

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

**MONDAY, DECEMBER 6, 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 7:43 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; Mr. Chris Byham, Solicitor; Mrs. Ruth Huck, Board Secretary; Ms. Kara White, Times Observer; Mr. Michael Kiehl, Transportation/Purchasing Manager; Mr. Brian Collopy, Technology Coordinator; Mr. Paul Giannini, Technology/Information Systems Specialist; Mr. James Miller, Supervisor of District-wide Athletics & Co-Curricular Activities; Mrs. Suzanne Turner, Human Resource Supervisor; Dr. Darrell Jaskolka, Principal; Mr. Gary Weber, Principal; Mrs. Misty Weber, Assistant Principal; Mr. Eric Mineweaser, Principal; Ms. Sandra Wilks, Special Education Supervisor; Mrs. Kristina Bokulich, Special Education Supervisor; Mr. Mark Nelson, Special Education Supervisor; and approximately 15 unidentified members of the audience.

1.4 Reading of the Mission Statement - Mr. 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. Nationally Board Certified Teacher

Amanda McBriar, third grade teacher at Warren Elementary Center, became nationally board certified. Only a small percentage of teachers receive this certification. She was also selected as one of the top 10 finalists in the First Ladies Civics Curriculum Contest in the Commonwealth of Pennsylvania. She attended a luncheon at the Governor's mansion on November 16, 2010. She was one of five finalists seated with the First Lady.

2. Youngsville High School Band

The Youngsville Marching Band was recognized for its 5<sup>th</sup> place finish at the Atlantic Coast Championship. There were 25 bands from nine states which competed at Hershey, PA.

Dr. Jaskolka thanked the Board of School Directors and administration for the financial support that allowed the band to compete at this level.

3. Healthcare Hero

Mr. Gary Weber recognized the Healthcare Hero, Brady Kiester, who was named so by the Northwest Workforce Development Board. She also received the regional nomination for the Northwest region and she traveled to Harrisburg where the state level winner was announced. Although she did not win the state award, she did receive \$150 for the region level and she was awarded \$350 by the Warren County Chamber of Business and Industry. Brady has logged more than 200 hours of community service at Warren General Hospital over the past two years.

4. Transportation/Purchasing Manager

Dr. Terrill introduced Michael Kiehl, the new Transportation/Purchasing manager for the District.

1.6 Public Comment

Justine Hollingshead	Former Warren resident, Class of 1984	Ms. Hollingshead addressed the subject of bullying and discussed a documentary film called "Out of the Silence" that will be shown at the Library Theater later in the year.
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1.7 Agenda Adoption

Agenda  
Adoption  
Approved  
9-0-0

**MOTION:** It was moved by Mr. Lockett and seconded by Mr. Knapp that the Board of School Directors adopts the agenda dated December 6, 2010.

The result of the vote: passed unanimously.

1.8 Approval of the Minutes - November 8, 2010

Minutes  
November 8,  
2010  
Approved  
9-0-0

**MOTION:** It was moved by Mr. Knapp and seconded by Ms. Paris that the Board of School Directors approves the regular meeting minutes dated November 8, 2010.

The result of the vote: passed unanimously.

1.9 Approval of the Special Meeting Minutes - November 22, 2010

**MOTION:** It was moved by Mr. Knapp and seconded by Ms. Paris that the Board of School Directors approves the special meeting minutes dated November 22, 2010.

The result of the vote: passed unanimously.

Special  
Meeting  
Minutes  
November  
22, 2010  
Approved  
9-0-0

1.10 Financial Reports

**MOTION:** It was moved by Mr. Lockett and seconded by Ms. Paris 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 Mrs. Angove voting no and Mr. Werner abstaining.

