

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

**MONDAY, NOVEMBER 12, 2007**

1. Opening Activities

1.01 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 7:15 p.m. in the Board Room of the Warren County Career Center, 347 East Fifth Avenue, Warren, Pennsylvania.

1.02 Pledge of Allegiance

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

1.03 Roll Call

Roll Call

Board Members Present:

Mrs. Judy Baker  
Mr. Roger Dunham  
Mr. Thomas Knapp  
Mr. Nathan Lindberg  
Mr. Jeff Lockett

Dr. Jack Martin  
Mrs. Jacki Nuttall  
Mr. John Schwanke  
Mr. David Wortman

Others Present:

Mrs. Sylvia Root, Acting Superintendent; Dr. J. Hugh Dwyer, Assistant Superintendent; Mrs. Amy Stewart, Director of Technology /Information Management; Dr. Karen Pascale, Director of Human Resources; Mrs. Rosemarie Green, Director of State & Federal Programs; Dr. Norbert Kennerknecht, Director of Buildings & Grounds; Mr. Petter Turnquist, Business Administrator; Mrs. Diane Martin, Acting Director of Special Education; Mr. Chris Byham, Solicitor; Mrs. Ruth Huck, Board Secretary; Ms. Emily Whitaker, Times Observer; Mr. Eugene Casasanta, Hearing Officer; Mr. Frank Galeazzo, Technology Coordinator; Mr. Jack Werner, Coordinator of District-wide Athletics and Co-Curricular Activities; Claudia Solinko, WCEA President; Mrs. Delores Berry, Principal; Mrs. Ruth Nelson, Principal; Mr. Mark Nelson, Special Education Supervisor; Ms. Ann Buerkle, Principal; Marty Mahan, Aramark; and approximately 20 unidentified members of the audience.

1.04 Reading of the Mission Statement

Dr. Jack Martin read the mission statement.

***The mission of the Warren County School District, where today's student is our future, is to equip all students with the educational skills necessary to achieve their unique personal potential.***

Mrs. Nuttall announced that an executive session was held at 6:00 p.m. to discuss personnel issues.

1.05 Recognitions and Presentations

1. Laura Demers - Parental Guidance Magazine Feature Article - Dr. J. Hugh Dwyer

Dr. Dwyer introduced Laura Demers, Warren Area High School English teacher, and congratulated her on the article that featured her in a local education publication.

2. Retiring Board Members - Mrs. Sylvia Root

Mrs. Root and Dr. Jack Martin thanked retiring Board members, Jacki Nuttall, Roger Dunham, John Schwanke, and Judy Baker for their service on the Board of School Directors and presented them with a gift to commemorate their years of service.

1.06 Agenda Adoption

Agenda  
Adoption  
Approved  
9-0-0

MOTION: It was moved by Thomas Knapp and seconded by Nathan Lindberg that the Board of School Directors adopts the agenda dated November 12, 2007.

The result of the vote: Passed unanimously

1.07 Public Comment

Claudia Solinko, WCEA President	Bear Lake, PA	No Child Left Behind Reauthorization – Announced that reauthorization has been delayed until next year, but still would like the Board to join WCEA in putting forth a resolution requesting changes to the legislation.
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Ann Ward	Warren, PA	Physical Education Substitution Policy – She is concerned that if students are required to take PE during the school day they will not have the opportunity to take elective classes or those that would accelerate their movement into advance placement classes.
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Oct. 8, 2007  
Minutes  
Approved  
9-0-0

1.08 Approval of the Minutes - October 8, 2007

MOTION: It was moved by Roger Dunham and seconded by Thomas Knapp that the Board of School Directors approves the minutes

dated October 8, 2007.

The result of the vote: Passed unanimously

1.09 Approval of Special Meeting Minutes - October 11, 2007

MOTION: It was moved by Roger Dunham and seconded by David Wortman that the Board of School Directors approves the special meeting minutes dated October 11, 2007.

The result of the vote: Passed unanimously

1.10 Approval of Financial Reports

MOTION: It was moved by Nathan Lindberg and seconded by David Wortman that the Board of School Directors approves the 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.

Roll Call Vote:

Voting Yes: Mrs. Baker, Mr. Dunham, Mr. Knapp, Mr. Lindberg, Mr. Lockett, Mrs. Nuttall, Dr. Martin, Mr. Schwanke, Mr. Wortman

The result of the vote: Passed unanimously

1.11 Hearing Officer's Report - Mr. Eugene Casasanta

MOTION: It was moved by Thomas Knapp and seconded by Nathan Lindberg that the Board of School Directors approves the Hearing Officer's Report dated November 12, 2007, (Cases: K-N).

