

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

**MONDAY, OCTOBER 10, 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 7:00 p.m. in the Board Room of the Warren County Career Center, 347 East Fifth Avenue, Warren, Pennsylvania.

Mr. Stewart announced that the Board of School Directors held an executive session starting at 6:30 p.m. to discuss litigation with labor counsel.

**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:

Mr. Brandon Hufnagel, 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; Mr. Jeff Flickner, Principal; Mrs. Delores Berry, Principal; and approximately 25 unidentified members of the audience.

**1.4 Reading of the Mission Statement - Mr. Tom Knapp**

*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 - Ms. Mary Anne Paris

*We as members of our local Board of education, representing all residents of our school district, believe that: Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community.*

*Accordingly,*

*Personal decisions should be based upon all sufficient facts, we should vote our honest conviction without partisan bias, and we will abide by and uphold the majority decision of the board.*

- 1.6 Recognitions & Presentations

1. John Fedak - Outstanding Teacher Graduate - Mr. Jeff Flicker

Mr. Fedak was honored by Lock Haven University as an outstanding graduate and will be attending a banquet in his honor.

- 1.7 Public Comment

There was no public comment.

- 1.8 Agenda Adoption

Agenda Adoption  
Approved  
9-0-0

**MOTION:** It was moved by Ms. Paris and seconded by Mrs. Angove that the Board of School Directors adopts the agenda dated October 10, 2011.

The result of the vote: passed unanimously.

- 1.9 Approval of the Minutes - September 12, 2011

September 12,  
2011  
Minutes  
Approved  
9-0-0

**MOTION:** It was moved by Mrs. Angove and seconded by Ms. Paris that the Board of School Directors approves the minutes of September 12, 2011.

The result of the vote: passed unanimously.

- 1.10 Approval of the Special Meeting Minutes - September 20, 2011, and September 26, 2011

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Knapp that the Board of School Directors approves the Special Meeting Minutes dated September 20, 2011, and September 26, 2011.

**WITHDREW MOTION:** Ms. Paris withdrew the motion and Mr. Knapp agreed.

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Knapp that the Board of School Directors approves the Emergency meeting minutes dated September 20, 2011.

September 20, 2011  
Emergency Meeting  
Minutes  
Approved  
6-0-3

Roll Call Vote:

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

Voting No:

Abstaining: Mr. Angove, Mr. Stewart, Dr. Yourchisin

The result of the vote: passed.

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Werner that the Board of School Directors approves the Special meeting minutes dated September 26, 2011.

September 26,  
2011  
Special Meeting  
Minutes  
Approved  
9-0-0

The result of the vote: passed unanimously.

1.12 Financial Statements

**MOTION:** It was moved by Mr. Grant 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.

Financial  
Statements  
Approved  
7-1-1

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

**2. President's Statement**

2.1 Reports & Information

Mr. Stewart stated that the Board may want to bring to the attention of the District's legislators the plight of how hard the District was hit in losing revenues which was far and above the average of what many other districts faced. Mr. Stewart did communicate with Tom Gentzel, Executive Director of PSBA, and gave Mr. Gentzel permission to share the dilemma the District has faced with the cuts to funding when he testifies before the legislature.

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

Mrs. Zariczny reported the IU has been nationally recognized for its STEM Academy program.

The IU Board received information concerning Act 24 compliance, and Mrs. Zariczny wanted to make sure that the District is aware and is making an effort to be compliant with the Act. The forms are due by December 27.

The Annual Legislative meeting was held following the IU5 Board meeting and PSBA Executive Director, Tom Gentzel spoke regarding vouchers and charter schools being the top two priorities in the legislature. Mrs. Zariczny shared the presentation that was offered by administration regarding the Charter school that is proposed in Warren County.

Mr. Grant stated that six years ago, PSBA had invited him to testify in Harrisburg at a legislative hearing regarding charter schools. Mr. Grant asked Ruth Huck to forward a copy of the testimony to Board members.

