

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

**MONDAY, JANUARY 12, 2009**

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 Mrs. Angove, President, at 6:30 p.m. in the Board Room of the Warren County Career Center, 347 East Fifth Avenue, Warren, Pennsylvania.

1.2 Pledge of Allegiance

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

Roll Call

1.3 Roll Call

Present:

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

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

Absent:

Mr. David Wortman

Others Present:

Dr. Robert Terrill, Superintendent; Mrs. Amanda Hetrick, Director of Secondary Education; Dr. Norbert Kennerknecht, Director of Buildings & Grounds Services; Mrs. Amy Stewart, Director of Instructional Technology/Communications; Dr. Karen Pascale, Director of Human Resources; Mrs. Diane Martin, Director of Special Education; Mr. Petter Turnquist, Business Administrator; Mr. Chris Byham, Solicitor; Mrs. Ruth Huck, Board Secretary; Ms. Lydia Cottrell, Times Observer; Mr. Brian Collopy, Technology Coordinator; Mr. Jack Werner, Coordinator of District-wide Athletics and Co-Curricular Activities; Mrs. Delores Berry, Principal; Mr. James Miller, Principal; Mr. Kelly Martin, Principal; Ms. Ann Buerkle, Principal; Dr. Darrell Jaskolka, Principal; Ms. Maryann Mead, Assistant Principal; Mr. Gary Weber, Principal; Mrs. Marcia Madigan, Principal; Ms. Deborah Dwyer, Principal; Mr. Eric Mineweaser, Assistant Principal; Ms. Sandra Wilks, Special Education Supervisor, and approximately 25 unidentified members of the audience.

1.4 Reading of the Mission Statement - Mr. Jeff Lockett

***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 Agenda Adoption

Agenda  
Adoption  
8-0-0

**MOTION:** It was moved by Mr. Stewart and seconded by Mrs. Oudinot that the Board of School Directors adopts the agenda dated January 12, 2009.

**FRIENDLY AMENDMENT:** It was moved by Mr. Lockett that the agenda be adopted with the addition of an agenda item immediately following public comment with regard to a potential dual enrollment program. Mr. Stewart and Mrs. Oudinot agreed.

The result of the vote: Passed unanimously

1.6 Recognitions & Presentations

1. Adequate Yearly Progress Awards - Dr. Robert Terrill and Mrs. Amanda Hetrick

Each year the Commonwealth of Pennsylvania presents awards to schools that have completed adequate yearly progress over a two year period. Seven schools received the awards and they include: Youngsville High School, Eisenhower Middle/High School, Warren Area High School, Sugar Grove Elementary, Russell Elementary, Allegheny Valley Elementary, Sheffield Elementary, and South Street Early Learning Center.

2. Student Athletes - Mr. Jack Werner

Several athletes who participated in the fall season were recognized for honors beyond their regular playing seasons. Many of them are participating in winter sports as well and could not be present. In attendance was Abel Robinault from Youngsville High School - Cross Country PIAA Championship participant. Others recognized but not attending were:

Garrett Fiscus - Eisenhower Middle/High School - Soccer - All-District 10 All Star

Katie Spade - Warren Area High School - Cross Country - PIAA Championship Participant

Alli Jerman - Warren Area High School - Soccer - All-District 10 All Star

Mark Schoenborn - Warren Area High School - Soccer - All-District 10 All Star

Morgan Eastman - Youngsville High School - Cross Country - PIAA Championship Participant

1.7 Public Comment

Marshall Gern,  
Warren, PA - Pleasant  
Twp. Supervisor and

Requested that the Board set a fair rate of  
compensation for tax collectors at \$2.60/item.  
The rate must be set before the February 15

member of the Tax  
Collector Association

deadline.

Barbara Kersey, Art  
Instructor

Mrs. Kersey noted that January is School Board member recognition month and that the Art Club and National Art Honor Society students wished to thank the School Board members for their dedication in improving the quality of education for all students in the Warren County School District. They sent personalized, hand screened thank you notes to each Board member.

#### 1.8 Dual Enrollment

**MOTION:** It was moved by Dr. Martin and seconded by Mrs. Oudinot that the Board of School Directors directs the administration to work in conjunction with representatives from St. Bonaventure University to develop a plan for offering dual enrollment courses in Warren County.

