

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

**MONDAY, FEBRUARY 8, 2010**

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 Mr. Stewart, President, at 7:00 p.m. in the Board Room of the Warren County Career Center, 347 East Fifth Avenue, Warren, Pennsylvania.

1.2 Pledge of Allegiance

Mr. Stewart led the Pledge of Allegiance to the American flag.

1.3 Roll Call

Roll Call

Present:

Mrs. Kimberly Angove  
Mr. John Grant  
Mr. Thomas Knapp  
Mr. Jeff Lockett  
Ms. Mary Anne Paris

Mr. Arthur Stewart  
Mr. John Werner  
Dr. Paul Yourchisin  
Mrs. Donna Zariczny

Others Present:

Dr. Robert Terrill, Superintendent; Mrs. Amanda Hetrick, Director of Secondary Education; Mrs. Rosemarie Green, Director of State & Federal Programs; 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; Mr. Colin Kyler, Times Observer; Mr. Brian Collopy, Technology Coordinator; Mr. Paul Leach, Technician; Mr. Jeff Flickner, Supervisor of District-wide Athletics & Co-Curricular Activities; Mr. Eugene Casasanta, Hearing Officer; Mr. Matt Jones, Coordinator of Grants and Foundation Development; Mr. Eric Leamon, Assistant Principal; Mrs. Rhonda Decker, Principal; Ms. Ann Ryan, Assistant Principal; Mr. Gary Weber, Principal; Mr. Eric Mineweaser, Principal; Mr. Shannon Yeager, Assistant Principal; Mrs. Delores Berry, Principal; Ms. Deb Deppas, Principal; Ms. Deb Dwyer, Principal; Mr. James Miller, Principal; Ms. Kimberly Yourchisin, Special Education Supervisor; Mr. Mark Nelson, Special Education Supervisor; Mrs. Ruth Nelson, Principal; Ms. Maryann Mead, Assistant Principal; Mrs. Kristina Bokulich, Special Education Supervisor; Ms. Ann Buerkle, Principal; Mrs. Amy Stimmell, Principal; Mrs. Marcia Madigan, Principal; Ms. Sandra Wilks, Special Education Supervisor; Ms. Claudia Solinko, WCEA President; and approximately 15 unidentified members of the audience.

1.4 Reading of the Mission Statement – Mr. J.F. 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 Recognitions & Presentations

1. Boy Scout Troop 13 from the North Warren Presbyterian Church was in attendance as part of its project studying government in action. Philip Dorn was recognized for receiving his Eagle Scout status this past week.
2. Dr. Terrill recognized Mr. Eric Mineweaser, principal at Youngsville Elementary School; Mrs. Kim Tridico, sixth grade language arts teacher; Mrs. Lyndsey Sanford, seventh grade family and consumer science teacher; Mrs. Bierbower, middle-level counselor; and Amanda Marcu, eighth grade language arts teacher who will be presenting at the Pennsylvania Middle School Association conference at the end of February regarding implementation of middle school in the Warren County School District.

1.6 Public Comment

Marcia Madigan	Principal, Sugar Grove Elementary School	Mrs. Madigan invited the Board members and administrators to Sugar Grove Elementary for the Science It's Elementary program being held February 25, 2010, from 6:00-7:00 p.m.
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1.7 Agenda Adoption

Agenda  
Adoption  
Approved  
9-0-0

**MOTION:** It was moved by Mrs. Zariczny and seconded by that the Board of School Directors approves the agenda dated February 8, 2010.

The result of the vote: Passed unanimously

1.8 Approval of the Minutes - January 11, 2010

Jan. 11, 2010  
Minutes  
Approved  
9-0-0

**MOTION:** It was moved by Mr. Knapp and seconded by Kimberly Angove that the Board of School Directors approves the regular meeting minutes of January 11, 2010.

