

**POLICY COMMITTEE  
MINUTES  
OCTOBER 28, 2008  
WARREN COUNTY CAREER CENTER  
347 E. FIFTH AVENUE, WARREN, PA**

**COMMITTEE MEMBERS PRESENT:**

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

Mrs. Katherine Oudinot  
Mrs. Kirsten Turfitt  
Mrs. Donna Zariczny

**COMMITTEE MEMBERS ABSENT:**

Mr. Arthur Stewart

Mr. David Wortman

**OTHERS PRESENT:**

Dr. Robert Terrill  
Dr. Karen Pascale  
Mr. Petter Turnquist  
Mrs. Ruth Huck  
Mr. Chuck Hayes (WTO)

Mrs. Rosemarie Green  
Mrs. Amanda Hetrick  
Mr. Matt Jones  
Mrs. Cindy Nyquist

**1. Opening Activities**

**1.01 Call to Order**

The Policy Committee meeting of the Warren County School District Board of School Directors was called to order by Dr. Martin, President, at 5:30 p.m. in the Board Room of the Warren County Career Center, 347 East Fifth Avenue, Warren, Pennsylvania.

**1.02 Public Comment**

There was no public comment.

**2. Old Business**

**2.01 Policy Number 4020, titled – School Budget Development**

**Discussion:**

Mr. Jeff Lockett indicated that the changes made from the September meeting are double underlined in the ‘November’ section of the policy.

Dr. Jack Martin asked the committee if it would like to consider adding subsections such as the capital piece and that way the committee could approve what has been presented and then work on the other pieces as new subsections as they are developed.

Mrs. Kirsten Turfitt suggested that the title of Policy 4020 be titled Annual Operating Budget Development on line 9.

Mr. Jeff Lockett asked to add two words on line 37 after the words “Board of School Directors.” He would like to add “ ‘the comparison,’ a rough cut budget . . . ” The committee agreed.

Dr. Jack Martin asked if there were any other changes for second reading.

**Action:**

It was moved by Mr. Jeff Lockett and seconded by Mrs. Katherine Oudinot that the policy with the changes that Mr. Lockett and Mrs. Turfitt suggested be forwarded to the Board on second reading. There were no objections.

Mrs. Katherine Oudinot indicated that there is a typo on page 2, line 12, 'certifies' is spelled incorrectly.

**Discussion:**

It was asked what is needed to put together 4021 or 4022 and to help give the administration direction for writing these policies. The Board would like to see from the athletic directors a prioritized list of the needs and the same thing would be needed out of the buildings and grounds department. Somewhere administrative recommendations would also need to be listed for the requests made. Mrs. Donna Zariczny suggested that the requests would need to be prioritized over a span of time such as the next five years.

Dr. Jack Martin summarized that the Board would like administration to come forward with some process or plan that helps the Board understand the priority list or projects as they are presented to the Board. What are the steps and how do we get to the point where we put together an approval for capital projects.

The Board would also like to see a definition of what capital budget encompasses and some kind of series of time phased steps in how the Board goes about putting together and approving one. The distinction is that it is multi-year versus one year.

**Action:**

Dr. Jack Martin stated that the administration will bring something to the Board in the two separate areas, and the Board will decide whether or not they should be rolled into one, with a recommendation on a definition and a timeline that is process oriented for a multi-year fiscal plan and a multi-year capital projects plan.

2.02 Policy Number 3145, titled – Decisions During Superintendent Absences

**Discussion:**

Dr. Terrill made updates to the policy using the language that Mrs. Kimberly Angove recommended at the last committee meeting.

**Action:**

Dr. Jack Martin suggested that the policy go to the Board on first reading. The Committee agreed.

**Motion:**

That the Board of School Directors approves on first reading Policy Number 3145, titled – Decisions During Superintendent Absences.

- 2.03 Policy Number 9742, titled – Class Rank/Honors Credits Class of 2011 and Beyond and Policy Number 9743, titled – Class Rank/Honors Credits – Class of 2008, 2009 and 2010 and Beyond

**Discussion:**

Dr. Jack Martin asked Mrs. Amanda Hetrick to clarify lines 37-39 on page 2.

Mrs. Hetrick explained that previously the weight had only been added at the very end of the year, and now the weight is being added so the students are aware of the grade point averages throughout the year.

There was some question as to how the policy would be implemented since the scores for the AP exams are not received until after graduation.

**Action:**

Mrs. Kimberly Angove made a motion seconded by Mrs. Kirsten Turffit that at Line 16, “Students enrolled in honors, AP....,” language be added something like “for a value added per the following schedule to their final class grade for that subject.” Scratch the deleted and bold print through the end of that paragraph.

Mrs. Donna Zariczny objected and wanted to keep the original policy.

Dr. Terrill referenced that goal # 3, where it states that the District should look at various ways other than the PSSA to show student performance, the AP exam would be one way to do that.

It was suggested that the AP teachers provide a test similar to the AP exam and use that to determine student success.

Dr. Martin stated that the District already has a policy that says every class must provide a final exam, and it is well within the administration’s authority to require that a final AP exam be administered as an indicator of the success of these students.

Dr. Martin requested that the administration look at this policy between first and second reading and make recommendations.

The administration will look at the weighting schedule and make recommendations. Mrs. Hetrick will clean up the language on number 3 between first and second reading. Dr. Martin would like it to be more precise on what the weights are.

This will move forward with one objection for first reading.

**Motion:**

That the Board of School Directors approves on first reading Policy Number 9742, titled - Class Rank/Honors Credits Class of 2011 and Beyond and Policy Number 9743, titled - Class Rank/Honors Credits - Class of 2008, 2009 and 2010 and Beyond.

3. New Business

3.01 Policy Number 11201, titled – Public's Right to Know/Freedom of Information

Mrs. Angove brought this to the attention of the Board after a meeting at the Intermediate Unit. The new policy and procedure need to be in place by January 1, 2009. The policy must designate an Open Records Officer.

Chris Byham needs to address this policy.

Dr. Martin directed the administration to work with Chris Byham to encompass the new changes in the law and rewrite Policy 11201 to be in compliance with the new open records law for first reading at the November Board meeting. Procedures must be in place also.

All Board members agreed.

**Motion:**

That the Board of School Directors approves on first reading Policy Number 11201, titled – Public's right to Know/Freedom of Information.

4. Informational Items

There were no items.

5. Other

Mrs. Zariczny would like to bring the PSBA Standards and Code of Conduct before the Board again. Curt Rose spoke at the Leadership Conference that Mrs. Zariczny recently attended and he encouraged Board members to adopt this document as part of the Board's policy. He offered to come to Warren and speak to the Board in November. Mrs. Zariczny requested a consensus from the Board to invite him for that Board meeting. PSBA is willing to work with the Board to draft a policy in their own words that is similar to the standards put forth by PSBA. Many more districts have adopted the standards since the last time this was discussed. Warren County School District is in the minority rather than the majority at this point.

Mrs. Zariczny will take the lead on getting Mr. Rose here for the November Board meeting.

6. Closing Activities

6.01 Next Meeting Date

November 25, 2008 – 5:30 p.m. – Warren County Career Center

6.02 Adjournment

It was moved by Mr. Jeff Lockett and seconded by Mrs. Zariczny that the meeting be adjourned.

The meeting adjourned at 6:40 p.m.

Respectfully Submitted,

Ruth A. Huck  
Board Secretary