

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

**MONDAY, APRIL 13, 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 Mrs. Angove, President, at 6:05 p.m. in the Board Room of the Warren County Career Center, 347 East Fifth Avenue, Warren, Pennsylvania.

Mrs. Angove requested a moment of silence in memory of teacher Mrs. Danene Mattern and retired teacher Mr. John Check who recently passed away. Both teachers had been involved with the All-County musical held last weekend.

**1.2 Pledge of Allegiance**

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

**1.3 Roll Call**

Roll Call

Present:

Mrs. Kimberly Angove	Mr. Arthur Stewart (left meeting @ 6:30 p.m.)
Mr. Thomas Knapp	Mrs. Kirsten Turfitt
Mr. Jeff Lockett	Mr. David Wortman
Dr. Jack Martin	Mrs. Donna Zariczny
Mrs. Katherine Oudinot	

Other:

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; Mrs. Suzanne Turner, Administrative Assistant; Ms. Stephanie Hamm, Times Observer; Mr. Brian Collopy, Technology Coordinator; Mr. Paul Giannini, Technology/Information Systems Specialist; Mr. Jack Werner, Coordinator of District-wide Athletics and Co-Curricular Activities; Mr. Eugene Casasanta, Hearing Officer; Mrs. Delores Berry, Principal; Mrs. Marcia Madigan, Principal; Mrs. Debra Young, Principal, and approximately 5 unidentified members of the audience.

1.4 Reading of the Mission Statement - Mrs. Angove

***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  
Approved  
9-0-0

**MOTION:** It was moved by Mr. Stewart and seconded by Mrs. Oudinot that the Board of School Directors approves the agenda dated April 13, 2009.

The result of the vote: Passed unanimously

1.6 Recognitions & Presentations

1. GEOBEE - Matt Eernisse, Eisenhower M/HS – Mr. Kelly Martin

Matt Eernisse participated in the GEOBEE and placed in the top 100 scores out of 600 schools participating. He is one of eight students competing in the State GEOBEE.

2. Lincoln Electric Donation - WCCC - Mrs. Delores Berry

Mrs. Berry thanked the Lincoln Electric Company for its donation of a \$5,000 piece of equipment to the Warren County Career Center. A plaque will be presented to the company for its generosity.

1.7 Public Comment

Mrs. Marcia Madigan  
Mrs. Janet Peterson  
Mr. Matt Hubach

Mrs. Madigan reported that students at Sugar Grove Elementary will be presenting projects from the Science It's Elementary program on May 12, 2009, from 6:00-7:00 p.m. at the school, and all are invited to attend.

1.8 Approval of the Minutes - March 9, 2009

March 9, 2009  
Minutes  
Approved  
9-0-0

**MOTION:** It was moved by Mrs. Zariczny and seconded by Mr. Knapp that the Board of School Directors approves the minutes of March 9, 2009.

The result of the vote: Passed unanimously

1.9 Approval of the Special Meeting Minutes - March 30, 2009

Special Meeting  
Minutes  
Approved  
9-0-0

**MOTION:** It was moved by Mr. Knapp and seconded by Mrs. Oudinot that the Board of School Directors approves the Special Meeting Minutes of March 30, 2009.

The result of the vote: Passed unanimously

1.10 Financial Reports

Financial  
Reports  
Approved  
9-0-0

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Oudinot 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 unanimously

Mrs. Angove announced an executive session at 6:18 p.m. to discuss the Hearing Officer's report. The meeting reconvened at 7:08 p.m.

Mr. Stewart stated he was leaving the meeting at 6:30 p.m. and did not return following the executive session.

#### 1.11 Hearing Officer's Reports

**MOTION I:** It was moved by Mrs. Turfitt and seconded by Mr. Lockett that the Board of School Directors tables Case AA until the May 11, 2009, Board meeting.

The result of the vote: Passed unanimously

**MOTION II:** It was moved by Mrs. Turfitt and seconded by Mr. Knapp that the Board of School Directors approves Case X with the modification to the language and that the parents be given 30 days to consent to evaluation.

The result of the vote: Passed unanimously

**MOTION III:** It was moved by Mrs. Turfitt and seconded by Mr. Knapp that the Board of School Directors approves Cases Y, Z, and BB as presented.

The result of the vote: Passed unanimously

**MOTION IV:** It was moved by Mrs. Turfitt and seconded by Mrs. Oudinot that the Board of School Directors approves Cases CC and DD as presented.