2. PSBA Liaison - Mrs. Kimberly Angove

Mrs. Angove reported that PSBA would like to communicate with advocate parents regarding things happening in the legislature and would like to include them in the legislative update mailings sent from PSBA.

She also reminded the Board that the PSBA Conference will take place in Hershey, PA, October 19-21. The Regional Cabinet meeting is October 18.

Mrs. Angove reported that there are several pieces of legislation before the assembly including SB389 that deals with Agricultural Vocational Ed.; SB200 which establishes management for concussions and head injuries; and the

Prevailing Wage Act that have the potential for great impact on the District. The Act 1 base index for 2012-2013 was announced at 1.7 percent.

3. Career Center Advisory - Dr. Paul Yourchisin

Dr. Yourchisin reported that on October 6<sup>th</sup> he and Mr. Lockett attended the General Advisory Breakfast at the Hilltop Restaurant with approximately 30 guests from business and industries and agencies. It was very informative and delicious.

He announced the WCCC has received \$10,000 from the Warren Community Foundation as a grant to initiate the Oil and Gas Program and the Power and Equipment Program.

The Habitat for Humanity project is in its second year and the Habitat Board is very pleased with the project so far. It is on schedule to be completed on time.

Mr. Lockett added that on October 20<sup>th</sup> the WCCC will hold its Occupational Advisory Committee dinner.

2.2 Important Dates

Robert's Rules were suspended by common consent to discuss the meeting dates.

BOARD/COMMITTEE MEETING DATES				
	Date	Time	Meeting	Location
1.	Oct. 24, 2011	6:30 p.m.	Goal Setting	WAEC
2.	Oct. 25, 2011	6:00 p.m.	Curriculum, Instruction & Technology Committee Physical Plant & Facilities Committee Personnel/Athletics Co-Curricular Activities Committee Finance Committee	WCCC
3.	Nov. 1, 2011	7:00 p.m.	Special Board Meeting/Budget Work Session	WCCC
	Nov. 14, 2011	7:00 p.m.	Regular Board Meeting	WCCC

Mrs. Huck will send a reminder regarding the Goal Setting session.

Ms. Paris brought up the committee date falling on Halloween. She suggested that the meetings be moved to October 25.

Robert's Rules were reinstated by common consent.

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Grant to move the committee meetings from October 31 to October 25 starting at 6:00 p.m.

The result of the vote: passed with Mrs. Zariczny voting no.

Committee Date  
Changes  
Approved  
8-1-0

2.3 Announcements

There were no announcements.

2.4 Other

**3. Superintendent's Reports and Recommendations**

3.1 General Comments - Mr. Brandon Hufnagel

Mr. Hufnagel congratulated the staff, community, and School Board for making the AYP targets set by the State. In November a full report will come to the Board.

Last week Mr. Hufnagel met with Dr. Shirley Pearl who works with gifted education for the State. She wanted to meet with him to let him know how wonderful the Learning Enrichment Center is and that it is a one of a kind program in the state. She feels it should be a model program for other districts. She is trying to get Superintendents and other administrators to visit the Learning Enrichment Center. She would also like the LEC to present at the Special Education Conference this year.

On November 1<sup>st</sup> Mr. Hufnagel would like to have a budget workshop reviewing revenues, expenditures, and the financial situation going into the next fiscal year.

Over the next two weeks Mr. Hufnagel will be meeting with Board members, administrators, and community members.

He will be scheduling meet and greet events in each of the attendance areas for community members to meet the superintendent.

The number one priority will be budget development in the next few months.

3.2 Informational Report

3.3 Committee Reports

3.4 Other

**4. New Business - Consent Agenda**

Items removed for separate action:

4.4 Certificated Personnel Report - PACCA Mrs. Angove

4.14 Extracurricular contract of Brink's Tour & Charter LLC - Mrs. Angove

4.17 TCC Tax Collector Agreement and Proposal - Mrs. Angove

4.18 Budget Transfers - Mrs. Zariczny

4.1 Consent Agenda

**MOTION:** It was moved by Mr. Lockett and seconded by Ms. Paris that the Board of School Directors approves the consent agenda with the exception of items 4.4; 4.14; 4.17; and 4.18.