The result of the vote: Passed unanimously

1.9 Financial Reports

Financial  
Reports  
Approved  
9-0-0

**MOTION:** It was moved by Mr. Knapp and seconded by Mr. Lockett 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. Angove, Mr. Grant, Mr. Knapp, Mr. Lockett, Ms. Paris,  
Mr. Werner, Dr. Yourchisin, Mrs. Zariczny, Mr. Stewart

The result of the vote: Passed unanimously

1.10 Hearing Officer's Report - Mr. Eugene Casasanta

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Angove that the Board of School Directors approves the Hearing Officer's Report dated February 8, 2010. (Cases: C and E).

The result of the vote: Passed unanimously

**MOTION:** It was moved by Mrs. Zariczny and seconded by Mrs. Angove that the Board of School Directors approves the Hearing Officer's Report dated February 8, 2010. (Case: D).

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

Hearing  
Officer's  
Report  
Cases C & E  
Approved  
9-0-0

Hearing  
Officer's  
Report Case D  
Approved  
8-1-0

2.0 President's Statement

2.1 Reports & Information

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

There was no report.

2. PSBA Liaison - Mrs. Kimberly Angove

There was no report.

3. Career Center Advisory - Mr. Jeff Lockett

Mr. Lockett reported on the winners of the Skills USA competition. First place winners include Nichole Doverspike, architectural drawing; Brandon Wilson, auto technology; Erik Krantz, computer maintenance technology; Sam Sinclair, power equipment; Derek Collins, protective services; Brad Church, technical drafting. Finishing in second place was Grant Brown, welding. Third place finishers were Mark Risinger, culinary arts; and Sarah Tarpenning, job interview. Quiz Bowl participants included Dillian Michael, Nathan Billman, Kurt Elicker, Garrett Shaw, Gary Bauman, Phillip Dorn, Andrew Shodi.

An open house was held February 3, 2010.

4. District Wellness Advisory Committee – Mr. John Grant

The committee met on February 3. The primary mission is to bring representatives together from each of the buildings to share ideas and agendas from each building. Surveys have been conducted on physical, mental and emotional health, nutrition, physical safety and physical activity. The information is being shared among the buildings where best practices are reviewed and tried in the buildings. Topics discussed include certification for staff members in CPR and use of defibrillators. The committee is looking for places to find money other than the school board to fund these activities.

2.2 Important Dates

Original committee meetings and dates were changed as per the motion that follows.

2.3 Committee Meetings

**MOTION:** It was moved by Mrs. Angove and seconded by Mrs. Zariczny that the Board of School Directors reschedules February committee meetings for February 22, 2010, starting at 5:30 p.m., Warren County Career Center, as follows: Personnel/ Athletics & Co-Curricular Activities

Committee  
Meeting  
Schedule  
Changes  
Approved  
9-0-0

Committee, Physical Plant & Facilities Committee, Curriculum,  
Instruction & Technology Committee and Finance Committee.

The result of the vote: Passed unanimously

2.4 Announcements

3.0 Superintendent's Reports and Recommendations

3.1 General Comments - Dr. Robert Terrill

Dr. Terrill's report was emailed to the Board members over the weekend for their review. Principals' communications activities were included with this month's report.

- Dr. Terrill stated that Central Office Directors have met several times to begin the budgeting process for 2010-2011 school year. Last year's revenues and expenditures were reviewed as presented in the auditor's report. Staffing data was reviewed to make preliminary assumptions. Staffing will again be reviewed after high school scheduling and kindergarten registrations take place.
- The Master Facility Executive Summary was reviewed by the Superintendent.
- The upcoming goal setting retreat and team building activities were discussed. The meeting was set for February 15, 2010, 7:00 p.m., at the Warren Area Elementary Center, in the LGI room. A subsequent meeting was discussed with a tentative date of March 12.

3.2 Informational Report - PACCA - Mr. Thomas Knapp

3.3 Committee Reports

4.0 New Business - Consent Agenda

Items removed from the consent agenda:

- 4.6 Receipt of 2008-2009 Audit - Mr. Lockett
- 4.11 Co-Curricular Supplemental Contracts - Mr. Lockett
- 4.14 Secretarial Staffing - Mrs. Angove
- 4.16 On Demand - IU#5 - Mr. Lockett
- 4.17 Educational Specifications Writer - Mrs. Zariczny
- 4.18 Plans and Specifications - Eisenhower Middle/High School - Mrs. Zariczny
- 4.22 Dual Enrollment 2010-11 - Mr. Yourchisin

4.1 Consent Agenda

Consent  
Agenda  
Approved  
9-0-0

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Zariczny that the Board of School Directors approves the consent agenda with the exception of items 4.6, 4.11, 4.14, 4.16, 4.17, 4.18, and 4.22.

