

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

**MONDAY SEPTEMBER 12, 2011**

**1. 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 7:17 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.

Mr. Stewart announced that an executive session was held from 6:00 to 7:00 p.m. prior to the meeting to discuss matters of legal opinions with the solicitor.

**1.3 Roll Call**

Roll Call
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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. Amy Stewart, Director of Instructional Technology/Communications; Mrs. Amanda Hetrick, Director of Secondary Education; Dr. Norbert Kennerknecht, Director of Buildings & Grounds Services; Mrs. Diane Martin, Director of Special Education; Mr. James Grosch, Director of Business Services; Mr. Chris Byham, Solicitor; Mrs. Ruth Huck, Board Secretary; Mr. Eric Tichy and Robert Patchen, Times Observer; Mr. Michael Kiehl, Transportation/Purchasing Manager; Mr. Brian Collopy, Technology Coordinator; Mr. James Miller, Supervisor of District-wide Athletics & Co-Curricular Activities; Mrs. Suzanne Turner, Human Resource Supervisor; Mr. Matt Jones, Coordinator of Grants & Foundation Development; Dr. Darrell Jaskolka, Principal; Mr. Gary Weber, Principal; Mrs. Misty Weber, Assistant Principal; Mr. Erik Leamon, Assistant Principal; Mr. Steve Parinella, Principal; Ms. Ann Ryan, Assistant Principal; Mr. James Evers, Assistant Principal; Ms. Maryann Mead, Assistant Principal; Ms. Ann Buerkle, Principal; Mrs. Marcia Madigan, Principal; Mrs. Rhonda Decker, Principal; Mrs. Patty Horner, Assistant Principal; Mr. Amy Stimmell, Principal; Mrs. Delores Berry, Principal; Ms. Kimberly Yourchisin, Special Education Supervisor; and approximately 15 unidentified members of the audience.

1.4 Reading of the Mission Statement - Mrs. Donna Zariczny

***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 Reading of the WCSD/PSBA Standards for Effective School Governance and code of Conduct - Mrs. Kimberly Angove

**TO PROMOTE STUDENT GROWTH AND ACHIEVEMENT, AN EFFECTIVE BOARD. . .**

***Ensures that effective planning occurs by:***

- 1) adopting a master facilities plan conducive to teaching and learning;***
- 2) adopting a plan for curriculum review and development; and***
- 3) adopting a plan to ensure evaluation of student growth and achievement using relevant data.***

***Monitors results by:***

- 1) evaluating its own performance;***
- 2) assessing student growth and achievement; and***
- 3) using data appropriately to make informed decisions.***

1.6 Recognitions and Presentations

Dr. Terrill recognized the administrative team and support staff for their efforts to open schools in an efficient and timely manner even with all of the changes and challenges created with reduced funding.

1.7 Public Comment

There was no public comment.

1.8 Agenda Adoption

Agenda Adoption  
Approved  
9-0-0

**MOTION:** It was moved by Mrs. Zariczny and seconded by Mr. Knapp that the Board of School Directors adopts the agenda dated September 12, 2011.

The result of the vote: passed unanimously.

1.9 Superintendent Appointment

Superintendent  
Appointment  
9-0-0

**MOTION:** It was moved by Mrs. Zariczny and seconded by Mrs. Angove that the Board of School Directors appoints Mr. Brandon Hufnagel as Superintendent of the Warren County School District effective October 1, 2011, and that he be hired pursuant to the terms of the contract dated September 12, 2011, and the terms of the letter that incorporates the 'swap' days as presented.

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.

Mr. Stewart welcomed Mr. Hufnagel to the district and stated that the Board has chosen a superlative candidate.

Mr. Stewart also thanked Dr. Terrill for his dedicated and tireless service to the district.

A recess was announced by Mr. Stewart at 7:35 p.m. for cake and to greet the incoming and outgoing superintendents.

The meeting reconvened at 7:50 p.m.

1.10 Approval of the Minutes - August 8, 2011

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Angove that the Board of School Directors approves the minutes of August 8, 2011.

The result of the vote: passed unanimously.

August 8, 2011  
Minutes  
Approved  
9-0-0

1.11 Approval of the Special Meeting Minutes - August 22, 2011

**MOTION:** It was moved by Mr. Lockett and seconded by Ms. Paris that the Board of School Directors approves the Special Meeting Minutes dated August 22, 2011.

The result of the vote: passed unanimously.

