

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

MONDAY, JANUARY 10, 2011

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.

A moment of silence was observed for the Tucson shooting victims.

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; Dr. Norbert Kennerknecht, Director of Buildings & Grounds Services; Mrs. Amy Stewart, Director of Instructional Technology/Communications; Mrs. Diane Martin, Director of Special Education; Mr. Chris Byham, Solicitor; Mrs. Ruth Huck, Board Secretary; Mr. Colin Kyler, Times Observer; Mr. Eugene Casasanta, Hearing Officer; Mr. Michael Kiehl, Transportation/Purchasing Manager; Mr. Brian Collopy, Technology Coordinator; Mr. James Miller, Supervisor of District-wide Athletics & Co-Curricular Activities; Mr. Matt Jones, Coordinator of Grants & Foundation Development; Mrs. Suzanne Turner, Human Resource Supervisor; Mr. Larry Conrad, Consultant; Dr. Darrell Jaskolka, Principal; Mr. Gary Weber, Principal; Mrs. Ruth Nelson, Principal; Ms. Amy Beers, Principal; Mr. Jeff Flickner, Principal; Mrs. Rhonda Decker, Principal; Mrs. Marcia Madigan, Principal; Mrs. Patty Horner, Assistant Principal; Mr. James Evers, Assistant Principal; Mr. Shannon Yeager, Assistant Principal; Mr. Philip Knapp, Assistant Principal; Ms. Ann Ryan, Assistant Principal; Mr. Eric Mineweaser, Principal; Ms. Maryann Mead, Assistant Principal; Mr. Erik Leamon, Assistant Principal; Ms. Kim Yourchisin, Special Education Supervisor; Mrs. Kristina Bokulich, Special Education Supervisor; Mr. Mark Nelson, Special Education Supervisor; Ms. Claudia Solinko, WCEA President, and approximately 15 unidentified members of the audience.

1.4 Reading of the Mission Statement - Ms. Mary Anne Paris

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. YHS Second Mile Group

Dr. Jaskolka introduced the Second Mile Group, Kayla Bullock, Austin Miller, Tyler Fritz and Toby Robinault, who presented a follow-up presentation regarding its work with the transition of ninth graders to tenth grade. The group is striving to increasing the graduation rate for students by forming mentor/mentee relationships between the students. Both mentors and mentees reported positive experiences with the program.

2. Middle States Association Board of Directors Appointments

Dr. Terrill recognized Eric Mineweaser, principal at Youngsville Elementary/Middle School and Erik Leamon, assistant principal at Eisenhower Middle/High School both of whom were appointed to the Pennsylvania Middle School Executive Board. The organization sets policy for the commonwealth regarding middle level education. It is an honor for Warren County to have two administrators serving in this capacity. Both received letters of commendation from the Superintendent.

3. Board Member Recognition

Dr. Terrill read a letter to recognize the work of the local school board and presented them with plaques honoring them from the Pennsylvania School Boards Association.

The meeting recessed at 7:20 p.m. to enjoy cake in the Board's honor.

1.6 Announcement

Prior to the recess Mr. Stewart announced an executive session would start at 7:30 p.m. to discuss ongoing litigation via conference call with counsel.

The meeting reconvened at 8:30 p.m.

1.7 Public Comment

Ms. Claudia Solinko, President WCEA	Bear Lake, PA	Ms. Solinko spoke regarding the budget deficit at the state level and the uncertainty of how the governor will fund public education. She was concerned that furlough letters are a possibility for teachers and questioned if administrators will also be in line for furloughs. She asked the board to take their fiscal responsibility seriously.
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1.8 Agenda Adoption

MOTION: It was moved by Kim Angove and seconded by Jeff Lockett that the Board of School Directors adopts the agenda dated January 10, 2011.

The result of the vote: passed unanimously.

Agenda
Adoption
Approved
9-0-0

1.9 Approval of the Minutes - December 6, 2010

MOTION: It was moved by Mr. Knapp and seconded by Ms. Paris that the Board of School Directors approves the Organization and Regular meeting minutes dated December 6, 2010.

The result of the vote: passed unanimously.

December 6,
2010
Organization
and Regular
Minutes
Approved
9-0-0

1.10 Financial Reports

MOTION: It was moved by Mr. Grant and seconded by Mr. Knapp 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.