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

Hearing  
Officer Case  
AA  
Tabled Until  
May 11, 2009  
8-0-0

Hearing  
Officer Case X  
With  
Modifications  
Approved  
8-0-0

Hearing  
Officer Cases  
Y, Z, and BBB  
Approved  
8-0-0

Hearing  
Officer Cases  
CC and DD  
Approved  
6-2-0

#### 2.0 President's Statement

##### 2.1 Reports & Information

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

Mrs. Zariczny reported that at the last IU5 Board of Directors meeting the Inter-Library Loan Service was discussed. Steaming media is available for download for classroom use. Live web streaming is also available, and kits have been sent to the schools as part of the interactive program.

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

Mr. Knapp reported that Legislative Platform issues must be presented by June 30. He asked Board members to bring any items they wished to forward to the next Board meeting. The March 20 School Leader News contained an article regarding unused school buildings and new legislation regarding those buildings.

***"Unused School Buildings – The House Education Committee approved HB 520 that requires a school district to demolish a school building within 10 years of it becoming unused, unless it can be sold for at least 50% of its fair market value or donated to a nonprofit or political subdivision. A district will not have to demolish the building if: (1) the school board determines that the building is necessary for future use; (2) the building satisfies state and local building or***

*health and safety ordinances; (3) the building is located on property with at least one other school building used for the instruction of students; or (4) the building was built before 1940 and the Pennsylvania Historical and Museum Commission determines it to be of historic value.*

Mr. Knapp urged the Board to make a motion to send a letter to PSBA and substantiate the District's position on the new legislation. Mr. Byham stated that this legislation has been approved in committee, but is not on the docket for a vote in the legislature. This item will be forwarded to the Physical Plant and Facilities Committee for discussion.

3. Career Center Advisory - Mr. Jeff Lockett

Mr. Lockett reported that the WCCC is proud to announce, at the end of March, Michael Trisket, a senior student from Warren Area High School in the Power Equipment Technology program, won a first place in Marine Technology at The Skills USA State Competition. Michael will advance to the National Competition in late June in Kansas City, Missouri.

April 1st and 2nd the WCCC completed their 2nd annual Leadership Week, and the students had the experience of interacting with many of our community partners including Warren General Hospital, Warren State Police, Warren YMCA, Northwest Savings and Bank, Warren's local EMS Service providers, and the Pennsylvania Department of Health.

On April 8, 2009 there was a visit to the Tri Rivers Career Center and Venango Technology Center to view the different styles of ventilation systems for the WCCC welding facility.

2.2 Important Dates

BOARD/COMMITTEE MEETING DATES				
	Date	Time	Committee	Location
1.	April 27, 2009	6:00 p.m.	Physical Plant & Facilities Committee	WCCC
2.	April 27, 2009	Following CIT	Curriculum, Instruction & Technology Committee	WCCC
3.	April 28, 2009	5:30 p.m.	Policy Committee	WCCC
4.	April 28, 2009	Following POL	Finance Committee	WCCC
5.	April 28, 2009	Following FIN	Personnel/Athletics & Co-Curricular Activities Committee	WCCC
6.	May 11, 2009	6:00 p.m.	Regular Board Meeting	WCCC

Mrs. Angove stated that due to a meeting at IU5 and if there were no objections, she would like to move the committee meetings scheduled to meet on Tuesday

evening to Wednesday evening. There were no objections, and Mrs. Huck was asked to advertise the changes in meetings.

### 2.3 Announcements

Mrs. Angove announced that an executive session was held prior to this meeting to discuss an employee retirement, employee evaluation and a personnel leave.

Mrs. Angove stated that St. Bonaventure University will be sending letters soon regarding their intention of providing Dual Enrollment Courses in the fall.

### 3.0 Superintendent's Reports and Recommendations

#### 3.1 General Comments - Dr. Robert Terrill

Dr. Terrill reported that the Warren County Career Center received an appropriation of \$190,000 for Auto Technology Program.

Sheffield Area High School student Devon Meddock performed the National Anthem at the PIAA state basketball competition.

#### 3.2 Dine & Discuss

Mrs. Diane Martin presented the upcoming program with IUP for the Learning Enrichment Center educators and parents. Mrs. Angove asked that if the Board was so inclined that a motion be presented under 'Other'.