The result of the vote: Passed unanimously

*(Cases are kept in a separate minute book.)*

2. President's Statement

2.01 Reports and Information

1. I.U. #5 - Mrs. Judy Baker

There was no report.

2. PSBA - Mr. Thomas Knapp

There was no report.

3. Career Center Advisory - Mr. Jeff Lockett

Mr. Lockett reported that he had met with Delores Berry and everything was running smoothly at the Career Center.

Oct. 11, 2007  
Special Meeting  
Minutes  
Approved  
9-0-0

Financial Reports  
Approved  
9-0-0

Hearing  
Officer's Report  
Approved  
9-0-0

## 2.02 Important Dates

	Date	Time	Committee	Location
1.	November 29, 2007	6:00 p.m.	Curriculum, Instruction & Technology Committee	Warren County Career Center
2.	November 29, 2007	7:00 p.m.	Physical Plant & Facilities Committee	Warren County Career Center
3.	November 29, 2007	8:00 p.m.	Personnel/Athletics & Co-Curricular Activities Committee	Warren County Career Center
4.	November 29, 2007	9:00 p.m.	Finance Committee	Warren County Career Center
5.	December 6, 2007 (Motion changed this to December 3 as originally scheduled)	7:00 p.m.	Organizational Meeting	Warren County Career Center
6.	December 6, 2007 (Motion changed this to December 3 as originally scheduled)	Immediately Following the Organizational Meeting	Regular Board Meeting	Warren County Career Center

Meeting  
Changes  
Approved  
9-0-0

**MOTION:** It was moved by Jeff Lockett and seconded by Nathan Lindberg that the Board of School Directors approves the date and location changes for the November committee meetings and the date change for the Organizational and Regular Board meetings as presented.

**FRIENDLY AMENDMENT:** Jack Martin made a friendly amendment that the Organizational and Regular Board meetings remain scheduled for December 3. Both Jeff Lockett and Nathan Lindberg agreed to the amendment.

The result of the vote: Passed unanimously

## 2.03 District Board Representative to the Northwest Tri-County Intermediate Unit

**MOTION:** That the Board of School Directors appoints \_\_\_\_\_ as the Warren County School District Board Representative to the Northwest Tri-County Intermediate Unit Board of Directors for a term beginning December 2007 and ending November 2010.

**MOTION:** It was moved by Jeff Lockett and seconded by Nathan Lindberg that the motion to appointment of the Warren County School District Representative to the IU5 Board of Directors will be placed on the December 3<sup>rd</sup> agenda.

The result of the vote: Passed unanimously

IU5  
Representative  
Tabled until the  
December 3,  
2007 Meeting  
Approved  
9-0-0

3. Superintendent's Reports and Recommendations

3.01 General Comments - Mrs. Sylvia Root/Dr. J. Hugh Dwyer

- Mr. Petter Turnquist reported that the legislature is debating a bill that could possibly create a state employee healthcare plan that every school district would be required to participate in. The State board that is appointed will have broad powers under the legislation. He is concerned that it will have ramifications to districts that will not be favorable. He urged the Board to think about expressing their concerns to their legislative representatives.

3.02 Informational Personnel

3.03 Custodial Survey

- Mrs. Sylvia Root reported on the summary of the custodial survey that was conducted and completed by the WCESPA bargaining unit. There were 57 surveys sent out and 21 were returned.

3.04 Other

4. New Business - Consent Agenda

4.00 List Items Removed for Separate Action

4.06 – Jefferson Elementary School Auction - Mr. Thomas Knapp

4.13 – Physical Education Substitution Policy Development - Mr. Jeff Lockett

4.14 – CIT Committee Goal Recommendations - Dr. Jack Martin

4.23 – New Position/Grade 3 Grounds Crewman - Dr. Jack Martin

4.25 – Appointment of Director of Special Education - Mr. Jeff Lockett

4.01 Consent Agenda

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the consent agenda with the exception of the above listed items.

Roll Call Vote:

Voting Yes: Mr. Wortman, Mrs. Baker, Mr. Dunham, Mr. Knapp,  
Mr. Lindberg, Mr. Lockett, Dr. Marin, Mrs. Nuttall,  
Mr. Schwanke

The result of the vote: Passed unanimously

4.02 Educational Specification Writer Selection - Physical Plant & Facilities Committee - Mr. Thomas Knapp

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the quote of DeJONG Inc., for Educational Specification writing for the Central Attendance Area Elementary Addition, for the sum of \$20,000.00 (twenty thousand dollars and no cents) plus expenses.