The result of the vote: passed unanimously.

Consent Agenda Approved 9-0-0
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4.2 License Agreement for Youngsville Bike/Hike Trail - PPF - Mrs. Donna Zariczny

Youngsville  
Bike/Hike  
Trail  
License  
Agreement  
Approved  
9-0-0

**MOTION:** That the Board of School Directors approves a License Agreement with the Borough of Youngsville located in Youngsville, PA, for purposes of a Bike / Hike Trail.

The result of the vote: passed unanimously.

4.3 YEMS PTO Basketball Project - PPF - Mrs. Donna Zariczny

YEMS PTO  
Basketball  
Project  
Approved  
9-0-0

**MOTION:** That the Board of School Directors approves, upon approval of plans and specifications by the Director of Buildings and Grounds, an Agreement of Lease and Release and a Lease Agreement between the Warren County School District and the Youngsville Elementary Middle School PTO for the purposes of installing a permanent basketball court at Youngsville Elementary Middle School.

The result of the vote: passed unanimously.

4.4 Certificated Personnel Report - PACCA - Mr. Jack Werner

*Removed for separate action.*

4.5 Support Personnel Report - PACCA - Mr. Jack Werner

Support  
Personnel  
Report  
Approved  
9-0-0

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

4.6 Athletic Supplemental Contracts - PACCA - Mr. Jack Werner

Athletic  
Supplemental  
Contracts  
Approved  
9-0-0

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

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

Co-Curr  
Supplemental  
Contracts  
Approved  
9-0-0

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

4.8 Volunteer Report - PACCA - Mr. Jack Werner

Volunteer  
Reports  
Approved  
9-0-0

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

4.09 Computer 7 and Computer 8 Planned Instruction Updates - CIT - Dr. Paul Yourchisin

Computer 7  
& 8 Planned  
Instruction  
Approved  
9-0-0

**MOTION:** That the Board of School Directors approves Computer 7 and Computer 8 Planned Instruction Updates as presented.

- 4.10 Purchase of Equipment for the Power Equipment Technology Program - CIT - Dr. Paul Yourchisin  
**MOTION:** That the Board of School Directors approves the purchase of the equipment for the Power Equipment Technology Program as presented.
- 4.11 Request for Field Trip to Spain and Italy - CIT - Dr. Paul Yourchisin  
**MOTION:** That the Board of School Directors approves the field trip request as presented.
- 4.12 GRANT: Pennsylvania Business Week Grant for YHS - CIT - Dr. Paul Yourchisin  
**MOTION:** That the Board of School Directors authorizes the administration to submit grant applications to the Warren-Forest Hi-Ed School to Work Program and other funders as they are identified to support PA Business Week activities at Youngsville High School for the 2011-12 school year.
- 4.13 IU Contract 2011-2012 - FIN - Mr. John Grant  
**MOTION:** That the Board of School Directors approves the Northwest Tri-County Intermediate Unit 5 Special Education Contracts for the 2011-2012 school year.
- 4.14 Extracurricular contract of Brink's Tour & Charter LLC - FIN - Mr. John Grant  
*Removed for separate action.*
- 4.15 Letter of Engagement Solicitor - FIN - Mr. John Grant  
**MOTION:** That the Board of School Directors approves the Letter of Engagement with the legal firm of Stapleford & Byham.
- 4.16 EIT Office and EIT Collector Reports - FIN - Mr. John Grant  
**MOTION:** That the Board of School Directors acknowledges receipt of the EIT Audit reports and that they be entered into the record of the board minutes for October 10, 2011.
- 4.17 TCC Tax Collector Agreement and Proposal - FIN - Mr. John Grant  
*Removed for separate action.*
- 4.18 Budget Transfers - FIN - Mr. John Grant  
*Removed for separate action.*
5. **Items Removed for Separate Action**
- 5.1 (4.4) Certificated Personnel Report - PACCA - Mr. Jack Werner  
**MOTION:** It was moved by Mr. Werner and seconded by Ms. Paris that the Board of School Directors approves the Certificated Personnel Report.