Financial
Reports
Approved
8-1-0

1.11 Hearing Officer's Reports

MOTION: It was moved by Mr. Knapp and seconded by Ms. Paris that the Board of School Directors approves the Hearing Officer's report dated January 10, 2011, (cases I-J).

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

Hearing
Officer's
Report
Approved
7-2-0

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

Mrs. Angove sent out an email reminding members of the board president training scheduled at Northwest Tri-County Intermediate Unit 5 on January 14, 2011. It is an all day event.

On January 14, 2011, a Lunch & Learn event will be presented by PSBA regarding the board self-assessment.

Two conferences are also being offered, and members were asked to contact Mrs. Huck if they were interested in registering for the events.

3. Career Center Advisory - Dr. Paul Yourchisin

Dr. Yourchisin reported the Warren County Career Center's open house will take place January 13. WCCC will also be hosting the Skills USA competition later this year. A large multi-class project will be undertaken and Mr. Lockett will be assisting Mr. Bish.

2.2 Important Dates

BOARD/COMMITTEE MEETING DATES				
	Date	Time	Meeting	Location
1.	January 31, 2011	6:00 p.m.	Curriculum, Instruction & Technology Committee Physical Plant & Facilities Committee Personnel/ Athletics Co-Curricular Activities Committee Finance Committee	WCCC
2.	February 14, 2011	7:00 p.m.	Regular Board Meeting	WCCC

Dr. Kennerknecht announced that on January 13 and 14 meetings would be held for Beaty-Warren Middle School educational specifications from 8:30 a.m. to 3:30 p.m.

2.3 PSBA Self-Assessment

PSBA Board
Self-
Assessment
Approved
9-0-0

MOTION: It was moved by Mr. Werner and seconded by Mrs. Zariczny that the Board of School Directors retains PSBA to conduct a Board Self-Assessment with analysis and a half-day workshop with the cost not to exceed \$1,500.

The result of the vote: passed unanimously.

The meeting will take place starting at 5:00 p.m. and end at 9:30 p.m. and the date will be determined after consulting with PSBA.

2.4 Superintendent Search Process

Mr. Stewart reported that he, Mrs. Zariczny, and Dr. Terrill had a conference call with Dr. Jon Rednak from Ray and Associates who also serves on the Board of Governors for the Association of Pennsylvania Rural and Small Schools. He works as a consultant in superintendent searches and his services may be something the Board would like to consider as it begins its search for a new superintendent. There are several levels of searches that can be conducted including internal, statewide, or national. Mr. Stewart called a special meeting for January 31, 2011, at 5:00 p.m. to meet with Dr. Rednak for a presentation on services available.

2.5 Announcements

- Mr. Stewart spoke with Mr. Patchen of the Times observer and invited him and other staff members to contact Mr. Stewart for additional information when there is need for clarification. Mr. Stewart stated he would plan press releases for the future. He asked Board members to call to his attention when they feel there is a need for a press release.
- With the adoption of the PSBA Standard for Effective School Governance and Code of Conduct, Mrs. Zariczny asked if there would be any validity to incorporate one of the standards each month similar to the inclusion of the Mission Statement on the agenda.

- Mr. Stewart noted that this will have to be addressed in policy since that is where the parameters for the agenda are established. It will be referred to the policy team and brought back to the Board for consideration.
- Mr. Lockett recognized Mrs. Huck for a presentation given to the county municipal secretaries regarding the District website and the use of the e-governance system Electronic School Board. A second presentation will be made to the Council of Governments at a later date.

2.6 Other

3.0 Superintendent's Reports and Recommendations

3.1 General Comments - Dr. Robert Terrill

Dr. Terrill reported that the Superintendent's report was sent to the Board members on Saturday and contained the following:

- A waiver was received from PDE for an extension of time for submitting the 2009-2010 Annual Financial Report later in January;
- Highlights for the schools were included; and
- Concerns from the principals were addressed

3.3 Informational Report

3.4 Goals Review

The goals are posted for the Board's review.

Mrs. Angove asked that new items be highlighted for future reports.

3.5 Business Manager Search Process

There are two approaches that can be taken in this process for the search for a business manager. The first would be to do the work internally following Policy 7115, or the second approach would be to use the Pennsylvania Association of School Business Officials since they have expertise in this area. PASBO sent information regarding a search and the cost is \$7,000. Dr. Terrill understands the tight budget constraints.