The result of the vote: Passed unanimously

Consent  
Agenda  
Approved  
9-0-0

Ed Spec Writer  
Approved  
9-0-0

4.03 Capital Reserve Project - Re-Roof Youngsville High School - Physical Plant & Facilities Committee - Mr. Thomas Knapp

Re-roof YHS  
Approved  
9-0-0

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves a work order to HRLC in an amount not to exceed the DGS Fee Schedule for plans and specifications to re-roof Youngsville High School and the portions of Sheffield Area Middle High School that are out of warranty.

The result of the vote: Passed unanimously

4.04 Capital Reserve Project - Phase III Beaty-Warren Middle School Exterior Masonry Project - Physical Plant & Facilities Project - Mr. Thomas Knapp

Phase III  
BWMS  
Exterior  
Project  
Approved  
9-0-0

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves a work order to HRLC in an amount not to exceed the DGS Fee Schedule for plans and specifications to design Phase III of the Beaty-Warren Middle School Exterior Masonry Project.

The result of the vote: Passed unanimously

4.05 Capital Reserve Project - Air Conditioning Installation in Tech Ed Labs at Eisenhower Middle High School, Warren Area High School, Youngsville High School, Youngsville Elementary Middle School - Physical Plant & Facilities Committee - Mr. Thomas Knapp

Air  
Conditioning -  
Tech Ed Labs  
Approved  
9-0-0

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves a work order to HF Lenz in an amount not to exceed the DGS Fee Schedule for plans and specifications to install air conditioning in the Technical Education Labs at Eisenhower Middle Senior High School, Warren Area High School, Youngsville High School, and Youngsville Elementary Middle School.

The result of the vote: Passed unanimously

4.06 Jefferson Elementary School Auction - Physical Plant & Facilities Committee - Mr. Thomas Knapp

***Removed for separate action.***

4.07 Snowplow Bid - Physical Plant & Facilities Committee - Mr. Thomas Knapp

Snowplow Bids  
Approved  
9-0-0

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the bid of David Oberg for snowplowing and anti-skid application at Eisenhower Middle/High School for the 2007-08 season, at the rates of: \$250.00 per snowplow trip and \$25.00 per anti-skid application.

The result of the vote: Passed unanimously

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the bid of Gaylan Critzer for snowplowing Sugar Grove Elementary School for the 2007-08 season, at the rate of: \$55.00 per snowplow trip.

The result of the vote: Passed unanimously

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the bid of Jack Black Excavating for snowplowing and anti-skid application at Youngsville High School and Youngsville Elementary/Middle School for the 2007-08 season, at the rates of: \$175.00 per snowplow trip and \$100.00 per anti-skid application at each school.

The result of the vote: Passed unanimously

- 4.08 Cafeteria Table Requests - Physical Plant & Facilities Committee - Mr. Thomas Knapp

Cafeteria Tables Approved 9-0-0
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MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the purchase of 59 (fifty-nine) cafeteria tables from PEM Co. for the quoted amount of \$55,991 plus freight charges.

The result of the vote: Passed unanimously

- 4.09 Beaty-Warren Middle School 2007-2008 Continuous Improvement Plan - Curriculum, Instruction & Technology Committee - Dr. Jack Martin

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the Beaty-Warren Middle School “Getting Results! 2007 to 2008 Continuous School Improvement Plan” in accordance with the Assurance of Quality & Accountability declaration per the requirements of PDE.

BWMS Continuous Improvement Plan Approved 9-0-0
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The result of the vote: Passed unanimously

- 4.10 Protective Service Planned Instruction - Curriculum, Instruction & Technology Committee - Dr. Jack Martin

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the Protective Services Planned Instruction, which includes a module for EMT training, with the stipulation that there be a minimum of four (4) students per EMT instructor.

Protective Services Planned Instruction Approved 9-0-0
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The result of the vote: Passed unanimously

- 4.11 Policy Number 10510, titled - Discipline Code, Second Reading - Curriculum, Instruction & Technology Committee - Dr. Jack Martin

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves, on Second Reading, the revisions to Policy Number 10510, titled – Discipline Code, dated November 12, 2007.