The result of the vote: Passed unanimously

4.2 Nova Net License Renewal - FIN - Mr. J.F. Lockett

Nova Net  
License  
Renewal  
Approved  
9-0-0

**MOTION:** That the Board of School Directors approves the Nova Net License renewal per the attached Document in the amount of \$ 31,920.

The result of the vote: Passed unanimously under consent agenda.

4.3 Sunguard License Renewals - FIN - Mr. J.F. Lockett

**MOTION:** That the Board of School Directors approves the purchase of annual maintenance contracts for eSchoolPlus and FinancePlus in the amount of \$71,535.

Sunguard  
License  
Renewals  
Approved  
9-0-0

The result of the vote: Passed unanimously under consent agenda.

4.4 WCSD Student Mentor - FIN - Mr. J.F. Lockett

**MOTION:** That the Board of School Directors approves the addendum to the Beacon Light Student Assistance Contract

WCSD Student  
Mentor  
Approved  
9-0-0

The result of the vote: Passed unanimously under consent agenda.

4.5 PSERS Pension Resolution - FIN - Mr. J.F. Lockett

**MOTION:** That the Board of School Directors approves the Pension Resolution per the attached documents.

PSERS Pension  
Resolution  
Approved  
9-0-0

The result of the vote: Passed unanimously under consent agenda.

4.6 Receipt of 2008-2009 Audit - FIN - Mr. J.F. Lockett

*Removed for separate action.*

4.7 Budget & Funds Transfers and Adjustments - FIN - Mr. J.F. Lockett

**MOTION:** That the Board of School Directors approves the Transfer of \$1,250,000 be moved from the General Fund into the Capital Reserve Fund.

Budget & Funds  
Transfers &  
Adjustments  
Approved  
9-0-0

The result of the vote: Passed unanimously under consent agenda.

**MOTION:** That the Board of School Directors approves the Budget Transfers and adjustments per the attached documents.

The result of the vote: Passed unanimously under consent agenda.

Certificated  
Personnel Report  
Approved  
9-0-0

4.8 Certificated Personnel Report - PACCA - Mr. Thomas Knapp

**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  
9-0-0

4.9 Support Personnel Report - PACCA - Mr. Thomas Knapp

**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  
9-0-0

4.10 Athletic Supplemental Contracts - PACCA - Mr. Thomas Knapp

**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  
9-0-0

4.11 Co-Curricular Supplemental Contracts PACCA - Mr. Thomas Knapp

*Removed for separate action.*

Volunteer  
Report  
Approved  
9-0-0

4.12 Volunteer Report - PACCA - Mr. Thomas Knapp

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

The result of the vote: Passed unanimously under consent agenda.

Facility  
Agreement  
Warren  
YMCA  
Approved  
9-0-0

4.13 Facility Agreement - PACCA - Mr. Thomas Knapp

**MOTION:** That the Board of School Directors approves the Facility Agreement with the Warren YMCA.

The result of the vote: Passed unanimously under consent agenda.

Draft  
2010-2011  
School  
Calendar  
Approved  
9-0-0

4.14 Secretarial Staffing - PACCA - Mr. Thomas Knapp

*Removed for separate action.*

4.15 (4.15) 2010-2011 Draft Calendar - PACCA - Mr. Thomas Knapp

**MOTION:** That the Board of School Directors approves the 2010-2011 School Calendar.

The result of the vote: Passed unanimously under consent agenda.