Mrs. Zariczny suggested that IU5 be contacted to see if they offer the same services.

At Mrs. Angove's suggestion, the Board agreed that the administration should begin the process by developing the job description and other preliminary work that is necessary. In the mean time Dr. Terrill will check with the IU to see what services they may offer and the cost. The information can then be brought back to committee for discussion.

3.6 QZAB Notification

Dr. Terrill announced that the District has been notified by PDE that it has been allocated \$23,500,000 in interest free bonds under the QZAB program. The net results of this award will save Warren County School District taxpayers an estimated \$7,000,000 in interest payments. The bonds are available to both Eisenhower Middle/High School renovation and the Beaty-Warren Middle School renovation. Forty-eight Districts qualified and in the final round only seven received awards and Warren County received two of them. The total award amount for all schools was \$57,000,000 and WCSD received almost half of the money. Dr. Terrill recognized Dr. Kennerknecht for his tenacity and zeal in going after the award.

3.7 Facilities Discussion

Mr. Mracna and Mr. Shot of WTW Architects presented modified floor plans and estimations for the Eisenhower renovation to fit the parameters of the QZAB program award. Two classrooms dedicated to a pre-kindergarten program were added to the plan.

Special Board
Meeting Date
Approved
9-0-0

It was moved by Mr. Lockett and seconded by Mr. Grant that a Special Meeting will be held Monday, January 31, 2011, starting at 5:00 p.m. with Physical Plant & Facilities Committee and Personnel/Athletics & Co-Curricular Activities Committee immediately following the special meeting. Curriculum, Instruction & Technology Committee and Finance Committee will move their meetings to Tuesday, February 1, 2011, starting at 6:00 p.m.

Public Comment:

There was no public comment.

The result of the vote: passed unanimously.

Mr. Stewart called a recess at 11:10 p.m. for a short break.

The meeting reconvened at 11:20 p.m.

3.8 Audit & Budget Update

Dr. Terrill distributed a report for the Board regarding observations concerning the status of the current budget and opinions and advice for next year's budget. Mr. Conrad reviewed the audited budget and ending fund balance.

3.9 Other

4.0 New Business - Consent Agenda

4.1 Consent Agenda

Items removed for separate action:

4.2 Repository Sale – Mrs. Zariczny

4.6 Athletic Supplemental Contracts – Mrs. Angove

4.13 Dump Truck Purchase Request – Mr. Lockett

4.14 Data Center Upgrade Project - Phase One - AEC Group Agreement – Mr. Lockett

4.15 Gaggle - eRate Contract – Mr. Lockett

4.16 Wide Area Network & Internet Contract - eRate – Mr. Knapp

4.17 2010-2011 School Calendar Revision – Mrs. Angove

Consent
Agenda
Approved
9-0-0

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 4.2; 4.6; 4.13; 4.14; 4.15; 4.16; 4.17.

The result of the vote: passed unanimously.

4.2 Repository Sales - FIN - Mr. John Grant

Removed for separate action.