#### 3.3 Informational Report

#### 3.4 Committee Reports

#### 3.5 Other

### 4.0 New Business - Consent Agenda

#### 4.1 Consent Agenda

Items removed for separate action:

4.2 Professional Work Order for SGES, SSELIC & SES Fire Alarm Upgrades (WCSD Project No. 0905) – Mr. Lockett

4.3 Professional Work Order for District-Wide Interior Lighting Upgrades (WCSD Project No. 0904) – Mr. Lockett

4.4 Professional Work Order for SGES Boiler Project (WCSD Project No. 0907) – Mr. Lockett

4.15 Attendance Officer - Additional Hours – Dr. Martin

**MOTION:** That the Board of School Directors approves the consent agenda with the exception of items 4.2, 4.3, 4.4 and 4.15.

The result of the vote: Passed unanimously

4.2 Professional Work Order for SGES, SSELIC & SES Fire Alarm Upgrades (WCSD Project No. 0905) - PPF - Mrs. Donna Zariczny

*Removed for separate action*

Consent Agenda Approved 8-0-0
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- 4.3 Professional Work Order for District-Wide Interior Lighting Upgrades (WCSD Project No. 0904) - PPF - Mrs. Donna Zariczny

*Removed for separate action*

- 4.4 Professional Work Order for SGES Boiler Project (WCSD Project No. 0907) - PPF - Mrs. Donna Zariczny

*Removed for separate action*

- 4.5 Repository Sale - FIN - Mr. Jeff Lockett

Repository  
Sale  
Approved  
8-0-0

**MOTION:** That the Board of School Directors approves the Repository Sale per the attached documentation.

The result of the vote: Passed unanimously under consent agenda

- 4.6 Sale of Used Textbooks - PPF - Mrs. Donna Zariczny

Sale of Used  
Textbooks  
Approved  
8-0-0

**MOTION:** That the Board of School Directors approves the sale of textbooks previously declared unused and unnecessary to Budgettext Corporation for \$713.30 and to Follett Education Services for \$164.75.

The result of the vote: Passed unanimously under consent agenda

- 4.7 ATOD Prevention Program Survey - CIT - Dr. Jack Martin

ATOD Survey  
Approved  
8-0-0

**MOTION:** That the Board of School Directors permits the ATOD to conduct an anonymous survey of grade 5, 8 and 11 students. Parents will have the opportunity to request that their children not participate.

The result of the vote: Passed unanimously under consent agenda

- 4.8 Welding Program of Study - CIT - Dr. Jack Martin

Welding  
Planned  
Instruction  
Approved  
8-0-0

**MOTION:** That the Board of School Directors approves the Welding Planned Instruction as presented.

The result of the vote: Passed unanimously under consent agenda

- 4.9 Policies 9742 & 9743 - Class Rank/Honors Credits (Dual Enrollment Credit) - CIT - Dr. Jack Martin

Policy # 9742  
& # 9743 Class  
Rank/Honors  
Credits First  
Reading  
Approved  
8-0-0

**MOTION:** That the Board of School Directors approves on first reading Policy #9742, titled "Class Rank/Honors Credits - Class of 2011 and Beyond" and Policy #9743, titled "Class Rank/Honors Credits - Class of 2008, 2009, and 2010" with the proposed changes for Dual Enrollment.

The result of the vote: Passed unanimously under consent agenda

- 4.10 Certificated Personnel Report - PACCA - Mrs. Kirsten Turfitt

Certificated  
Personnel  
Report  
Approved  
8-0-0

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

The result of the vote: Passed unanimously under consent agenda

4.11 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

Support  
Personnel  
Report  
Approved  
8-0-0

4.12 Athletic Supplemental Contracts - PACCA - Mrs. Turfitt

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

The result of the vote: Passed unanimously under consent agenda

Athletic  
Supplemental  
Contracts  
Approved  
8-0-0

4.13 Co-Curricular Supplemental Contracts - PACCA - Mrs. Turfitt

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

The result of the vote: Passed unanimously under consent agenda

Co-Curricular  
Supplemental  
Contracts  
Approved  
8-0-0

4.14 Volunteer Report - PACCA - Mrs. Kirsten Turfitt

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

The result of the vote: Passed unanimously under consent agenda

Volunteer  
Report  
Approved  
8-0-0

4.15 Attendance Officer - Additional Hours - PACCA - Mrs. Kirsten Turfitt

*Removed for separate action*

4.16 Change in Retirement Date - PACCA - Mrs. Kirsten Turfitt

**MOTION:** That the Board of Directors approves the retirement letter of Mrs. Debra D. Young and her request to modify the date of her original letter of intent for retirement thereby approving her request to receive the \$3,000 retirement incentive based on the ACT 93 Agreement.