Financial  
Reports  
Approved  
7-1-1

1.11 Hearing Officer's Reports

**MOTION:** That the Board of School Directors approves the Hearing Officer's report dated December 6, 2010 (cases - C- H)

*The Hearing Officer's Report was postponed until after executive session.*

2.0 President's Statement

2.1 Reports and Information

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

Mrs. Zariczny stated that there was no meeting in November. She did report that she gave each board member information regarding the Standards Aligned System (SAS) website and encouraged them to review its contents.

2. PSBA Liaison - Mrs. Kimberly Angove

Mrs. Angove stated that she forwarded the latest PSBA Liaison Report to all of the Board members.

3. Career Center Advisory - Mr. Jeff Lockett

There was no report.

4. Wellness Committee – Mr. John Grant

There was no report.

2.2 Important Dates

There will be no committee meetings in December, and the next board meeting is scheduled for January 10, 2011, at 7:00 p.m.

2.3 Announcements

Mr. Stewart extended the Board's sympathy to the family of Jordan McTavish, a recent Warren Area High School graduate, who passed away yesterday. Jordan's mother is an employee of the District.

Mr. Stewart shared that Mr. Petter Turnquist, business administrator, has developed a temporary medical condition that has restricted his ability to perform his job responsibilities. Mr. Turnquist will be leaving the employ of the District and the Board will take potential action later in the board meeting in order to take steps to fill this void. He wished Petter well on behalf of the Board.

## 2.4 PSBA Legislative Report

Submission of  
Recommended  
Legislative  
Items  
Approved  
8-1-0

Mrs. Angove, Mrs. Zariczny, and Mrs. Huck brought forth legislative items that were deemed most important to the Warren County School District.

**MOTION:** It was moved by Mr. Grant and seconded by Ms. Paris to forward the five recommended legislative items as presented.

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

## 3.0 Superintendent's Reports and Recommendations

### 3.1 General Comments - Dr. Robert Terrill

Dr. Terrill stated that the Superintendent's Report was distributed on Saturday. Many events happening at the schools are included in these reports.

The superintendent is working on the preliminary budget with the directors. The Board goals are being reviewed for their implication on the budget. Items will be trimmed back and he does not anticipate any tax increase for 2011-2012. A revised long-range budget plan was emailed to the Board members.

### 3.2 Informational Report

### 3.3 Committee Reports

### 3.4 Goal Review & 2011-12

### 3.5 Other

## 4.0 New Business - Consent Agenda

### 4.1 Consent Agenda

Items removed from the consent agenda:

#### 4.9 Act 1 Index Resolution - Mrs. Donna Zariczny

#### 4.18 New Position Request - Mr. Lockett

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Angove that the Board of School Directors approves the consent agenda with the exception of items 4.9 and 4.18.

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

### 4.2 Social Studies Curriculum - Secondary - CIT - Mrs. Kimberly Angove

**MOTION:** That the Board of School Directors adopts the planned instructions as presented, with textbook titles to be inserted when books are adopted by the Board in the spring of 2011.

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

### 4.3 Health and Physical Education Curriculum - K-8 - CIT - Mrs. Kimberly Angove

**MOTION:** That the Board of School Directors adopts the planned instructions as presented, with the textbook titles to be inserted when books are adopted by the Board in the spring of 2011.

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

### 4.4 Laura Bush Foundation for America's Libraries: Book Grants for School Libraries - CIT - Mrs. Kimberly Angove

**MOTION:** That the Board of School Directors authorizes the administration to work with eligible district schools to develop applications to the Laura

