

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

**MONDAY, AUGUST 11, 2008**

1.0 Opening Activities

1.1 Call to Order

The regular meeting of the Warren County School District Board of School Directors was called to order by Dr. Martin, President, at 6:00 p.m. in the Board Room of the Warren County Career Center, 347 East Fifth Avenue, Warren, Pennsylvania.

1.2 Pledge of Allegiance

Dr. Martin led the Pledge of Allegiance to the American flag.

1.3 Roll Call

Roll Call

Present:

Mrs. Kimberly Angove  
Mr. Thomas Knapp  
Mr. Jeff Lockett  
Dr. Jack Martin

Mrs. Katherine Oudinot  
Mr. Arthur Stewart  
Mrs. Kirsten Turfitt

Absent:

Mr. David Wortman

Mrs. Donna Zariczny

Others Present:

Dr. Robert Terrill, Superintendent; Dr. Norbert Kennerknecht, Director of Buildings & Grounds Services; Dr. Karen Pascale, Director of Human Resources; Mrs. Rosemarie Green, Director of State & Federal Programs; Mrs. Diane Martin, Director of Special Education; Mr. Petter Turnquist, Business Administrator; Mr. Chris Byham, Solicitor; Mrs. Ruth Huck, Board Secretary; Mr. Brian Ferry, Times Observer; Mr. Eugene Casasanta, Hearing Officer; Mr. Matt Jones, Coordinator of Grants & Foundation Development; Mr. Frank Galeazzo, Technology Coordinator; Mr. Jack Werner, Coordinator of District-wide Athletics and Co-Curricular Activities; Mrs. Ruth Nelson, Principal; Mrs. Debra Young, Principal; Mrs. Delores Berry, Principal; Mrs. Rhonda Decker, Assistant Principal; Mr. James Miller, Principal; Mr. Kelly Martin, Principal; and approximately 20 unidentified members of the audience.

1.4 Reading of the Mission Statement - Mrs. Katherine Oudinot

***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.***

1.5 Recognitions and Presentations

1. Keystone Technology Integrator Award Recipient - Mrs. Ruth Nelson

Ruth Nelson introduced Rayme Scalise, second grade teacher at Warren Area Elementary Center. Mr. Scalise was nominated by Mrs. Nelson to receive the Technology Integrator Award, and he submitted examples how he has integrated technology into the classroom. Students respond to teaching with technology.

2. Payroll Supervisor

Petter Turnquist introduced Barbara Cook as the new payroll supervisor.

1.6 Agenda Adoption

Agenda  
Adoption  
Approved  
7-0-0

**MOTION:** It was moved by Katherine Oudinot and seconded by Thomas Knapp that the Board of School Directors adopts the agenda dated August 11, 2008.

1.7 Public Comment

Sarah Cummings	Warren, PA	Peanut Butter Allergies – Does not want to see peanut butter banned from cafeterias.
Gary Lester	Family Services, Warren, PA	School Social Work Position that was contracted with his agency. Would like to continue the contract.

Dr. Martin announced an executive session at 6:15 p.m. to discuss a brief personnel issue.

The meeting reconvened at 6:31 p.m.

1.8 Approval of the Minutes - June 30, 2008

June 30, 2008  
Minutes  
Approved  
7-0-0

**MOTION:** It was moved by Katherine Oudinot and seconded by Kimberly Angove that the Board of School Directors approves the regular meeting minutes of June 30, 2008.

The result of the vote: Passed unanimously

1.9 Approval of the Special Meeting Minutes - July 28, 2008

July 28, 2008  
Special  
Meeting  
Minutes  
Approved  
7-0-0

**MOTION:** It was moved by Thomas Knapp and seconded by Katherine Oudinot that the Board of School Directors approves the Special Meeting Minutes of July 28, 2008.

The result of the vote: Passed unanimously

## 1.10 Financial Reports

**MOTION:** It was moved by Kirsten Turfitt and seconded by Thomas Knapp 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.

Financial  
Reports  
Approved  
7-0-0

Roll Call Vote:

Voting Yes: Mrs. Angove, Mr. Knapp, Mr. Lockett, Dr. Martin,  
Mrs. Oudinot, Mr. Stewart, Mrs. Turfitt

The result of the vote: Passed unanimously

## 1.11 Hearing Officer's Reports

**MOTION:** It was moved by Kimberly Angove and seconded by Katherine Oudinot that the Board of School Directors tables the Hearing Officer's report dated August 11, 2008, (Cases: TTT-WWW and Cases: KKK and MMM) until after executive session

Hearing  
Officer's  
Report  
Tabled Until  
After  
Executive  
Session  
7-0-0

The result of the vote: Passed unanimously

## 2.0 President's Statement

### 2.1 Reports and Information

#### 1. I.U. #5 - Mrs. Kimberly Angove

The Northwest Regional meeting will take place next month.