The result of the vote: Passed unanimously

##### **Public Comment**

John Papalia, CEO,  
Warren General Hospital  
and Steven Stall, St.  
Bonaventure University,  
Dean of Arts & Sciences

Thanked the Board for allowing them to present more educational opportunities for local students. They would like to have a physical presence at the Pine Grove Ambulatory Center with a campus for higher education. They need to work with the school district to make this happen.

Mrs. Angove announced that there would be a brief executive session at 6:50 p.m. to discuss the Hearing Officer's Report and a legal issue. The meeting reconvened at 7:50 p.m.

Development  
of Plan for  
Dual  
Enrollment  
with St.  
Bonaventure  
University  
Approved  
8-0-0

#### 1.9 Approval of the Minutes - December 4, 2008

**MOTION:** It was moved by Mr. Knapp and seconded by Mr. Lockett that the Board of School Directors approves the organizational and regular meeting minutes of December 4, 2008.

The result of the vote: Passed unanimously

#### 1.10 Approval of the Special Meeting Minutes - December 16, 2008

**MOTION:** It was moved by Mr. Knapp and seconded by Mr. Lockett that the Board of School Directors approves the Special Meeting Minutes of December 16, 2008.

The result of the vote: Passed unanimously

#### 1.11 Financial Reports

**MOTION:** It was moved by Mrs. Turfitt and seconded by Mr. Knapp

Dec. 4, 2008  
Minutes  
Approved  
8-0-0

Dec. 16, 2008  
Special  
Meeting  
Minutes  
Approved  
8-0-0

Financial  
Reports  
Approved  
8-0-0

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.

The result of the vote: Passed with Mr. Lockett voting no.

#### 1.12 Hearing Officer's Report

Hearing  
Officer's  
Report  
Approved  
8-0-0

**MOTION:** It was moved by Dr. Martin and seconded by Mrs. Oudinot that the Board of School Directors approves the Hearing Officer's report dated January 12, 2009, with the exception of Case L. (Cases: L-P)

The result of the vote: Passed unanimously

**MOTION:** It was moved by Dr. Martin and seconded by Mrs. Oudinot that the Board of School Directors approves the Hearing Officer's report Case L dated January 12, 2009, with an expulsion of one year instead of two marking periods.

Roll Call Vote:

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

Voting No: Mrs. Angove, Mrs. Turfitt

Hearing  
Officer's  
Report Case L  
Approved  
6-2-0

### 2.0 President's Statement

#### 2.1 Reports and Information

##### 1. I.U.5 - Mrs. Donna Zariczny

Mrs. Zariczny reported that she was appointed as the Board member replacing Mrs. Angove due to her resignation from the IU Board. Mrs. Zariczny was also appointed to serve on the IU Board policy development committee.

- The IU annual budget was adopted and sent to the member school districts for their approval. There has been no increase in the budget for nine years and the projection is that there will be no increase for 2009-2010 due to the current economic conditions, but there is no guarantee that the following year will remain status quo.
- The IU is now conducting electronic meeting formats and is also using software called Scopia that allows remote access for Superintendents to participate in meetings at the IU without being present.
- The Corry School District had one of their students honored and selected to be a Senate student delegate. The program allows two students from each state to go to Washington, D.C., for one week fully paid to participate in various events and meet the president. They also receive a \$5,000 scholarship for college. She asked that the administration find out what the program is and bring it to the Warren County School District.

2. PSBA - Mr. Thomas Knapp

Mr. Knapp asked if everyone is getting and reading the PSBA bulletin. He asked board members to call him if there anything that board members need to discuss so that it can be placed on the agenda.

3. Career Center Advisory - Mr. Jeff Lockett

The WCCC students have started the first of the USA Skills competitions. Within another month the WCCC should know how successful the grant applications have been.