Consent  
Agenda  
Approved  
9-0-0

Social  
Studies  
Curriculum  
Approved  
9-0-0

Health &  
Physical  
Education  
Curriculum  
Approved  
9-0-0

	Bush Foundation for the purchase of reading materials for building libraries.	Laura Bush Foundation Grant Applications Approved 9-0-0
	The result of the vote: passed unanimously under consent agenda.	
4.5	PDE 2011 Equipment Grant - CIT - Mrs. Kimberly Angove	
	<b><u>MOTION:</u></b> That the Board of School Directors authorizes the administration to submit a grant application to the Pennsylvania Department of Education for the 2011 Equipment Grant, with the purpose of purchasing equipment that will enhance high-priority job clusters in the region.	Submission of PDE 2011 Equipment Grant Approved 9-0-0
	The result of the vote: passed unanimously under consent agenda.	
4.6	Learning for Life - CIT - Mrs. Kimberly Angove	
	<b><u>MOTION:</u></b> 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 2010-11 Learning For Life Program.	Submission of Learning for Life Grant Approved 9-0-0
	The result of the vote: passed unanimously under consent agenda.	
4.7	Tom Ridge Environmental Center (TREC) Transportation Grant - CIT - Mrs. Kimberly Angove	
	<b><u>MOTION:</u></b> That the Board of School Directors authorizes the administration to work with interested teachers to submit Tom Ridge Environmental Center grants for qualified field trip proposals.	Submission of Tom Ridge Environmental Center Grants Approved 9-0-0
	The result of the vote: passed unanimously under consent agenda.	
4.8	PlanCon K Filing -FIN- Mr. JF Lockett	
	<b><u>MOTION:</u></b> That the Board of School Directors approves the PlanCon K documents for filing per the attached.	PlanCon K Filing Approved 9-0-0
	The result of the vote: passed unanimously under consent agenda.	
4.9	Act 1 Index Resolution -FIN- Mr. JF Lockett	
	<i>Removed for separate action.</i>	Sophos Antivirus License Renewal Approved 9-0-0
4.10	Sophos Antivirus, AntiSpam and Email Scanning License Renewal – FIN - Mr. JF Lockett	
	<b><u>MOTION:</u></b> That the Board of School Directors approves the quote from M&S Technologies for a one-time payment of \$28,113.22 to renew Sophos Antivirus for 31 months and the spam and email security for 6 months.	
	The result of the vote: passed unanimously under consent agenda.	Citrix License Upgrade Approved 9-0-0
4.11	Data Center Project – Citrix License Upgrade – FIN - Mr. JF Lockett	
	<b><u>MOTION:</u></b> That the Board of School Directors approves the quote from Citrix through the AEC Group for the amount of \$289,550.00 to take advantage of the license trade up promotion.	
	The result of the vote: passed unanimously under consent agenda.	
4.12	Berkheimer EIT Delinquent Tax Collection Resolution – FIN - Mr. JF Lockett	
	<b><u>MOTION:</u></b> That the Board of School Directors approves Berkheimer to impose and retain costs of collection on delinquent taxes per the attached resolution.	Berkheimer EIT Delinquent Tax Resolution Approved 9-0-0

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

4.13 Certificated Personnel Report - PACCA - Mr. Thomas Knapp

Certificated  
Personnel  
Report  
Approved  
9-0-0

**MOTION:** That the Board of School Directors approves the Certificated Personnel Report. The result of the vote: passed unanimously under consent agenda.

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

4.14 Support Personnel Report - PACCA - Mr. Thomas Knapp

Support  
Personnel  
Approved  
9-0-0

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

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

4.15 Athletic Supplemental Contracts - PACCA - Mr. Thomas Knapp

Athletic  
Supplemental  
Contracts  
Approved  
9-0-0

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

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

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

Co-Curricular  
Supplemental  
Contracts  
Approved  
9-0-0

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

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

4.17 Volunteer Report - PACCA - Mr. Thomas Knapp

Volunteer  
Report  
Approved  
9-0-0

**MOTION:** That the Board of School Directors approve the Volunteer Reports.

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

4.18 New Position Request - PACCA - Mr. Thomas Knapp

*Removed for separate action.*

4.19 Transportation - PACCA - Mr. Thomas Knapp

Bus Drivers  
Approved  
9-0-0

**MOTION:** That the Board of School Directors approves the list of new bus drivers.

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

4.20 Rental Contract - Struthers Library Theatre - PACCA - Mr. Thomas Knapp

Struthers  
Theater  
Rental  
Approved  
9-0-0

**MOTION:** That the Board of School Directors approves the Rental Contract with Struthers Library Theatre for the All-County Musical production.

