

CURRICULUM, INSTRUCTION, AND TECHNOLOGY COMMITTEE  
**MINUTES**

April 25, 2011

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Dr. Paul Yourchisin, Chairperson  
Mrs. Kimberly Angove  
Mr. Jack Werner

Ms. Amanda Hetrick  
Mrs. Diane Martin  
Mrs. Amy Stewart  
Mrs. Rosemarie Green

COMMITTEE MEMBERS ABSENT:

none

OTHERS PRESENT:

Tom Knapp	Matt Jones	Brian Collopy	Melissa McLean
Jeff Lockett	James Grosch	Delores Berry	Debra Bosko
Donna Zariczny	Michael Kiehl	Corey Copley	Denny Bonace
Mary Ann Paris	James Miller	Leslie Collopy	Dr. Jack Martin
John Grant	Wendy Norris	Justin Tech	Colin Kyler, WTO
Dr. Robert Terrill	Sue Turner	Darlene Albaugh	Lisa Niedzialek
Dr. Norbert Kennerknecht	Louann English	Louise Tharp	1 other

1. Opening Activities

1.1 Call to Order

The meeting was called to order at 6:00 PM by Dr. Paul Yourchisin.

1.2 Public Comment

There were no public comments.

2. Old Business

2.1 Policy 9742 and Class Rank

**Discussion:** Advanced Placement and Dual Enrollment courses that have added weight have produced a situation that positively affects the GPA status of a student that takes these courses, thereby negatively affecting a student's class rank if that student does not have the opportunity to take these courses. A committee was established to discuss a solution to this issue, but the committee does not at this time have a recommendation for policy revision. To address the immediate need for the present graduating class, the committee is suggesting that two separate class ranks be established, much the same as was done in the previous school year, resulting in Co-Valedictorian, Co-Historian, and Co-Salutatorian awards if necessary. The committee

will conduct at least two more meetings to develop a recommendation for policy revision which would encompass the present grades of eight through eleven. The revision would probably consist of modifying current policy for current grades 9-11 and revising policy for grades 8 and below.

**Action:** This suggestion for this year's graduating class will be forwarded to the Board for approval.

**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 for the 2011 graduating class. The first rank calculation would be according to the current Policy 9742. The second calculation would award .5 credit for courses completed within a semester and weight courses according to Policy 9742.

## 2.2 Summer Food Service Program

**Discussion:** Youngsville Elementary/Middle School and Allegheny Valley Elementary School qualified for a summer lunch program that will receive reimbursement from the state. The program is being proposed for Youngsville and Clarendon with a satellite program being offered in Sheffield. The administration has been working with the District's food service program supervisor to develop a summer lunch program that will cost no more than the reimbursement would cover. The Community Foundation of Warren County will be contacted to see if they would be willing to cover any overages that may occur so that the program would be guaranteed not to use any district funds that could not be recovered. The information that was presented will be adjusted after more information is gathered.

**Action:** This will be forwarded to the Board under "Other" to allow for further discussion.

**Motion:** That the Board of School Directors instructs the administration to work with Aramark to implement a summer food service program to operate in the Youngsville, Clarendon, and Sheffield communities in summer 2011. The Board further instructs the administration to explore a partnership with an outside funder to address costs above and beyond those available to the district via reimbursement from the Pennsylvania Department of Education, should they occur.

## 3. New Business

### 3.1 Application for Honorary Veteran's Diploma

**Discussion:** A World War II veteran has applied for an honorary diploma as set forth in Policy 9735.

**Action:** This will be forwarded to the Board for approval.

**Motion:** That the Board of School Directors approves the issuance of an honorary high school diploma to the presented veteran as described in Policy 9735.

### 3.2 Driver Education Planned Instruction

**Discussion:** It was proposed that the “Driver Education – Classroom Theory” class be offered as a semester course, meeting daily, with .5 credit being awarded upon successful completion. Teachers have agreed that there is sufficient material to present for a half-year course, and, with the teachers’ input, the planned instruction has been revised.

**Action:** This will be forwarded to the Board for approval.

**Motion:** That the Board of School Directors approves the curriculum revisions to the Driver Education Planned Instruction.

### 3.3 Planned Instruction for Computer Courses

**Discussion:** Business teachers revised the curriculum for computer classes with the goal of preparing students to take advantage of the technology that will be available to them in future years, using Microsoft 2010. It is projected that there are allocated funds in the current year’s budget to cover most if not all of the cost of textbooks. If more funds are needed, they can be incorporated into the 2011-12 budget.

**Action:** This will be forwarded to the Board for approval.

**Motion:** That the Board of School Directors adopts the planned instructions for grades 7-9 for Computer Technology as presented.

### 3.4 Chapter 339 Audit Response for the WCCC

**Discussion:** An informal report was presented at a previous CIT committee meeting. The information has now been entered into a formal document for submittal to the Department of Education. Costs associated with the information can be covered by the regular budgets for the shops involved. Delores Berry, Principal at WCCC, and her staff were commended for their excellent work in developing the report.

**Action:** This will be forwarded to the Board for approval.

**Motion:** That the Board of School Directors approves the response to the Chapter 339 Audit to be submitted to the Pennsylvania Department of Education, Bureau of Career and Technical Education.