#### 2. PSBA - Mr. Thomas Knapp

No report.

#### 3. Career Center Advisory - Mr. Jeff Lockett

No report.

### 2.2 Important Dates

	Date	Time	Committee	Location
1.	Aug. 25, 2008	5:00 p.m.	Policy Committee	WCCC
2.	Aug. 25, 2008	6:00 p.m.	Physical Plant & Facilities Committee	WCCC
3.	Aug. 25, 2008	Following PPF	Curriculum, Instruction & Technology Committee	WCCC
4.	Aug. 26, 2008	6:00 p.m.	Finance Committee	WCCC
5.	Aug. 26, 2008	Following FIN	Personnel/ Athletics & Co-Curricular Activities Committee	WCCC
6.	Sept. 8, 2008	6:00 p.m.	Regular Board Meeting	WCCC

Dr. Martin requested that the Board members decide on a date to meet for the finalization of Board goals. The Board agreed to meet on Aug. 27, 2008 to finalize goals. Mrs. Huck will notify the absent Board members. The meeting will begin at 5:00 p.m. and she will also notify the Board as to the location.

PSBA  
Voting  
Delegates  
Approved  
7-0-0

2.3 PSBA Voting Delegates to Legislative Policy Council Meeting

**MOTION:** It was moved by Kristen Turfitt and seconded by Katherine Oudinot that the Board of School Directors appoints Thomas Knapp, and Arthur Stewart to serve as voting delegates to the 2008 PSBA Legislative Policy Council meeting to be held Thursday, October 16, 2008, during the School Leadership Conference.

The result of the vote: Passed unanimously

2.4 Recognition

Dr. Martin recognized Frank Galeazzo for his service to the District and wished him the best as he begins his new career.

2.5 Charge to Personnel Committee

The Personnel Committee was charged by Dr. Martin to make a recommendation at the next Board meeting on reports to be requested from Kelly Services. This report should include how they will be evaluated as a vendor including content and timing of the reports.

2.6 Meet and Discuss

A summary report was sent to Board members regarding the meeting Dr. Martin and Mr. Lockett had with the support union. He told the union he would respond to their concerns this week. Dr. Martin will discuss their concerns in executive session.

3.0 Superintendent's Reports and Recommendations

3.1 General Comments - Dr. Robert Terrill

Dr. Terrill announced that the Superintendent's Report was sent via email and he also handed it out in hard copy at the meeting.

- Communications efforts will be the focus now that a secondary director is being hired. The website will be addressed and positive communications will be started with the community.
- Mr. Kimio Nelson's report is included with the Superintendent's Report stating what has been done to make sure that there is a smooth start to school.
- The Board goal setting is scheduled for August 27, 2008, as previously discussed.
- The peanut butter issue will be dealt with by providing 'peanut free' tables for students with allergies, an education program will be implemented for students and parents regarding peanut allergies, and principals and nurses in cooperation with parents will identify emergency procedures for students with peanut allergies should they be exposed to peanuts that could cause life threatening reactions.

3.2 Extend Per-Diem Agreement

**MOTION:** It was moved by Jeff Lockett and seconded by Katherine Oudinot that the Board of School Directors extends the per-diem agreement for Randy Miller to allow for training of the new Payroll Supervisor through the next regular Board Meeting.

Roll Call Vote:

Voting Yes: Mrs. Angove, Mr. Knapp, Mr. Lockett, Dr. Martin,  
Mrs. Oudinot, Mr. Stewart, Mrs. Turfitt

The result of the vote: Passed unanimously

Extended Per-  
Diem  
Agreement  
with Randy  
Miller  
Approved  
7-0-0

3.3 Informational Personnel Report

3.4 Committee Minutes

3.5 Other

4.0 New Business - Consent Agenda

4.0 Consent Agenda

Items removed for separate action:

4.10 Rouse Estates Facilities Agreement - Arthur Stewart

4.11 New Position - Information Management Specialist – Jeff Lockett

4.12 Secretary to a Director - State and Federal Programs – Jeff Lockett

4.14 Request for Two (2) New Itinerant Elementary Instructor Positions –Jeff  
Lockett

4.0 Consent Agenda

**MOTION:** It was moved by Arthur Stewart and seconded by Katherine Oudinot that the Board of School Directors approves the consent agenda with the exception of the items listed above.