4.16 On Demand - IU#5 - PPF - Mrs. Donna Zariczny

*Removed for separate action.*

4.17 Educational Specifications Writer - Eisenhower Middle High School - PPF - Mrs. Donna Zariczny

*Removed for separate action.*

4.18 Plans and Specifications - Eisenhower Middle/High School - PPF - Mrs. Donna Zariczny

*Removed for separate action.*

School  
Based  
Behavioral  
Health  
Approved  
9-0-0

4.19 School-Based Behavioral Health - CIT - Mrs. Kimberly Angove

**MOTION:** That the Board of School Directors approves the Beacon Light Facilities Use Agreement.

The result of the vote: Passed unanimously under consent agenda.

Sprint  
Character  
Education  
Grant  
Program  
Approved  
9-0-0

4.20 Sprint Character Education Grant Program - CIT - Mrs. Kim Angove

**MOTION:** That the Board of Directors authorizes the district administration to apply for Sprint Character Education Grants of up to \$5,000 in funding to deliver character education curriculum and/or training in interested district schools.

The result of the vote: Passed unanimously under consent agenda.

Teaching  
American  
History  
Approved  
9-0-0

4.21 Teaching American History - CIT - Mrs. Kim Angove

**MOTION:** That the Board of Directors authorizes the administration to prepare an application to the US Department of Education Teaching American History program, to provide professional development to district teachers that will strengthen their knowledge of American history and provide tools that will improve instruction and student achievement.

The result of the vote: Passed unanimously under consent agenda.

- 4.22 Dual Enrollment 2010-11 - CIT - Mrs. Kim Angove

*Removed for separate action.*

- 4.23 Carnegie Mellon Institute for Talented Elementary & Secondary Students (C-MITES) - CIT - Mrs. Kim Angove

**MOTION:** That the Board of Directors authorizes the administration to submit a grant application to the Community Foundation of Warren County in support of the C-MITES summer program offered through the Learning Enrichment Center.

The result of the vote: Passed unanimously under consent agenda.

- 4.24 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

**MOTION:** That the Board of School Directors approves the process of running two different rank calculations for the purposes of establishing Valedictorian, Salutatorian, and Historian. The first rank calculation would be according to the current Policy 9743. The second calculation would be according to the December 2008 version of Policy 9743.

The result of the vote: Passed unanimously under consent agenda.

#### 5.0 Items Removed for Separate

- 5.1 (4.6) Receipt of 2008-2009 Audit - FIN - Mr. J.F. Lockett

**MOTION:** It was moved by Mrs. Zariczny and seconded by Mr. Knapp that the Board of School Directors acknowledges the receipt of the 2008-2009 Annual Audit and places it in the Board Minutes.

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Angove to table the receipt of the 2008-2009 Annual Audit.

The result of the vote: Passed unanimously

- 5.2 (4.11) Co-Curricular Supplemental Contracts - PACCA - Mr. Thomas Knapp

**MOTION:** It was moved by Mrs. Zariczny and seconded by Dr. Yourchisin that the Board of School Directors approves the Co-Curricular Supplemental Contracts.

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

- 5.3 (4.14) Secretarial Staffing - PACCA - Mr. Thomas Knapp

**MOTION:** It was moved by Mrs. Zariczny and seconded by Mr. Werner that the Board of School Directors approves the following:

1. A new Class A, 7 hour secretarial position at Warren Area Elementary Center.
2. Elimination of a Class B, 7.5 hour secretarial position at Russell Elementary School.
3. Elimination of a Class B, 7 hour secretarial position at Warren Area Elementary Center.
4. Addition of .5 hour to existing Secretary at Russell Elementary School.

The result of the vote: Passed unanimously

Carnegie  
Mellon  
Institute for  
Talented  
Elementary &  
Secondary  
Students  
Approved  
9-0-0

Policy #9742  
& #9743 Class  
Rank/Honors  
Credits - Rank  
Calculations  
Approved  
9-0-0

Receipt of  
2008-2009  
Single Audit  
Tabled  
9-0-0

Co-Curr  
Supplemental  
Contracts  
Approved  
7-2-0

Secretarial  
Staffing  
Approved  
9-0-0

5.4 (4.16) On Demand - IU#5 - PPF - Mrs. Donna Zariczny

On Demand  
Energy Letter of  
Authorization  
Approved  
8-1-0

**MOTION:** It was moved by Mrs. Zariczny and seconded by Mr. Knapp that the Board of School Directors approves a letter of authorization to "On Demand Energy" to review the district's electric usage.