2.2 Important Dates

BOARD/COMMITTEE MEETING DATES				
	Date	Time	Committee	Location
1.	Jan. 14, 2009	6:00 p.m.	Facilities Steering Committee	WCCC
2.	Jan. 26, 2009	6:00 p.m.	Curriculum, Instruction & Technology Committee	WCCC
3.	Jan. 26, 2009	Following CIT	Physical Plant & Facilities Committee	WCCC
4.	Jan. 27, 2009	5:30 p.m.	Policy Committee	WCCC
5.	Jan. 27, 2009	Following Policy	Finance Committee	WCCC
6.	Jan. 27, 2009	Following Finance	Personnel, Athletics & Co-Curricular Activities Committee	WCCC
7.	Feb. 9, 2009	6:00 p.m.	Regular Board Meeting	WCCC

2.3 Welding Shop Discussion

Several options were presented on a summary sheet with additional opportunities that could be implemented.

Dr. Terrill stated that option II, opportunity II would be his recommendation. Because it is relatively inexpensive it takes care of improving the welding program, and not a lot of renovation work would be needed. Before anything is done, he also recommends considering having a consultant come in and assess the programs.

The question was asked how this fits into the master facilities plan. Dr. Terrill stated that currently it does not fit, because the steering committee felt that the facility overall was adequate. The steering committee is meeting on Wednesday at which time it will be discussed. Mrs. Oudinot asked how this would be incorporated into the master plan. Dr. Martin answered that this would not be part of the PlanCon process due to the relatively low cost of the project and would be funded locally.

If the district does nothing, there will still be a cost of approximately \$100,000 to upgrade the shop and approximately 10 less students will be admitted into the program.

## 2.4 Announcements

There were no announcements.

## 3.0 Superintendent's Reports and Recommendations

### 3.1 General Comments

Dr. Terrill announced that a web cast will be presented on character education at the library at Warren Area High School. A nationally recognized school and principal from Williamstown, New Jersey, will be featured.

### 3.2 Informational Report

### 3.3 Committee Reports

### 3.4 Other

## 4.0 New Business - Consent Agenda

### 4.1 Consent Agenda Approval

Consent  
Agenda  
Approved  
8-0-0

Items removed for separate action:

4.5 – Support Personnel Report – Dr. Jack Martin

4.8 – EMHS & YHS Scoreboard Purchase - Mr. Knapp

4.13 – Mobile Video Conferencing Units - CIT - Mr. Lockett

**MOTION:** It was moved by Mr. Stewart and seconded by Mr. Lockett that the Board of School Directors approves the consent agenda with the exception of items 4.5, 4.8 and 4.13.

The result of the vote: Passed unanimously

### 4.2 Smart Boards - FIN - Mr. Jeff Lockett

Smart Boards  
Mini-Grant  
Funding  
Approved  
8-0-0

**MOTION:** That the Board of School Directors directs administration to develop and implement a plan to issue interactive white board/projector units to WCSD teachers and approves an internal mini grant for smart boards units with funding up to \$ 55,000 based upon the following 4 criteria:

1. Increase student achievement
2. Provide effective use of technology for instruction
3. Increase student engagement in the learning process
4. Improve educational access for and participation by high- risk students-groups.

### 4.3 Pentamation Software Training - FIN - Mr. Jeff Lockett

Pentamation  
Software  
Training  
Approved  
8-0-0

**MOTION:** That the Board of Directors approves Sungard Pentamation training on site, in the areas of position control, personnel budgeting, activity tracker, general payroll and finance areas in an amount up to \$8,000 plus ancillary costs.