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| 4.3 | Budget Adjustments and Transfers - FIN - Mr. John Grant
<u>MOTION:</u> That the Board of School Directors approves Budget Adjustments and Transfers per the attached documentation.
The result of the vote: passed unanimously. | Budget
Adjustments
and Transfers
Approved
9-0-0 |
| 4.4 | Certificated Personnel Report - PACCA - Mr. Jack Werner
<u>MOTION:</u> That the Board of School Directors approves the Certificated Personnel Report.
The result of the vote: passed unanimously. | Certificated
Personnel
Report
Approved
9-0-0 |
| 4.5 | Support Personnel Report - PACCA - Mr. Jack Werner
<u>MOTION:</u> That the Board of School Directors approves the Support Personnel Report.
The result of the vote: passed unanimously. | Support
Personnel
Report
Approved
9-0-0 |
| 4.6 | Athletic Supplemental Contracts - PACCA - Mr. Jack Werner
<i>Removed for separate action.</i> | |
| 4.7 | Volunteer Reports - PACCA - Mr. Jack Werner
<u>MOTION:</u> That the Board of School Directors approves the Volunteer Report.
The result of the vote: passed unanimously. | Volunteer
Report
Approved
9-0-0 |
| 4.8 | Affiliation Agreement - Mansfield University - PACCA - Mr. Jack Werner
<u>MOTION:</u> That the Board of School Directors approves the Affiliation Agreement with Mansfield University.
The result of the vote: passed unanimously. | Mansfield
University
Agreement
Approved
9-0-0 |
| 4.9 | Addendum to the Master Facilities Plan - PPF - Mrs. Donna Zariczny
<u>MOTION:</u> That the Board of School Directors approves the addendum to the Master Facilities authored by WTW Architects.
The result of the vote: passed unanimously. | Master
Facilities
Plan
Addendum
Approved
9-0-0 |
| 4.10 | Architect for BWMS Renovations (WCSD Project #1103) - PPF - Mrs. Donna Zariczny
<u>MOTION:</u> That the Board of School Directors approves a work order to WTW Architects in an amount not to exceed the DGS fee schedule for design and construction supervision for the project known as the Beaty Warren Middle School Renovation (WCSD Project #1103).
The result of the vote: passed unanimously. | WTW Work
Order
BWMS
Renovations
Approved
9-0-0 |
| 4.11 | Addendum to Educational Specifications for EMHS Renovations (WCSD Project #1002) - PPF - Mrs. Donna Zariczny
<u>MOTION:</u> That the Board of School Directors approves the addendum to the Educational Specifications, authored by WTW Architects, for the Eisenhower Middle/Senior High School Renovation project (WCSD Project #1002).
The result of the vote: passed unanimously. | Ed Spec
Addendum
EMHS
Renovations
Approved
9-0-0 |

- 4.12 Approval of PlanCon D for EMHS Renovations (WCSD Project #1002) - PPF - Mrs. Donna Zariczny

PlanCon D
EMHS
Renovation
Approved
9-0-0

MOTION: That the Board of School Directors approves for submission to the Pennsylvania Department of Education, PlanCon D for the project known as Eisenhower Middle/Senior High School Renovations (WCSD Project #1002).

The result of the vote: passed unanimously.

- 4.13 Dump Truck Purchase Request – PPF – Mrs. Donna Zariczny

Removed for separate action.

- 4.14 Data Center Upgrade Project - Phase One - AEC Group Agreement - CIT - Dr. Paul Yourchisin

Removed for separate action.

- 4.15 Gaggle - eRate Contract - CIT - Dr. Paul Yourchisin

Removed for separate action.

- 4.16 Wide Area Network & Internet Contract - eRate - CIT - Dr. Paul Yourchisin

Removed for separate action.

- 4.17 2010-2011 School Calendar Revision – CIT – Dr. Paul Yourchisin

Removed for separate action.

- 4.18 Act 32 Primary Voting Delegate – FIN – Mr. John Grant

Act 32
Primary
Voting
Delegate
Approved
9-0-0

MOTION: That the Board of School Directors approves the Board Secretary as the District's Act 32 Tax Collection Committee Primary Voting Delegate and the Board Treasurer as the Alternate Voting Delegate for the 2011 calendar year.

The result of the vote: passed unanimously.

- 4.19 Authorization of Duties – FIN – Mr. John Grant

Authorization
of Duties
Approved
9-0-0

MOTION: That the Board of School Directors, from the date hereof until such time as the District hires a new Business Manager, authorizes the Board Secretary (or the Treasurer in the absence of the Board Secretary), after consultation with the Superintendent and/or the District's Business Office Consultant, to sign documents required to be signed by the District's Business Manager and to perform other duties ordinarily required to be performed by the District's Business Manager.

The result of the vote: passed unanimously.

- 4.20 Act 1 Tax Index Resolution – FIN – Mr. John Grant

Act 1 Tax
Index
Resolution
Approved
9-0-0

MOTION: That the Board of School Directors approves the attached resolution not to raise taxes beyond the index for the 2011-2012 fiscal year.

The result of the vote: passed unanimously.

5.0 Items Removed for Separate Action

- 5.1 (4.2) Repository Sales - FIN - Mr. John Grant

Repository
Sale
Approved
9-0-0

MOTION: It was moved by Mrs. Zariczny and seconded by Mrs. Angove that the Board of School Directors approves the repository sales per the attached documents.