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

4.21 Playground Lease/Release Agreement with Sheffield Area Sports Boosters - PPF - Mrs. Donna Zariczny

Lease/Release  
Sheffield  
Sports  
Boosters  
Playground  
Approved  
9-0-0

**MOTION:** That the Board of School Directors approves the Lease/Release Agreement with the Sheffield Area Sports Boosters for the construction of a new playground at Sheffield Elementary School.

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

4.22 Right-of-Way Agreement with National Fuel Gas - PPF - Mrs. Donna Zariczny

**MOTION:** That the Board of School Directors approve a Right-of-Way Agreement with National Fuel Gas at the Beaty Warren Middle School driveway.

National Fuel  
Gas Right-of-  
Way  
Agreement  
Approved  
9-0-0

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

5.0 Items Removed for Separate Action

5.1 (4.9) Act 1 Index Resolution – FIN - Mr. JF Lockett

**MOTION:** It was moved by Mrs. Zariczny and seconded by Ms. Paris that the Board of school Directors tables item 4.9 until the Board has a chance to review the preliminary budget.

Act 1 Index  
Resolution  
Tabled  
6-3-0

The result of the vote: passed with Mrs. Angove, Mr. Lockett, and Mr. Knapp voting no.

Medical  
Assistant  
Aide  
Approved  
9-0-0

5.2 (4.18) New Position Request - PACCA - Mr. Thomas Knapp

**MOTION:** It was moved by Mrs. Angove and seconded by Mr. Knapp that the Board of School Directors approves a new Medical Assistant Aide position.

Roll Call Vote:

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

The result of the vote: passed unanimously.

6.0 Future Business for Committee Review

Mrs. Zariczny asked that the Finance Committee be charged in conjunction with administration as they are working through the budget process to work on contingencies for a balanced budget with no tax increase. She would like a plan put together that would show contingencies that would take into account overall projected revenue decreases as well as projected expense increases using hypothetical scenarios with variances of two percent, four percent and six percent to aid in overall budget development.

The Finance Committee chairman will call a meeting, if possible, before the January Board meeting to begin the work on the budget.

7.0 Other

7.1 Policy 10110 - Student Attendance Policy - First Reading

**MOTION:** It was moved by Mr. Knapp and seconded by Mrs. Zariczny that the Board of School Directors approves the revision of Policy 10110 - Student Attendance Policy as presented on first reading.

Policy 10110  
First Reading  
Approved  
9-0-0

The result of the vote: passed unanimously.

7.2 Policy 3145 - Decisions During the Superintendent's Absence - Second Reading

**MOTION:** It was moved by Mrs. Zariczny and seconded by Mr. Knapp that the Board of School Directors approves Policy Number 3145 - Decisions During the Superintendent's Absence on second reading.

Policy 3145  
Second  
Reading  
Approved  
7-2-0

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



7.3 Policy Number 3221 - Records & Retention - Second Reading

Policy 3221  
Records &  
Retention  
Second Reading  
Approved  
8-1-0

**MOTION:** It was moved by Mrs. Zariczny and seconded by Ms. Paris that the Board of School Directors approves Policy Number 3221 - Records & Retention on second reading.

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

7.4 Budget Ad Hoc Committee

Advertising for  
Persons  
Interested in  
Budget Ad Hoc  
Committee  
Approved  
9-0-0

It was moved by Mr. Lockett and seconded by Mrs. Angove that the Board of School Directors authorizes the board secretary to advertise for citizens to submit requests for membership on a potential budget ad hoc committee for work to be done during 2011-2012 budget cycle for the development of the 2012-2013 school year budget.

**Public Comment**

None

The result of the vote: passed unanimously.