The result of the vote: Passed unanimously under consent agenda

Retirement  
Date Change  
for D. Young  
Approved  
8-0-0

4.17 Gate Fee Increase - PACCA - Mrs. Turfitt

**MOTION:** That the Board of School Directors increases Adult admission to varsity football contests at Warren County School District properties by \$.50 to \$4.00.

The result of the vote: Passed unanimously under consent agenda

Gate Fee  
Increase  
Approved  
8-0-0

4.18 Parent Pass - PACCA - Mrs. Turfitt

**MOTION:** That the Board of School Directors permits the sale of sport specific season passes to adult family members of WCSD student-athletes and marching band student-musicians. Further that the rate for those passes be buy one pass at the regular total admission fee for all home games in that season and get one free. This practice would exclude events hosted at War Memorial Field and events sponsored by private organizations.

The result of the vote: Passed unanimously under consent agenda

Parent Pass  
Approved  
8-0-0



Policy # 7220  
Discipline &  
Corporal  
Punishment  
Second  
Reading  
Approved  
8-0-0

- 4.19 Policy Number 7220, titled - Discipline & Corporal Punishment - POL - Mrs. Kimberly Angove

**MOTION:** That the Board of School Directors approves on second reading Policy Number 7220, titled - Discipline and Corporal Punishment per the attached document.

The result of the vote: Passed unanimously under consent agenda

Policy # 10930  
Behavior  
Management  
Second  
Reading  
Approved  
8-0-0

- 4.20 Policy Number 10930, titled - Behavior Management -POL - Mrs. Kimberly Angove

**MOTION:** That the Board of Directors approves on second reading changes to Policy Number 10930, titled - Behavior Management per the attached document.

The result of the vote: Passed unanimously under consent agenda

Policy # 11301  
Visitors to  
School  
Second  
Reading  
Approved  
8-0-0

- 4.21 Policy Number 11301, titled - Visitors to School- POL- Mrs. Kimberly Angove

**MOTION:** That the Board of School Directors approves on second reading changes to Policy Number 11301, titled - Visitors to School per the attached document.

The result of the vote: Passed unanimously under consent agenda

Policy # 9301  
Special Ed  
Programs  
Second  
Reading  
Approved  
8-0-0

- 4.22 Policy Number 9301, titled- Special Education Programs - POL - Mrs. Kimberly Angove

**MOTION:** That the Board of Directors approves on the second reading changes to Policy Number 9301, titled - Special Education Programs per the attached document.

The result of the vote: Passed unanimously under consent agenda

## 5.0 Items Removed for Separate Action

Work Order  
for Fire  
Alarms  
Approved  
7-1-0

- 4.2 Professional Work Order for SGES, SELC & SES Fire Alarm Upgrades (WCSD Project No. 0905) - PPF - Mrs. Donna Zariczny

**MOTION:** It was moved by Mrs. Zariczny and seconded by Dr. Martin that the Board of School Directors approves a work order in an amount not to exceed the DGS fee schedule for drawings, specifications, and contract management necessary to upgrade fire alarms at Sugar Grove Elementary School, Sheffield Elementary School, and South Street Early Learning Center.

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

Work Order  
for Interior  
Lighting  
Upgrades  
Approved  
7-1-0

- 4.3 Professional Work Order for District-Wide Interior Lighting Upgrades (WCSD Project No. 0904) - PPF - Mrs. Donna Zariczny

**MOTION:** It was moved by Mrs. Oudinot and seconded by Mrs. Zariczny that the Board of School Directors approves a work order in an amount not to exceed the DGS fee schedule for drawings and specifications necessary to replace and upgrade lighting fixtures at Beaty Warren Middle School gymnasium and auxiliary gymnasium; Eisenhower Middle High School gymnasium; Sheffield Area Middle High School



gymnasium and auxiliary gymnasium; Sheffield Elementary School multipurpose room; Sugar Grove Elementary School multipurpose room; South Street Early Learning Center multipurpose room; Youngsville High School gymnasium and auxiliary gymnasium; and Warren Area High School gymnasium, 2 (two) auxiliary gymnasiums, wrestling room, and cafeteria.

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

- 4.4 Professional Work Order for SGES Boiler Project (WCSD Project No. 0907)  
- PPF - Mrs. Donna Zariczny

**MOTION:** It was moved by Mrs. Oudinot and seconded by Mrs. Zariczny that the Board of School Directors approves a work order in an amount not to exceed the DGS fee schedule for drawings, specifications, and contract management necessary to replace boilers at Sugar Grove Elementary School.

Work Order  
for Sugar  
Grove Boiler  
Project  
Failed  
2-6-0

The result of the vote: Failed with Mrs. Zariczny and Mr. Knapp voting yes.