- 4.4 Certificated Personnel Report - PACCA - Mrs. Kirsten Turfitt  
**MOTION:** That the Board of School Directors approves the Certificated Personnel Report.
- 4.5 Support Personnel Report - PACCA - Mrs. Kirsten Turfitt  
*Removed for separate action*
- 4.6 Volunteer Report - PACCA - Mrs. Kirsten Turfitt  
**MOTION:** That the Board of School Directors approves the Volunteer Reports.
- 4.7 Confidentiality Agreements - PACCA - Mrs. Kirsten Turfitt  
**MOTION:** That the Board of School Directors approves the Confidentiality Agreements for use in the district.
- 4.8 EMHS & YHS Scoreboard Purchase - PP&F - Mrs. Donna Zariczny  
*Removed for separate action*
- 4.9 Warren Area High School Curtain Wall Replacement - PP&F - Mrs. Donna Zariczny  
**MOTION:** In that Project 0807.1 known as WAHS Curtain Wall Replacements was properly bid with unit cost established to increase/decrease the quantity of the panels to be replaced, the Board of School Directors approves the replacement of an additional 160 panels at a cost not to exceed \$148,700.00, per the contract with Perry Construction and according to terms and conditions of the contract specifications bid on April 9, 2008. Funding source is Buildings and Grounds Capital Reserve account.
- 4.10 Policy Number 3145, titled - Decisions During Superintendent's Absence - POL - Mrs. Kimberly Angove  
**MOTION:** That the Board of School Directors approves on second reading the revisions to Policy Number 3145, titled - Decisions During Superintendent's Absence.
- 4.11 Policy Number 7415, titled - Family and Medical Leave Act - POL - Mrs. Kimberly Angove  
**MOTION:** That the Board of School Directors combines first and second reading and approves revisions to Policy Number 7415, titled Family and Medical Leave Act.
- 4.12 Learning for Life Grant - CIT - Dr. Jack Martin  
**MOTION:** That the Board of School Directors approves the submission of a grant proposal of \$1,000 to the Warren/Forest Higher Education Council School To Work Partnership to support the 2008-09 Learning For Life Program.

Certificated  
Personnel  
Report  
Approved  
8-0-0

Volunteer  
Report  
Approved  
8-0-0

Confidentiality  
Agreements  
Approved  
8-0-0

WAHS  
Additional  
Curtain Wall  
Panel  
Replacement  
Approved  
8-0-0

Policy 3145  
Decisions  
During Supt.  
Absence  
First & Second  
Reading  
Approved  
8-0-0

Policy 7415  
Family &  
Medical Leave  
Act  
Second  
Reading  
Approved  
8-0-0

Learning for  
Life Grant  
Submission  
Approved  
8-0-0

4.13 Mobile Video Conferencing Units - CIT - Dr. Jack Martin

*Removed for separate action*

5.0 Items Removed for Separate Action

5.1 (4.5) Support Personnel Report - PACCA - Mrs. Kirsten Turfitt

Support  
Personnel  
Report with  
Changes  
Approved  
6-2-0

**MOTION:** It was moved by Dr. Martin and seconded by Mrs. Oudinot that the Board of School Directors approves the Support Personnel Report with the exception of the additional hour.

The result of the vote: Passed with Mrs. Angove and Mr. Knapp voting no.

**MOTION:** It was moved by Mr. Stewart and seconded by Mr. Knapp that the Board of School Directors approves the rate set forth for Wanda Pascuzzi without the title language set forth above.

**FRIENDLY AMENDMENT:** It was moved by Dr. Martin that a reduction in hours be included for the vacated position at the same building. Both Mr. Stewart and Mr. Knapp agreed.

Ms. Pascuzzi's position would become a seven hour position and the vacated position becomes a six hour position.

Roll Call Vote:

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

The result of the vote: Passed unanimously

5.2 (4.8) EMHS & YHS Scoreboard Purchase - PP&F - Mrs. Donna Zariczny

EMHS/YHS  
Scoreboard  
Purchase  
Approved  
7-1-0

**MOTION:** It was moved by Mrs. Zariczny and seconded by Mr. Knapp that the Board of School Directors approves the purchase, delivery and installation of a scoreboard for Eisenhower Middle/High School and one for Youngsville High School from the apparent low bidder, ElectroMechanical, for the quoted price of \$20,472.00 for both scoreboards.

The result of the vote: Passed with Mr. Knapp voting no.

5.3 (4.13) Mobile Video Conferencing Units - CIT - Dr. Jack Martin

Mobile Video  
Conferencing  
Unit Purchase  
Approved  
8-0-0

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Oudinot that the Board of School Directors directs the administration to order as many mobile video conference units as is possible with monies from the available grant to be placed in elementary schools at the discretion of the administration with special attention to elementary schools with middle school students.

The result of the vote: Passed unanimously

## 6.0 Future Business for Committee Review

Mrs. Angove would like to have an update on the disciplinary policy at the next Policy Committee meeting.

A report should be brought to the CIT committee in January regarding the Physical Education Policy for student scheduling for the 2009-2010 school year. A decision needs to be made by March because of the possible impact on the budget due to staffing.