The result of the vote: passed unanimously.

5.2 (4.6) Athletic Supplemental Contracts - PACCA - Mr. Jack Werner

Athletic
Supplemental
Contracts
9-0-0

MOTION: It was moved by Mr. Werner and seconded Mr. Knapp that the Board of School Directors approves the Athletic Supplemental Contracts.

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.

5.3 (4.13) Dump Truck Purchase Request – PPF – Mrs. Donna Zariczny

Dump Truck
Purchase
Approved
8-1-0

MOTION: It was moved by Mrs. Zariczny and seconded by Mr. Werner that the Board of School Directors approves the purchase of a 2005 Chevrolet K-3500, 4x4, 1 ton dump truck, with 10,000 miles, for \$29,900.00 from Great Lakes Motor Company.

Roll Call Vote:

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

Voting No: Mr. Lockett

The result of the vote: passed.

5.4 (4.14) Data Center Upgrade Project - Phase One - AEC Group Agreement - CIT - Dr. Paul Yourchisin

Data Center
Upgrade
Project Phase
One AEC
Agreement
Approved
7-2-0

MOTION: It was moved by Mrs. Zariczny and seconded by Mr. Knapp that the Board of School Directors approves the proposal from the AEC Group, contingent on the solicitor's acceptance of the Terms and Conditions of the contract, to start work on the Data Center Upgrade Project - Phase One for Professional Services and Hardware purchases.

AMENDED MOTION: That the Board of School Directors approves the proposal from the AEC Group to start work on the Data Center Upgrade Project - Phase One for Professional Services and Hardware purchases. Mrs. Zariczny and Mr. Knapp agreed to the amended motion.

Roll Call Vote:

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

Voting No: Mrs. Angove, Mr. Lockett

The result of the vote: passed.

5.5 (4.15) Gaggle - eRate Contract - CIT - Dr. Paul Yourchisin

MOTION: It was moved by Mrs. Zariczny and seconded by Mr. Grant that the Board of School Directors approves Gaggle for eRate reimbursement as well as the contract for district email services and electronic student/teacher collaboration.

Gaggle
eRate
Contract
Approved
8-1-0

Friendly Amendment: Mr. Lockett amended the motion as follows: that the Board of School Directors approves Gaggle for eRate reimbursement as well as the contract for district email services and electronic student/teacher collaboration and the e-rate reimbursement would go back into the general fund rather than the capital reserve fund. Both Mrs. Zariczny and Mr. Grant agreed to the amendment.

Roll Call Vote:

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

Voting No: Mrs. Angove

The result of the vote: passed unanimously.

5.6 (4.16) Wide Area Network & Internet Contract - eRate - CIT - Dr. Paul Yourchisin

Wide Area
Network &
Internet Contract
Approved
9-0-0

MOTION: It was moved by Mrs. Zariczny and seconded by Mr. Knapp that the Board of School Directors approves the proposed contract by Zito Media Communication for Wide Area Network & Internet services for a 5 year agreement, with an option for a 6th year based on the terms and conditions outlined in the contract.

Roll Call Vote:

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

The result of the vote: passed unanimously.

5.7 (4.17) 2010-2011 School Calendar Revision – CIT – Dr. Paul Yourchisin

2010-11 School
Calendar
Revision
Approved
9-0-0

MOTION: It was moved by Mr. Werner and seconded by Mrs. Zariczny that the Board of School Directors approves the 2010-2011 School Calendar revision as presented.

The result of the vote: passed unanimously.

6.0 Future Business for Committee Review

Mrs. Angove asked Personnel/Athletics & Co-Curricular Activities Committee to provide a detailed staffing report by building and type.

Mrs. Angove would like a committee appointed to review class rank and how it is affected by dual enrollment and how college admission is affected.

7.0 Other

7.1 Policy Number 10110, titled – Student Attendance Policy

Policy #10110
Student
Attendance
Second Reading
Approved
9-0-0

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

The result of the vote: passed unanimously.

8.0 Closing Activities

8.1 Public Comment

There was no public comment.

8.2 Executive Session

There was no executive session.

8.3 Adjournment

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

The meeting adjourned at 12:40 a.m., January 11, 2011.

Respectfully Submitted,

Ruth A. Huck, Board Secretary