August 22, 2011  
Special Meeting  
Minutes  
Approved  
9-0-0

1.12 Financial Statements

**MOTION:** It was moved by Mrs. Angove 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 Mr. Lockett voting no.

Financial  
Statements  
Approved  
8-1-0

## 2. President's Statement

2.1 Reports & Information

1. IU5 - Mrs. Donna Zariczny

Mrs. Zariczny reported that the IU will be hosting the Regional Conference for school board members on September 28, 2011, from 6:00-8:00 p.m.

The IU5 Board received updates on the teacher and principal evaluation process. IU5 is one of the participants in the project and held a Leadership Academy this summer to keep member districts informed.

The IU is trying to schedule in-service programs on days that district schools are not in session to alleviate taking teachers out of the classroom.

2. PSBA Liaison - Mrs. Kimberly Angove

Mrs. Angove reported that the PSBA Leadership Conference will be held in October and the Board has not appointed any delegates to attend.

Reports have been released on the Charter Study and a study on school building size benefits is available online.

3. Career Center Advisory - Dr. Paul Yourchisin

There was no report.

2.2 Important Dates

Mrs. Zariczny stated that there may be a need to have a special meeting to make a decision on QZAB to meet the September 29, 2011, deadline.

Mr. Stewart informed the Board members that he is not intending to call a special meeting but if three of them ask for such a meeting, it could be held.

BOARD/COMMITTEE MEETING DATES				
	Date	Time	Meeting	Location
1.	Sept. 26, 2011	6:00 p.m.	Personnel/Athletics Co-Curricular Activities Committee  Curriculum, Instruction & Technology Committee  Physical Plant & Facilities Committee  Finance Committee	WCCC
2.	Oct. 10, 2011	7:00 p.m.	Regular Board Meeting	WCCC

2.3 Announcements

Mr. Stewart stated that the student representative program was an experimental program last year and it is being reviewed by the Curriculum, Instruction and Technology Committee and he thanked the students who served last year.

2.4 Budget Discussion

Mr. Hufnagel stated that he would like to have a preliminary budget by the end of October given the budget timeline.

Mr. Stewart asked Mr. Hufnagel to bring a recommendation to the Board at its October Board meeting regarding the composition of members for the budget committee.

Administration will prepare a tier one budget based on the current budget, tier two would be to prioritize cuts to balance the budget and tier three would address the unknowns posed by the charter school.

Mrs. Zariczny stated that PSBA is providing a conference regarding referendums and she suggested that someone from administration attend.

2.5 Other

### 3. Superintendent's Reports and Recommendations

3.1 General Comments - Dr. Robert Terrill

- Dr. Terrill stated that his report was sent to the Board members and it contains a lot of good information regarding what is happening at the schools.
- Mr. Hufnagel visited with Central Office staff and visited the Northern and Western Attendance Area schools and will visit the Eastern and Central Attendance Area Schools tomorrow.

3.2 Informational Report

3.3 Committee Reports

3.4 Other

### 4. New Business - Consent Agenda

4.1 Consent Agenda

Items removed for separate action:

4.5 Athletic Supplemental Contracts - Mr. Lockett

4.8 Accountability Block Grant (ABG) Summary - Mrs. Angove

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

The result of the vote: passed unanimously.

Consent  
Agenda  
Approved  
9-0-0

4.2 Copier Lease Proposal - FIN - Mr. John Grant

**MOTION:** That the Board of school Directors authorizes the administration to enter into a 36-month lease agreement to replace copiers in the following district buildings: Sheffield Elementary School, Russell Elementary School, Warren Area High School, Central Office, and the TAB Building.

The result of the vote: passed unanimously.

Copier Lease  
Proposal  
Approved  
9-0-0

4.3 Certificated Personnel Report - PACCA - Mr. Jack Werner

**MOTION:** 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

4.4 Support Personnel Report - PACCA - Mr. Jack Werner

**MOTION:** 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

4.5 Athletic Supplemental Contracts - PACCA - Mr. Jack Werner

*Removed for separate action.*

4.6 Co-Curricular Supplemental Contracts - PACCA - Mr. Jack Werner

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.

4.7 Affiliation Agreements - PACCA - Mr. Jack Werner

Affiliation  
Agreements  
Approved  
9-0-0

**MOTION:** That the Board of School Directors approves the affiliation agreements with Indiana University of PA and Edinboro University.

The result of the vote: passed unanimously.