## 7.0 Other

### 7.1 Tax Collector Compensation

**MOTION:** It was moved by Mr. Stewart and seconded by Mr. Knapp that the Board of School Directors approves an increase in tax collector compensation to the amount of \$2.60 per item on the duplicate for taxes collected for the Warren County School District provided that the Commissioners of Warren County pass a compensation amount of equal or greater value for taxes collected on behalf of Warren County.

Solicitor Byham stated that any increase in compensation would need to be passed by resolution. By law it would be required to pass before February 15.

**AMENDMENT:** It was moved by Mr. Stewart and seconded by Mr. Knapp that the tax collector compensation motion would be referred back to Chris Byham to be presented in resolution form at the February board meeting.

Roll Call Vote:

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

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

The result of the vote: Passed

Tax Collector  
Compensation  
Increase  
Contingent on  
Commissioners'  
Compensation  
Approved  
5-3-0

### 7.2 Repository Sale

**MOTION:** It was moved by Mr. Lockett and seconded by Mr. Knapp that the Board of School Directors approves the repository sale per the attached documentation.

The result of the vote: Passed unanimously

Repository  
Sale  
Approved  
8-0-0

### 7.3 Pentamation Annual License & Maintenance Renewal

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Oudinot that the Board of School Directors approves the renewal of software licenses and maintenance agreements with Sunguard Pentamation per the attached documentation.

The result of the vote: Passed unanimously

Pentamation  
Annual  
License &  
Maintenance  
Renewal  
Approved  
8-0-0

#### 7.4 Tax Appeal Settlement

Tax Appeal  
Settlement  
Approved  
8-0-0

**MOTION:** It was moved by Mr. Stewart and seconded by Dr. Martin that the Board of School Directors approves a settlement in the Warren County Tax Appeal Settlement case docketed at number 768 of 2007 with a settlement providing for an assessed value of \$624,975.

Roll Call Vote:

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

The result of the vote: Passed unanimously

#### 7.5 Warren County Career Center Welding Shop

Engagement of  
Architect for  
WCCC Welding  
Shop Design &  
Bidding  
Approved  
8-0-0

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Oudinot that the Board of School Directors approves the Warren County Career Center expansion project as presented in the summary of options – Option II, Opportunity II.

**FRIENDLY AMENDMENT:** It was moved by Dr. Martin that the Board of School Directors in addition engages an architect for design and bidding specification for the Warren County Career Center Welding program under Option II, Opportunity II. Mr. Lockett and Mrs. Oudinot agreed to the amendment.

**AMENDMENT TO FRIENDLY AMENDMENT:** It was moved by Mrs. Turfitt that the ‘Opportunity II’ be removed from the motion until the teachers have had the chance to express their agreement or objection to the changes. Mr. Lockett, Mrs. Oudinot and Dr. Martin agreed to the amendment.

#### **Public Comment**

There was no public comment.

Roll Call Vote:

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

The result of the vote: Passed unanimously

#### 7.6 Superintendent Salary Pay Increase

Superintendent  
Pay Increase Per  
Contract  
Approved  
8-0-0

**MOTION:** It was moved by Dr. Martin and seconded by Mrs. Zariczny that the Board of School Directors approves a two percent pay increase for the superintendent effective February 4, 2009, per the terms of his contract.

#### **Public Comment**

There was no public comment.

Roll Call Vote:

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

The result of the vote: Passed unanimously

#### 8.0 Closing Activities

##### 8.1 Public Comment

There was no public comment.

##### 8.2 Executive Session

Mrs. Angove announced an executive session at 9:40 p.m. to discuss personnel issues.

The meeting reconvened at 10:40 p.m.

Mrs. Angove appointed Dr. Martin, Mr. Lockett and Mrs. Oudinot to serve as members of the Technology Advisory Committee.

##### 8.3 Adjournment

**MOTION:** It was moved by Dr. Martin and seconded by Mrs. Oudinot to adjourn the meeting.

The meeting adjourned at 9:41 p.m.

Respectfully Submitted,

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Ruth A. Huck, Board Secretary

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Kimberly J. Angove, Board President