### 3.5 Proposed Classes with Fewer than 12 Students

**Discussion:** As directed by policy, a listing of proposed classes with fewer than 12 students was presented. There was concern that one of the Distance Learning classes was AP Biology, which is very rigorous. The concern was allayed by knowing that the

monitoring teacher will be knowledgeable in the field and will be able to assist the students. This course will only be offered if schedules can be aligned for the sending and receiving schools.

A committee member requested a listing of the courses with fewer than 12 students that were not being proposed. That listing will be provided to all Board members. Other enrollment and staffing information was presented for Board members' review.

**Action:** The listing of the proposed classes with fewer than 12 students will be forwarded to the Board for approval.

**Motion:** That the Board of School Directors approves the proposed classes with fewer than 12 students for the 2011-2012 school year.

### 3.6 Dual Enrollment Credit Agreement, Jamestown Community College

**Discussion:** The document that was presented was a revision of a previous presentation for which changes had been requested by Jamestown Community College (JCC). It was asked if this agreement covered all JCC courses. The response was that it was only for courses that the Warren County School District deemed as sufficient to cover the requirements of the district. Amanda Hetrick, Director of Secondary Education, was commended for her efforts to determine whether courses from colleges and universities that are attended by students in our district schools meet our requirements and should be counted toward graduation requirements.

**Action:** This will be forwarded to the Board for authorization to proceed.

**Motion:** That the Board of School Directors approves an agreement with Jamestown Community College allowing district students to earn dual enrollment credit as per District Policy 9742.

### 3.7 2011-12 Dual Enrollment Programs

**Discussion:** Revisions were made to this resolution by the District's solicitor to address the possible budget issues that the District may be facing.

**Action:** The resolution will be forwarded to the Board for approval. More flexibility in the amount that the District will reimburse parents will be incorporated into the document before it goes to the Board for approval.

**Motion:** That the Board of School Directors approves the Dual Enrollment resolution for 2011-12 as attached.

### 3.8 SmartGraphs Research Opportunity

**Discussion:** This project is being funded by the National Science Foundation. It is a web-based program that provides lessons that teach students how to utilize graphs in a science setting. Participating teachers would be required to take part in 1 ½ days of

professional development in August 2011. These teachers would also be asked to complete surveys regarding the program. They would receive a stipend of \$1500.00 for their participation. A pre- and post-test would be administered to the students to determine the program's effectiveness. There would be no cost to the District.

**Action:** It will be determined whether there are any interested teachers. The findings will be reported to the Board. This item will be forwarded to the Board for approval.

**Motion:** That the Board of School Directors authorizes the administration to identify teachers interested in participating in the SmartGraphs study and assist them with submitting an application for consideration in the project.

### 3.9 GRANT: Healthier US School Challenge Mini Grants

**Discussion:** This mini grant opportunity is to help schools develop a healthier environment through better food choices and physical activity. Each participating school could receive up to \$2000.00 toward implementing their plans for improvement. The administration would work with Aramark to determine if any schools are qualified for the grants and would then assist those who are qualified to develop an application.

**Action:** This will be forwarded to the Board for authorization to proceed.

**Motion:** That the Board of School Directors authorizes the administration to work with district schools to determine eligibility for a Healthier US School Challenge Mini Grant, and to work with any qualified schools to develop and submit an application.

### 3.10 READ 180 Program

**Discussion:** The READ 180 Program has proven to be beneficial to the needs of students that struggle with reading. IDEA Federal Stimulus funds have been supporting this program in the past and will continue to do so. A requisition for additional instructional materials was submitted to the committee for approval to purchase.

**Action:** This will be forwarded to the Board for approval.

**Motion:** That the Board of School Directors approves an expenditure not to exceed \$90,000 from the 2010-2011 budget (IDEA Stimulus) for the purchase of the upgrade materials for the READ 180 Program.

## 4. Informational Items

### 4.1 Special Education Compliance Monitoring

A summary of the results of the Compliance Monitor was provided. The Special Education Department was commended for their good work; the results of the monitoring process were very impressive.

#### 4.2 Needs Assessment for the Warren County Career Center (WCCC)

This item is the result of an action item in Board Goal #2. It was noted that some of the courses taught at the WCCC are not on the high priority list for this immediate area but are on the high priority list for other areas within the state.

The Occupational Advisory Committee and local businesses are letting the WCCC know what they are looking for in an employee, thereby influencing what is taught. The Pennsylvania Department of Education goal for vocational students is to prepare them for a post-secondary schools, whereas the businesses are asking that the students be taught good working skills, and then the businesses will train them for specific jobs.

There is the possibility of developing partnerships with Kane and Corry in the future to be able to offer more vocational courses at a minimal expense.

The state has provided a list of post-secondary schools that will provide articulations that can provide between three and twelve credits if a student continues his education in the same program of study as was taken at the Career Center.

#### 4.3 Monthly Grant Report

This report is presented monthly to inform the Board members of the status of grant applications. The grant writer tries to find grant monies that fit the needs of the district.

#### 5. Other

There were no other items.

#### 6. Closing Activities

##### 6.1 Next Meeting

May 31, 2011 at the Warren County Career Center, following the Personnel/Athletics and Co-Curricular Activities Committee meeting

##### 6.2 Adjournment

The meeting adjourned at 7:30 PM.

Respectfully submitted by:

Ms. Lisa Niedzialek, Recording Secretary  
Dr. Paul Yourchisin, Chairperson  
Curriculum, Instruction, and Technology Committee