- 4.15 Attendance Officer - Additional Hours - PACCA - Mrs. Kirsten Turfitt

**MOTION:** It was moved by Mrs. Oudinot and seconded by Mr. Knapp that the Board of School Directors directs the Finance Committee to add an expenditure line item for Option #2 with cost in the preliminary budget.

Attendance  
Officer  
Additional  
Hours  
Approved  
6-2-0

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

#### 6.0 Future Business for Committee Review

- 6.1 Dr. Martin asked that Policy 3140 be reviewed at the April Policy Committee meeting regarding timelier reporting on disciplinary suspensions to the Board. This will come back to the full Board at Mrs. Angove's discretion.
- 6.2 The Physical Plant and Facilities Committee was asked to write a position letter regarding the proposed legislation being considered pertaining to unused school buildings and report back to the Board at its May Board meeting.

#### 7.0 Other

- 7.1 Director of Athletics & Co-Curricular Activities

**MOTION:** It was moved by Mrs. Oudinot and seconded by Mrs. Turfitt that the Board of School Directors approves the new position of Principal of District-wide Athletics and Co-curricular Activities.

Roll Call Vote:

Voting Yes: Mrs. Angove, Mrs. Turfitt,

Voting No: Mr. Wortman, Mrs. Zariczny, Mr. Knapp, Mr. Lockett, Dr. Martin, Mrs. Oudinot

Principal of  
District-Wide  
Athletics &  
Co-Curricular  
Activities  
Failed  
2-6-0

The result of the vote: Failed

7.2 Welding Lab

Welding Lab  
ventilation  
System  
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 utilize the arm type of ventilation system in the WCCC welding facility upgrade design.

**Friendly Amendment:** It was moved by Mrs. Turfitt and agreed to by Mr. Lockett and Mrs. Oudinot that the Board of School Directors directs the administration to utilize an arm type of ventilation system such as the Lincoln Strata Flex 6000 system or an equivalent type ventilation system in the WCCC welding facility upgrade design.

The result of the vote: Passed unanimously

7.3 Administrative Assistant – Payroll

Creation of New  
Job Description  
Authorized and  
Existing Position  
In Payroll Office  
Eliminated  
Passed  
8-0-0

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Oudinot that the Board of School Directors directs the Business Administrator and Director of Human Resources to develop a new job description for the requested new position of administrative assistant for the Payroll Office.

**FRIENDLY AMENDMENT:** It was moved by Dr. Martin that the Board of School Directors directs administration to develop a new job description for the requested new position of administrative assistant for the Payroll Office and that the existing open position in the payroll office be eliminated. Mr. Lockett and Mrs. Oudinot agreed.

The result of the vote: Passed unanimously

7.4 Extension of Qualifications & Credentials

Extension of  
Qualifications  
& Credentials  
Receipt  
Approved  
8-0-0

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Oudinot that the Board of School Directors approves an extension to receive responses for Qualifications and Credential from Auditors until April 24, 2009.

The result of the vote: Passed unanimously

7.5 Indiana University of Pennsylvania

Indiana  
University of  
PA Contract  
Approved  
8-0-0

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Oudinot that the Board of School Directors approves the contract with IUP for the program being held at the Learning Enrichment Center.

**Public Comment:**

There was no public comment.

Roll Call Vote:

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

The result of the vote: Passed unanimously

7.6 Review of Deductible Days

**MOTION:** It was moved by Dr. Martin and seconded by Mrs. Oudinot that the Board of School Directors reviews permission for deductible days made to employees and that the administration rework procedures so terms and conditions of the contract are followed and administration will create a form to include approval by the Board of School Directors.

Review of Deductible Days Approved 8-0-0
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**Public Comment:**

There was no public comment.

The result of the vote: Passed unanimously

8.0 Closing Activities

8.1 Public Comment

Marcia Madigan Principal	Sugar Grove Elementary	Mrs. Madigan informed the Board that two other former teachers passed away this weekend - Mary Straneva and Dorothy Gresch.
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8.2 Executive Session

Mrs. Angove announced there would be an executive session at 9:05 p.m. with possible action to follow.

The meeting reconvened at 10:04 p.m.

There was no action taken.

8.3 Adjournment

It was moved by Mrs. Zariczny and seconded by Mrs. Turfitt that the meeting be adjourned. The meeting adjourned at 10:05 p.m.

Respectfully Submitted,

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Ruth A. Huck, Board Secretary

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Kimberly J. Angove, Board President