Roll Call Vote:

Voting Yes: Mr. Knapp, Mr. Lockett, Dr. Martin, Mrs. Oudinot,  
Mr. Stewart, Mrs. Turfitt, Mrs. Angove

The result of the vote: Passed unanimously

Consent  
Agenda  
Approved  
7-0-0

4.1 Aramark Food Service Contract/Addendum Renewal - FIN - Mr. Jeff Lockett

**MOTION:** That the Board of School Directors approves the Aramark Food Service Addendum renewal per the attached documents.

The result of the vote: Passed unanimously under consent agenda

4.2 Tax Collector Compensation - FIN - Mr. Jeff Lockett

**MOTION:** That the Board of School Directors approves the Tax Collector Compensation Resolution per the attached document.

The result of the vote: Passed unanimously under consent agenda

Aramark Food  
Service  
Contract/  
Addendum  
Renewal  
Approved  
7-0-0

Tax Collector  
Compensation  
Resolution  
Approved  
7-0-0

Mandate  
Waiver  
Resolution  
Approved  
7-0-0

4.3 Mandate Waiver Application/Resolution - FIN - Mr. Jeff Lockett

**MOTION:** That the Board of School Directors approves the attached Resolution to apply for a mandate waiver per the attached documents.

The result of the vote: Passed unanimously under consent agenda

Beacon Light  
Partial  
Hospitalization  
Contract  
Renewal  
Approved  
7-0-0

4.4 Beacon Light Contract Renewal - FIN - Mr. Jeff Lockett

**MOTION:** That the Board of School Directors approves the Beacon Light Partial Hospitalization Contract Renewal per the attached documents.

The result of the vote: Passed unanimously under consent agenda

Printer Toner  
Bid Award  
Approved  
7-0-0

4.5 Printer Toner Bid Award - FIN - Mr. Jeff Lockett

**MOTION:** That the Board of School Directors approves the bid award for toner cartridges to Burrell Enterprises for \$16,259.27 per the attached documents.

The result of the vote: Passed unanimously under consent agenda

Certificated  
Personnel  
Report  
Approved  
7-0-0

4.6 Certificated Personnel Report - PACCA - Mrs. Kirsten Turfitt

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

The result of the vote: Passed unanimously under consent agenda

Support  
Personnel  
Report  
Approved  
7-0-0

4.7 Support Personnel Report - PACCA - Mrs. Kirsten Turfitt

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

The result of the vote: Passed unanimously under consent agenda

Athletic  
Supplemental  
Contracts  
Approved  
7-0-0

4.8 Athletic Supplemental Contracts - PACCA - Mrs. Kirsten Turfitt

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

The result of the vote: Passed unanimously under consent agenda

Co-Curricular  
Supplemental  
Contracts  
Approved  
7-0-0

4.9 Co-Curricular Supplemental Contracts - PACCA - Mrs. Kirsten Turfitt

**MOTION:** That the Board of School Directors approves the Co-Curricular Contracts.

The result of the vote: Passed unanimously under consent agenda

4.10 Rouse Estates Facility Agreement - PACCA - Mrs. Kirsten Turfitt

*Removed for separate action*

4.11 New Position - Information Management Specialist - PACCA - Mrs. Kirsten Turfitt

*Removed for separate action*

- 4.12 Secretary to a Director - State and Federal Programs - PACCA - Mrs. Kirsten Turfitt

*Removed for separate action*

- 4.13 Unique Need Tuition Requests - PACCA - Mrs. Kirsten Turfitt

**MOTION:** That the Board of School Directors approves unique need tuition reimbursement (15 credits) for Leslie Collopy to complete her certification as a Special Education Supervisor at Penn State World Campus.

Unique Need  
Tuition  
Reimbursement  
Approved  
7-0-0

The result of the vote: Passed unanimously under consent agenda

- 4.14 Request for Two (2) New Itinerant Elementary Instructor Positions - PACCA - Mrs. Kirsten Turfitt

*Removed for separate action*

- 4.15 Policy Number 6120, titled - Building Utilization - Annual Review - PPF - Mr. Thomas Knapp

**MOTION:** That the Board of School Directors approves on first reading Policy Number 6120, titled - Building Utilization - Annual Review.

Policy 6120 Bldg.  
Utilization  
Annual Review  
First Reading  
Approved  
7-0-0

The result of the vote: Passed unanimously under consent agenda

- 4.16 Unused and Unnecessary Textbooks - PPF - Mr. Thomas Knapp

**MOTION:** That the Board of School Directors declares unwanted and unnecessary the attached list of textbooks. The Administration will seek quotes from textbook buyers to sell all items of value and seek other means of disposal, at no cost or low cost, where applicable.