Policy 10510 - Discipline Code Second Reading Approved 9-0-0
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The result of the vote: Passed unanimously

Family Services  
Contract  
Approved  
9-0-0

4.12 Warren County Family Services Contract - Curriculum, Instruction & Technology Committee - Dr. Jack Martin

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the contract between the Warren County School District and Family Services of Warren County, Inc. for group counseling services for the remainder of the 2007-2008 school year.

The result of the vote: Passed unanimously

4.13 Physical Education Substitution Policy Development - Curriculum, Instruction & Technology Committee - Dr. Jack Martin

*Removed for separate action.*

4.14 CIT Committee Goal Recommendations - Curriculum, Instruction & Technology Committee - Dr. Jack Martin

*Removed for separate action.*

4.15 Change Fixed Asset Capitalization Threshold - Finance Committee - Mr. Roger Dunham

Fixed Asset  
Capitalization  
Threshold  
Approved  
9-0-0

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves a capitalization of Fixed Assets threshold of \$5,000 effective July 1, 2006.

The result of the vote: Passed unanimously

4.16 Contingency Budget Transfer - Finance Committee - Mr. Roger Dunham

Contingency  
Budget  
Transfer  
Approved  
9-0-0

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves a resolution authorizing budget transfers. (See attached resolution)

The result of the vote: Passed unanimously

4.17 Personnel Report: Certificated staff - Personnel/Athletics & Co-Curricular Activities Committee - Mr. Nathan Lindberg

Personnel  
Report  
Certificated  
Staff  
Approved  
9-0-0

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the Certificated Personnel Report.

The result of the vote: Passed unanimously

4.18 Personnel Report: Support Staff - Personnel/Athletics & Co-Curricular Activities Committee - Mr. Nathan Lindberg

Personnel  
Report  
Support  
Staff  
Approved  
9-0-0

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the Support Personnel Report.

The result of the vote: Passed unanimously



4.19 Athletic Supplemental Contracts - Personnel/ Athletics & Co-Curricular Activities Committee - Mr. Nathan Lindberg

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the Athletic Supplemental Contracts.

The result of the vote: Passed unanimously

Athletic  
Supplemental  
Contracts  
Approved  
9-0-0

4.20 Co-Curricular Supplemental Contracts - Personnel Committee - Mr. Nathan Lindberg

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the Co-Curricular Supplemental Contracts.

The result of the vote: Passed unanimously

Co-Curricular  
Supplemental  
Contracts  
Approved  
9-0-0

4.21 Volunteer Report - Personnel/ Athletics & Co-Curricular Activities Committee - Mr. Nathan Lindberg

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the Volunteer Report.

The result of the vote: Passed unanimously

Volunteer  
Report  
Approved  
9-0-0

4.22 Unique Needs Tuition Reimbursement - Philip Knapp - Personnel/ Athletics & Co-Curricular Activities Committee

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves reimbursement of twenty-one (21) credits at Grand Canyon University for Philip Knapp to obtain a Master's Degree in Educational Administration.

The result of the vote: Passed unanimously

Unique Needs  
Tuition  
Reimbursement  
Approved  
9-0-0

4.23 New Position/Grade 3 Grounds Crewman - Personnel/ Athletics & Co-Curricular Activities Committee - Mr. Nathan Lindberg

*Removed for separate action.*

4.24 Athletic Trainer I and Trainer II Contract Revisions - Personnel/ Athletics & Co-Curricular Activities Committee

MOTION: It was moved by Thomas Knapp and seconded by John Schwanke that the Board of School Directors approves the Athletic Trainer I and Trainer II contract revisions.

The result of the vote: Passed unanimously

Athletic Trainer I  
& II Contract  
Revisions  
Approved  
9-0-0

4.25 Appointment of Director of Special Education - Personnel/ Athletics & Co-Curricular Activities Committee

*Removed for separate action.*

5. Items Removed for Separate Action

4.06 Jefferson Elementary School Auction - Physical Plant & Facilities  
Committee - Mr. Thomas Knapp

Jefferson  
Elementary  
Bid  
Approval  
8-1-0

MOTION: It was moved by Thomas Knapp and seconded by Nathan Lindberg that the Board of School Directors approves the bid of Duel Paik on behalf of the Seo Kwang Korean Presbyterian Church in the amount of \$105,000.00 (one hundred and five thousand dollars and no cents) for the purchase of the Jefferson Elementary School building and property and authorizes the District's solicitor to prepare a sales agreement with regard to the property.