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

5.5 (4.17) Educational Specifications Writer - Eisenhower Middle High School - PPF - Mrs. Donna Zariczny

**MOTION:** It was moved by Mr. Knapp and seconded by Mr. Werner that the Board of School Directors approves a contract to DeJong & Associates to develop educational specifications for Eisenhower Middle High School.

**AMENDED MOTION:** It was moved by Mrs. Zariczny and seconded by Mrs. Angove that the Board of School Directors approves a contract to DeJong & Associates to develop educational specifications for Eisenhower Middle High School and to start preliminary work to be further defined by the Board from a budget standpoint by April 15, 2010.

Amended Motion  
Replaces  
Original Motion  
Approved  
7-2-0

**Vote to make the amended motion the main motion:**

Roll Call Vote:

Voting Yes: Mrs. Zariczny, Mrs. Angove, Mr. Grant, Mr. Lockett, Ms. Paris, Mr. Stewart, Mr. Werner

Voting No: Dr. Yourchisin, Mr. Knapp

**Vote on the amended motion:**

Roll Call Vote:

Voting Yes: Mr. Werner, Dr. Yourchisin, Mrs. Zariczny, Mrs. Angove, Mr. Grant, Mr. Knapp, Ms. Paris, Mr. Stewart

Voting No: Mr. Lockett

5.6 (4.18) Plans and Specifications - Eisenhower Middle/High School - PPF - Mrs. Donna Zariczny

**MOTION:** That the Board of School Directors approves a contract to WTW Architects to develop plans, specifications, and construction supervision for Eisenhower Middle/High School with costs not to exceed the DGS fee schedule.

**No motion was made for this agenda item.**

5.7 (4.22) Dual Enrollment 2010-11 - CIT - Mrs. Kim Angove

Authorization to  
Submit  
Dual Enrollment  
2010-11 Grant  
Approved  
8-0-1

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Zariczny that the Board of School Directors authorizes the administration to submit an application to the PA Department of Education Dual Enrollment Grant to provide dual enrollment courses to district students through partnerships with Clarion University of Pennsylvania and St. Bonaventure University.

Roll Call Vote:

Voting Yes: Mr. Stewart, Mr. Werner, Mrs. Zariczny, Mrs. Angove, Mr. Grant, Mr. Knapp, Mr. Lockett, Ms. Paris



Voting No:

Abstaining: Dr. Yourchisin

Mrs. Angove was excused from the meeting at 9:15 p.m.

#### 6.0 Future Business for Committee Review

Mr. Lockett suggested that the wellness committee look for grant funding for their future financial needs.

#### 7.0 Other

There were no items under other.

#### 8.0 Closing Activities

##### 8.1 Public Comment

There was no public comment.

##### 8.2 Executive Session

Mr. Stewart announced an executive session at 9:20 p.m. to discuss two items of litigation, and two personnel items, one termination hearing and the annual review of the superintendent. He announced that there would likely be action following the executive session.

The meeting reconvened at 10:05 p.m.

##### 8.3 Transitional Housing

**MOTION:** It was moved by Mr. Lockett and seconded by Ms. Paris that the Board of School Directors states its opposition to the location of a transitional housing development adjacent to Youngsville Elementary school and authorizes administration to attend the Planning and Zoning meeting for the purpose of stating the Board's opposition.

Authorization to Oppose Transitional Housing Near YEMS Approved 7-0-1
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##### **Public Comment**

There was no public comment.

##### Roll Call Vote:

Voting Yes: Mr. Grant, Mr. Knapp, Mr. Lockett, Ms. Paris, Mr. Stewart,  
Mr. Werner, Dr. Yourchisin

Voting No:

Abstaining: Mrs. Zariczny

##### 8.4 Adjournment

**MOTION:** It was moved by Mr. Lockett and seconded by Mr. Knapp that the meeting be adjourned.

The meeting adjourned at 10:08 p.m.

Respectfully Submitted,