4.8 Accountability Block Grant (ABG) Summary - CIT - Dr. Paul Yourchisin

*Removed for separate action.*

4.9 Traverse Climbing Wall at SSEL C - CIT - Dr. Paul Yourchisin

Traverse  
Climbing Wall  
Approved  
9-0-0

**MOTION:** That the Board of School Directors authorizes the administration to submit a grant application to the Community Foundation of Warren County in the amount of \$1,008.69, with funds being used to cover expenses beyond the awarded Highmark grant.

The result of the vote: passed unanimously.

4.10 Oil and Gas Grant, Community Foundation of Warren County - CIT - Dr. Paul Yourchisin

Oil & Gas Grant  
Authorization to  
Submit Grant  
Approved  
9-0-0

**MOTION:** That the Board of School Directors authorizes the administration to submit a grant request to the Community Foundation of Warren County for the amount of \$10,000 for the purpose of establishing an oil and gas curriculum, for roustabouts and well tenders, at the Warren County Career Center.

The result of the vote: passed unanimously.

**5. Items Removed for Separate Action**

5.1 (4.5) Athletic Supplemental Contracts - PACCA - Mr. Jack Werner

Athletic  
Supplemental  
Contracts  
Approved  
9-0-0

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

The result of the vote: passed unanimously.

5.2 (4.8) Accountability Block Grant (ABG) Summary - CIT - Dr. Paul Yourchisin

ABG  
Authorization to  
Submit Grant  
8-1-0

**MOTION:** It was moved by Mr. Werner and seconded by Ms. Paris that the Board of School Directors authorizes the administration to submit an Accountability Block Grant application to the PA Department of Education in the amount of \$498,547, with funds being used to provide full day kindergarten teachers for the 2011-12 school year.

Roll Call Vote:

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

Voting No: Mrs. Angove

**6. Future Business for Committee Review**

**7. Other**

**7.1 Meeting with COSI Group**

**MOTION:** It was moved by Mrs. Angove and seconded Mr. Knapp by that the Board of School Directors charges the Board President to schedule a meeting with the CSOI group to work collaboratively in discussing the best interest of all Warren County School District students and specifically to identify concerns and the proposed course of action regarding their charter school plans. This meeting will take place prior to September 26, 2011, in order to address the timeline of QZAB. Said meeting will be advertised by the board secretary in accordance with the Sunshine Law requirements.

Meeting with  
COSI Group  
Approved  
9-0-0

**Public Comment**

There was no public comment.

The result of the vote: passed unanimously.

By common consent Roberts Rules were suspended to determine a calendar date for the proposed meeting.

The Board members confirmed that Wednesday, September 21 or Thursday, September 22 are available dates to meet with the COSI group. Thursday is the first choice and Wednesday will be the fall back date. Mr. Stewart will contact the group to set up the meeting.

Mr. Stewart stated that Roberts Rules were reinstated.

**7.2 Parking Fees**

**MOTION:** It was moved by Mr. Knapp and seconded by Ms. Paris that the Board of School Directors rescinds the \$50 parking fee for students.

Parking Fees  
Rescission  
Failed  
2-7-0

**Public Comment**

There was no public comment.

The result of the vote: failed with Mr. Knapp and Ms. Paris voting yes. .

**7.3 Cooperative Sponsorship Between Warren Area High School and Sheffield Area Middle High School for the sport of Girls' Golf - PACCA - Mr. Jack Werner**

**MOTION:** It was moved by moved by Mrs. Zariczny and seconded by Mrs. Angove that the Board of School Directors approves the Cooperative Sponsorship Between Warren Area High School and Sheffield Area Middle High School for the sport of Girls' Golf.

Co-op  
WAHS/SAMHS  
Girls' Golf  
Approved  
9-0-0

The result of the vote: passed unanimously.



7.4 Tax Collector Resolutions

Tax Collector  
Real Estate Tax  
Exonerations  
Approved  
9-0-0

**MOTION I:** It was moved by Mrs. Zariczny and seconded by Mr. Werner that the Board of School Directors exonerates the Tax Collectors in the amounts as listed on real estate property returned for non-payment to the County Commissioners as certified by said collectors for the year 2010 to be approved by the Solicitor.

The result of the vote: passed unanimously.

Tax Collector Per  
Capita Tax  
Exonerations  
Approved  
9-0-0

**MOTION II:** It was moved by Mrs. Zariczny and seconded by Mr. Werner That the Board of School Directors exonerates in the several amounts listed for per capita taxes uncollected for the years 2005, 2006, 2007 and 2008.