Unused and  
Unnecessary  
Textbook  
Disposal  
Approved  
7-0-0

The result of the vote: Passed unanimously under consent agenda

- 4.17 Policy Number, 10640 - titled, Asthma Inhaler - CIT - Mr. David Wortman

**MOTION:** That the Board of School Directors approves on first reading Policy Number 10640, titled - Possession and Use of Asthma Inhaler by students.

Policy 10640  
Asthma Inhaler  
First Reading  
Approved  
7-0-0

The result of the vote: Passed unanimously under consent agenda

- 4.18 Policy Number 9135, titled - Curriculum Review - CIT - Mr. David Wortman

**MOTION:** That the Board of School Directors approves on first reading Policy Number 9135, titled - Curriculum Review.

Policy 9135  
Curriculum  
Review  
First Reading  
Approved  
7-0-0

The result of the vote: Passed unanimously under consent agenda

- 4.19 Pre-K Transition Plan - CIT - Mr. David Wortman

**MOTION:** That the Board of School Directors approves the pre-K transition plan as part of our partnership with the local Early Care and Education Coalition.

Pre-K Transition  
Plan  
Approved  
7-0-0

The result of the vote: Passed unanimously under consent agenda

4.20 Acellus Computer Based Math - CIT - Mr. David Wortman

Acellus  
Computer  
Based Math  
Approved  
7-0-0

**MOTION:** That the Board of School Directors approves the Acellus grant supporting instructional software for mathematics at the four high schools with a program review and evaluation to occur at semesters and at the end of the school year.

The result of the vote: Passed unanimously under consent agenda

5.0 Items Removed for Separate Action

4.10 Rouse Estates Facility Agreement - PACCA - Mrs. Kirsten Turfitt

Rouse Estates  
Agreement  
Approved  
7-0-0

**MOTION:** It was moved by Arthur Stewart and seconded by Kimberly Angove that the Board of School Directors approves the Rouse Estate Facility Agreement.

Solicitor Byham noted that the most updated agreement was not on ESB and he distributed the correct agreement.

**Friendly Amendment:** That the Board of School Directors approves the Rouse Estates Facility Agreement per the document handed out by the Solicitor. Both Mr. Stewart and Mrs. Angove agreed.

The result of the vote: Passed unanimously

4.11 New Position - Information Management Specialist - PACCA - Mrs. Kirsten Turfitt

New Position –  
Information  
Management  
Specialist  
Failed  
2-5-0

**MOTION:** It was moved by Thomas Knapp and seconded by Arthur Stewart that the Board of School Directors approves a new position as Information Management Specialist.

Roll Call Vote:

Voting Yes: Mr. Knapp, Mr. Stewart

Voting No: Mr. Lockett, Dr. Martin, Mrs. Oudinot, Mrs. Turfitt,  
Mrs. Angove

The result of the vote: Fails

4.12 Secretary to a Director - State and Federal Programs - PACCA - Mrs. Kirsten Turfitt

Secretary to a  
Director - State  
& Fed. Programs  
Approved  
5-2-0

**MOTION:** It was moved by Katherine Oudinot and seconded by Thomas Knapp that the Board of School Directors approves the change of title of the Class A Secretary reporting to the Director of State and Federal Programs to a Class A Secretary to a Director position.

Roll Call Vote:

Voting Yes: Mr. Knapp, Mrs. Oudinot, Mr. Stewart, Mrs. Turfitt,  
Mrs. Angove

Voting No: Mr. Lockett, Dr. Martin,

The result of the vote: Passed



4.14 Request for Two (2) New Itinerant Elementary Instructor Positions -  
PACCA - Mrs. Kirsten Turfitt

New Itinerant  
Elementary  
Instructor  
Positions -  
Advertising  
Approved  
7-0-0

**MOTION:** It was moved by Katherine Oudinot and seconded by Thomas Knapp that the Board of School Directors approves two (2) new itinerant elementary instructor positions to begin with the 2008/2009 school year.

**Friendly Amendment:** It was moved by Arthur Stewart that the Board of School Directors authorizes the administration to advertise for up to five positions with a report from administration on their plan and how many teachers that plan would entail to be returned at the August 26, 2008, committee meetings. The Board in addition authorizes the administration to advertise for a special meeting should additional teachers need hired. Mrs. Oudinot and Mr. Knapp agreed.

Roll Call Vote:

Voting Yes: Mrs. Oudinot, Mr. Stewart, Mrs. Turfitt,  
Mrs. Angove, Mr. Knapp, Mr. Lockett, Dr. Martin

The result of the vote: Passed unanimously

6.0 Future Business for Committee Review

6.1 Student Schedules

Mrs. Turfitt wanted an update on the student schedules. There are a couple of schools that have not sent schedules, and there were no dates to indicate when the guidance counselors would be available to assist students.

