Delinquency supporting a middle school mentoring project known as "Across Ages" and a middle school health project known as "Lions-Quest Skills for Adolescents" at no cost to the Warren County School District.

The result of the vote was: Unanimous

- O. Planned Instruction - Curriculum, Instruction and Technology Committee - Mr. Richard Lyle (attachments pp. 102-123)

Computer
Technology
Planned
Instruction
Approved
7-0-0

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves the planned instruction Computer Technology to be implemented in school year 2006-2007.

The result of the vote was: Unanimous

5. Items Removed for Separate Action

- L. Lawn Avenue Storm Water Improvements (Bids due 10/4/05) - Physical Plant & Facilities Committee - Mr. Richard Pascuzzi (attachment p. 124)

Contract for
Lawn Ave.
Storm Water
Improvements
Approved
7-0-0

It was moved by Randall Peterson and seconded by Kevin Freestone that the Board of School Directors approves a contract with John Anderson Construction in the

amount of \$19,185 for the project known as Lawn Avenue Storm Water Improvements.

The result of the vote was: Pass with Richard Pascuzzi voting no.

6. Future Business for Committee Review

Items for Future Review

7. Other

- A. Sale of North Warren Property - Physical Plant & Facilities Committee - Mr. Richard Pascuzzi (attachments pp. 232-233)

Sale of NW
School Property
Approved
7-0-0

It was moved by Kevin Freestone and seconded by Randall Peterson that the North Warren Elementary School be declared unused and unnecessary and that the same be sold upon sealed bids pursuant to Section 707(2) of the School Code under the terms and conditions as set forth on the attachment.

Roll Call Vote:

Voting Yes: Mr. Lyle, Mr. Peterson, Mr. Schwanke, Mr. Pascuzzi, Mr. Dunham, Mr. Freestone, Mrs. Nuttall

The result of the vote was: Unanimous

8. Closing Activities

A. Executive Session

Mrs. Nuttall announced that an executive session at 7:48 p.m. to discuss the purchase of property and there will be action to follow.

Mrs. Nuttall reconvened the meeting at 8:30 p.m.

B. Purchase of South Street Property (attachments p. 234)

It was moved by Richard Pascuzzi and seconded by Kevin Freestone that the Board of School Directors approves the purchase of property adjacent to the South Street Elementary at 17 N. South Street for \$26,000.

Purchase of
South Street
Property
Approved
7-0-0

The result of the vote was: Unanimous

Public Comment

A South Street resident stated her concern that there is too much traffic on South Street and something should be done particularly when there is an activity at Holy Redeemer and the parking lot is closed to use by school district employees for parking.

Mr. Jeff Lockett Russell

Questioned what budget the money would come out of to pay for the purchase.

Roll Call Vote:

Voting Yes: Mr. Schwanke, Mr. Pascuzzi, Mr. Dunham, Mr. Freestone, Mr. Lyle, Mr. Peterson, Mrs. Nuttall

C. Adjournment

Mrs. Nuttall announced that an Executive Session was held prior to the Board Meeting to discuss personnel matters.

It was moved by Kevin Freestone and seconded by Richard Lyle that the Board of School Directors adjourns the meeting.

The result of the vote was: Unanimous

The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Ruth A. Huck, Board Secretary

Jacqueline L. Nuttall, Board President