The result of the vote: passed unanimously.

Delinquent Tax  
Collector  
Appointments  
Approved  
9-0-0

**MOTION III:** It was moved by Mrs. Zariczny and seconded by Mr. Werner That the Board of Directors adopts the resolution to appoint delinquent Tax Collectors per the attached document.

The result of the vote: passed unanimously.

7.5 Agreement between WCSD and IU5 for Title 1 Services at St. Joseph's School - CIT - Dr. Paul Yourchisin

Title I St. Joseph  
Services  
Approved  
8-1-0

**MOTION:** It was moved by Mrs. Angove and seconded by Mrs. Zariczny that the Board of School Directors approves the renewal of the inter-district agreement with IU #5 as presented for reading specialist services.

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

7.6 Additional Elementary Instructor Position

Elementary  
Instructor  
Position  
Approved  
6-3-0

**MOTION:** It was moved by Mrs. Angove and seconded by Ms. Paris that the Board of School Directors approves an Elementary Instructor position at Allegheny Valley Elementary School due to large class sizes.

The result of the vote: passed with Mr. Grant, Mrs. Zariczny and Mr. Yourchisin voting no.

7.7 Repository Sale

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 sale of tax parcel #WN-4-6197-138 in accordance with HB 290.

The result of the vote: passed unanimously.

7.8 Policy Number 4120, titled - Credit Cards

Policy #4120 Credit  
Cards First  
Reading  
Approved  
8-1-0

**MOTION:** It was moved by Mr. Werner and seconded by Mr. Knapp that the Board of School Directors approves on first reading Policy Number 4120, titled - Credit Cards.

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



7.9 Policy Number 4201, titled - School Depositories

**MOTION:** It was moved by Mr. Knapp and seconded by Mr. Werner that the Board of School Directors approves on first reading Policy Number 4201, titled - School Depositories.

The result of the vote: passed unanimously.

Policy #4201  
School  
Depositories  
First Reading  
Approved  
9-0-0

7.10 Policy Number 4210, titled - Authorized Signatures

**MOTION:** It was moved by Mr. Knapp and seconded by Ms. Paris that the Board of School Directors approves on first reading Policy Number 4210, titled - Authorized Signatures.

The result of the vote: passed unanimously.

Policy #4210  
Authorized  
Signatures  
First Reading  
Approved  
9-0-0

7.11 Policy Number 10465, titled - Student Participation and Coaches Needed

**MOTION:** It was moved by Mr. Lockett and seconded by Mrs. Angove to table Policy Number 10465, titled - Student Participation and Coaches Needed until the next Board meeting.

The result of the vote: passed unanimously.

Table Policy  
#10465  
Student  
Participation  
& Coaches  
Needed  
Approved  
9-0-0

7.12 Youngsville Bike Hike Trail and Right of Way Agreement - PPF - Mrs. Donna Zariczny

**MOTION:** It was moved by Mrs. Angove and seconded by Mr. Knapp that the Board of School Directors approves a Right of Way Agreement with the Borough of Youngsville located in Youngsville, PA for purposes of a Bike/Hike Trail.

**MOTION WITHDRAWN:** Mrs. Angove withdrew her motion and Mr. Knapp agreed. The Right of Way Agreement will be reviewed by the solicitor to make changes as addressed by the board members.

Youngsville  
Bike Hike  
Trail ROW  
Agreement  
Withdrawn

## 8. Closing Activities

8.1 Public Comment

Mrs. Dorothy Knapp	Sugar Grove, PA	Mrs. Knapp stated that her daughter is still missing two textbooks for her classes after three weeks of school. She is concerned that one of her daughter's teachers is a long-term sub who is not certified in the area that is being taught.
Mrs. Anne Farrell	Russell, PA	Mrs. Farrell spoke regarding the parking fees. She feels the parking fee for the St. Bonaventure students should be removed.

8.2 Executive Session

Mr. Stewart announced an executive session would be convened at 9:30 p.m. following the board meeting to discuss legal opinions from the solicitor with no action to follow.

8.3 Adjournment

It was moved by Mr. Lockett and seconded by Mr. Knapp that the meeting be adjourned. The meeting adjourned at 9:25 p.m.

Respectfully Submitted,

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Ruth A. Huck, Board Secretary