Dr. Terrill commented that he would check with the principals regarding the availability of the counselors and have them notify the parents. One high school did not mail out schedules during the first week of August, and the principal did promise that they would be mailed out this week. One middle school mailed schedules today.

Scheduling  
Process will be  
Evaluated by CIT  
Committee with  
Recommendations  
for the Future  
Brought to the  
Board  
Approved  
6-1-0

**MOTION:** It was moved by Kirsten Turfitt and seconded by Jeff Lockett that the Curriculum, Instruction and Technology Committee re-evaluate the scheduling process and come back with recommendations for the future.

The result of the vote: Passed with Arthur Stewart voting no.

6.2 Alternative Ed Program at Beaty-Warren Middle School

**MOTION:** It was moved by Kimberly Angove and seconded by Katherine Oudinot that the Curriculum Instruction and Technology Committee works with administration on the possibility of providing an Alternative Education program for middle school students at Beaty-Warren Middle School, utilizing the current administration and staff there. A report is expected for the October Board meeting if possible or as the committee finds appropriate.

CIT Comm. Will  
Study the  
Possibility of An  
Alt. Ed. Program  
at BWMS and  
Report by Oct.  
Approved  
7-0-0

The result of the vote: Passed unanimously

## 7.0 Other

### 7.1 Use of District Buildings for After School Childcare - CIT - Mr. David Wortman

After School  
Day-Care  
Approved  
5-1-1

**MOTION:** It was moved by Kimberly Angove and seconded by Katherine Oudinot that the Board of School Directors approves the contract to permit Jefferson DeFrees Family Center to offer after school childcare at the following schools: Russell Elementary School, Beaty-Warren Middle School, Youngsville Elementary-Middle School and Sugar Grove Elementary School.

Roll Call Vote:

Voting Yes: Mr. Knapp, Dr. Martin, Mrs. Oudinot, Mr. Stewart,  
Mrs. Turfitt, Mrs. Angove,

Voting No: Mr. Lockett

Abstention: Mr. Stewart

The result of the vote: Passed

### 7.2 Personnel Report - PACCA - Mrs. Kirsten Turfitt

Personnel  
Report  
Fails  
0-7-0

**MOTION:** It was moved by Thomas Knapp and seconded by Katherine Oudinot that the Board of School Directors approves the Personnel Report.

Roll Call Vote:

Voting Yes:

Voting No: Dr. Martin, Mrs. Oudinot, Mr. Stewart, Mrs. Turfitt,  
Mrs. Angove, Mr. Knapp, Mr. Lockett

The result of the vote: Fails

### 7.3 Director of Secondary Education

Director of  
Secondary  
Education  
Approved  
7-0-0

**MOTION:** It was moved by Jeff Lockett and seconded by Arthur Stewart that the Board of School Directors approves the recommended candidate Amanda E. Hetrick for the position of Director of Secondary Education with a salary of \$77,572.00 and a starting date of August 13, 2008.

Roll Call Vote:

Voting Yes: Mr. Lockett, Dr. Martin, Mrs. Oudinot, Mr. Stewart,  
Mrs. Turfitt, Mrs. Angove, Mr. Knapp

The result of the vote: Passed unanimously

## 8.0 Closing Activities

### 8.1 Public Comment

Sarah Cummings	Warren, PA	Just wanted clarification that peanut butter would be available in the cafeterias
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		and peanut free table would be available to students with allergies.  She was concerned about the lice in the district. She wants further education for parents and students on the problem.
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8.2 Executive Session

Dr. Martin announced an executive session at 8:05 p.m. to discuss disciplinary issues with possible action to follow.

The meeting reconvened at 9:10 p.m.

**MOTION:** It was moved by Jeff Lockett and seconded by Arthur Stewart to remove the Hearing Officer's Report from the table.

The result of the vote: Passed unanimously

**MOTION:** It was moved by Arthur Stewart and seconded by Thomas Knapp that the Board of School Directors approves the Hearing Officer's Report as presented.

The result of the vote: Passed with Kimberly Angove and Kirsten Turfitt voting no.

Hearing  
Officer's  
Report Placed  
on the Table  
7-0-0

Hearing  
Officer's  
Report  
Approved  
5-2-0

8.2 Adjournment

**MOTION:** It was moved by Arthur Stewart and seconded by Thomas Knapp to adjourn the meeting.

The meeting adjourned at 9:15 p.m.

Respectfully Submitted,

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Ruth A. Huck, Board Secretary

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Jack L. Martin, Board President