Roll Call Vote:

Voting Yes: Mr. Schwanke, Mr. Wortman, Mrs. Baker, Mr. Dunham,  
Mr. Knapp, Mr. Lindberg, Mr. Lockett, Mrs. Nuttall

Voting No: Dr. Martin

The result of the vote: Passed

4.13 Physical Education Substitution Policy Development - Curriculum, Instruction & Technology Committee - Dr. Jack Martin

Phys Ed  
Substitution  
Policy  
Development  
Approved  
5-3-1

MOTION: It was moved by Jeff Lockett and seconded by Jack Martin that the Board of School Directors charges the administration to develop a Physical Education plan, including costs, to implement Plan B.

Roll Call Vote:

Voting Yes: Mrs. Nuttall, Mr. Schwanke, Mr. Knapp, Mr. Lindberg, Dr. Martin

Voting No: Mr. Wortman, Mrs. Baker, Mr. Lockett

Abstained: Mr. Dunham

The result of the vote: Passed

4.14 CIT Committee Goal Recommendations - Curriculum, Instruction & Technology Committee - Dr. Jack Martin

CIT Goal  
Recommendations  
Approved  
9-0-0

MOTION: It was moved by Jack Martin and seconded by Nathan Lindberg that the Board of School Directors adopts the following 2008-2009 Board Goals:

- a. Make technology available to students (and possibly even the community) after school.
- b. Offer curricular opportunities that will award students professional certification in the technological field upon completion.

The result of the vote: Passed unanimously

4.23 New Position/Grade 3 Grounds Crewman - Personnel/ Athletics & Co-Curricular Activities Committee - Mr. Nathan Lindberg

MOTION: It was moved by Jack Martin and seconded by Nathan

Lindberg that the Board of School Directors tables action on the new Grade 3 Grounds Crewman.

Roll Call Vote:

Voting Yes: Dr. Martin, Mrs. Nuttall, Mr. Schwanke, Mr. Wortman, Mrs. Baker, Mr. Dunham, Mr. Knapp, Mr. Lindberg, Mr. Lockett

The result of the vote: Passed unanimously

New Grade 3  
Grounds  
Crewman  
Tabled  
9-0-0

4.25 Appointment of Director of Special Education - Personnel/ Athletics & Co-Curricular Activities Committee

MOTION: It was moved by Jeff Lockett and seconded by Thomas Knapp that the Board of School Directors approves the appointment of Diane L. Martin as the Director of Special Education of the Warren County School District effective November 13, 2007 and that she be hired pursuant to the terms of the Act 93 agreement with a prorated salary of \$72,414 for the 2007/2008 school year.

Appointment  
of Director of  
Special  
Education  
Approved  
8-0-1

Roll Call Vote:

Voting Yes: Mr. Lockett, Mrs. Nuttall, Mr. Schwanke, Mr. Wortman, Mrs. Baker, Mr. Dunham, Mr. Knapp, Mr. Lindberg

Abstaining: Dr. Martin

The result of the vote: Passed

6. Future Business for Committee Review

6.01 Items for future committee review will be placed here.

There were no items.

7. Other

7.01 Budget Transfers for Revenues & Expenditures

MOTION: It was moved by Roger Dunham and seconded by Mr. Lockett that the Board of School Directors adopts the resolution regarding budget transfers for revenues & expenditures as presented on BoardDocs.

Budget  
Transfers  
Approved  
9-0-0

Roll Call Vote:

Voting Yes: Mr. Lindberg, Mr. Lockett, Dr. Martin, Mrs. Nuttall, Mr. Schwanke, Mr. Wortman, Mrs. Baker, Mr. Dunham, Mr. Knapp

The result of the vote: Passed unanimously

## 7.02 Warren Mall Tax Appeal Settlement

Warren Mall  
Tax Appeal  
Settlement  
Fails  
1-8-0

MOTION: It was moved by Jeff Lockett and seconded by Roger Dunham that the Board of School Directors approves the settlement with regard to the Warren Mall tax appeal as presented by the Solicitor.

Roll Call Vote:

Voting Yes: Mr. Dunham

Voting No: Mr. Knapp, Mr. Lindberg, Mr. Lockett, Dr. Marin,  
Mrs. Nuttall, Mr. Schwanke, Mr. Wortman, Mrs. Baker

The result of the vote: Failed

## 8. Closing Activities

### 8.01 Public Comment

There was no public comment.

### 8.02 Executive Session

There was no executive session.

### 8.03 Adjournment

It was moved by Jack Martin and seconded by Roger Dunham that the meeting be adjourned.

The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

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Ruth A. Huck, Board Secretary

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Jack L. Martin, Board President