8.0 Closing Activities

8.1 Public Comment

Mr. Mark Nelson, Special Education Supervisor	Russell, PA	Mr. Nelson thanked the Board for approving the medical assistant aid.
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8.2 Executive Session

Mr. Stewart announced an executive session would be held to discuss personnel issues, litigation and disciplinary hearings with action to follow at 9:00 p.m.

He also announced that an executive session was held at 6:30 p.m. prior to the organization meeting to discuss personnel issues.

The meeting reconvened at 10:50 p.m.

8.3 Hearing Officer's Report

Hearing  
Officer Case C  
Approved  
7-1-1

**MOTION:** It was moved by Mrs. Angove and seconded by Mrs. Zariczny that the Board of School Directors approves Hearing Officer Report Adjudication C.

The result of the vote: passed with Mr. Lockett voting no and Dr. Yourchisin abstaining.

Hearing  
Officer Case D  
Approved  
9-0-0

**MOTION:** It was moved by Mrs. Angove and seconded by Mr. Werner that the Board of School Directors approves Hearing Officer Report Adjudication D.

The result of the vote: passed unanimously.

Hearing  
Officer Case E  
Approved  
9-0-0

**MOTION:** It was moved by Mrs. Zariczny and seconded by Mr. Werner that the Board of School Directors approves Hearing Officer Report Adjudication E.

The result of the vote: passed unanimously.

Hearing  
Officer Cases  
G & H  
Failed  
3-6-0

**MOTION:** It was moved by Mrs. Angove and seconded by Mr. Knapp that the Board of School Directors approves Hearing Officer Report Adjudication G and H with the expulsions to begin at the second semester.

The result of the vote: failed with Mrs. Angove, Mr. Knapp, and Mr. Lockett voting yes and Mr. Grant, Ms. Paris, Mr. Werner, Dr. Yourchisin, Mrs. Zariczny and Mr. Stewart voting no.



**MOTION:** It was moved by Mrs. Zariczny and seconded by Ms. Paris that the Board of School Directors approves Hearing Officer Report Adjudication G & H as presented.

Hearing  
Officer Cases  
G & H  
Approved  
6-3-0

The result of the vote: passed with Mrs. Angove, Mr. Knapp, and Mr. Lockett voting no.

**MOTION:** It was moved by Mrs. Zariczny and seconded by Mr. Knapp that the Board of School Directors approves Hearing Officer Report Adjudication F presented.

Hearing  
Officer Case F  
Approved  
8-1-0

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

8.4 Agreement

**MOTION:** It was moved by Mr. Lockett and seconded by Mr. Knapp that the Board of School Directors approves the agreement with Petter Turnquist as prepared by Attorney Wassell.

Turnquist  
Agreement  
Approved  
8-1-0

**Public Comment**

There was no public comment.

Roll Call Vote:

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

Voting No: Mr. Grant

8.5 Consulting Agreement

**MOTION:** It was moved by Mr. Knapp and seconded by Ms. Paris that the Board of School Directors approves a consulting agreement with Mr. Larry Conrad to provide services to the District's business office.

Consulting  
Agreement  
with Larry  
Conrad  
Approved  
8-1-0

**Public Comment**

There was no public comment.

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

8.6 Administrative Salary

**MOTION:** It was moved by Mrs. Angove and seconded by Mrs. Zariczny Diane Martin receives a salary level increase for receiving her letter of eligibility per the contractual language of the Act 93 agreement retroactive to July 2009.

Administrative  
Salary Increase  
Fails  
3-6-0

**Public Comment**

There was not public comment.

Roll Call Vote:

Voting Yes: Mrs. Zariczny, Mrs. Angove, Mr. Lockett

Voting No: Mr. Stewart, Mr. Werner, Dr. Yourchisin, Mr. Grant, Mr. Knapp, Ms. Paris

The result of the vote: failed

8.7 Adjournment

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

The meeting adjourned at 11:08 p.m.

Respectfully Submitted,

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Ruth A. Huck, Board Secretary