Purchase Power  
Equipment  
Approved  
9-0-0

Spain & Italy  
Field Trip  
Approved  
9-0-0

Submission of  
Grant PA  
Business Week  
Grant for YHS  
Approved  
9-0-0

IU Contract  
2011-2012  
Approved  
9-0-0

Letter of  
Engagement  
Stapleford &  
Byham  
Approved  
9-0-0

EIT Office and  
EIT Collector  
Reports  
Approved  
9-0-0

Certificated  
Personnel  
Report  
9-0-0

Roll Call Vote:

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



The result of the vote: passed unanimously.

5.2 (4.14) Extracurricular contract of Brink's Tour & Charter LLC - FIN - Mr. John Grant

Brink's Tours  
& Charter  
LLC  
Busing  
Contractor  
Approved  
9-0-0

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Knapp that the Board of School Directors approves Brink's Tour & Charter LLC as a busing contractor.

Roll Call Vote:

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

The result of the vote: passed unanimously.

5.3 (4.17) TCC Tax Collector Agreement and Proposal - FIN - Mr. John Grant

TCC Tax  
Collector  
Agreement &  
Proposal  
Approved  
9-0-0

**MOTION:** It was moved by Mr. Werner and seconded by Mr. Knapp that the Board of School Directors approves the attached Tax Collector Agreement and Proposal.

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

The result of the vote: passed unanimously.

5.4 (4.18) Budget Transfers - FIN - Mr. John Grant

Budget  
Transfers  
Approved  
9-0-0

**MOTION:** It was moved by Mrs. Zariczny and seconded by Ms. Paris that the Board of School Directors approves the Budget Transfers per the attached resolution.

The result of the vote: passed unanimously.

## 6. Future Business for Committee Review

- Mrs. Angove asked that the CIT Committee look at having a system wide calendar so that events in the district do not conflict with other events.
- Mr. Grant would like the board meeting technology fixed, and he finds it unacceptable that it does not work correctly at every single meeting. This will go to the CIT committee for review.

## 7. Other

7.1 Repository Sale

Repository  
Sale  
Approved  
9-0-0

**MOTION:** It was moved by Mrs. Angove and seconded by Mr. Werner that the Board of School Directors approves the repository sale of tax parcel #YV-7-58745 in accordance with HB 290.

The result of the vote: passed unanimously.

7.2 Policy Number 4201, titled - School Depositories

Policy #  
4201, School  
Depositories  
Second  
Reading  
Approved  
9-0-0

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

The result of the vote: passed unanimously.



7.3 Policy Number 4210, titled - Authorized Signatures

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

The result of the vote: passed unanimously.

Policy #4210  
Authorized  
Signature  
Second Reading  
Approved  
9-0-0

7.4 Policy 11501 (Gifts and Donations to the Schools) First and Second Reading - PACCA - Mr. Jack Werner

**MOTION:** It was moved by Mr. Knapp and seconded by Ms. Paris that the Board of School Directors approves the first and second reading of Policy 11501 - Gifts and Donations to the Schools.

**FRIENDLY AMENDMENT:** It was moved by Mr. Werner to approve this policy on first reading only. Mr. Knapp and Ms. Paris agreed.

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

Policy #11501  
Gifts &  
Donations to  
Schools First  
Reading  
Approved  
8-1-0

7.5 Snow Plowing Bids - PPF - Mrs. Donna Zariczny

**MOTION:** It was moved by Mr. Werner and seconded by Mr. Knapp that the Board of School Directors approves the following bids for snow plowing, snow removal, and anti-skid application for the 2011-2012 season:

Jack Black Excavating for snow plowing and anti-skid application at Warren Area High School at the rates of \$175.00 per snow plow trip and \$50.00 per anti-skid application; Jack Black Excavating for snow plowing and anti-skid application at Warren Area Elementary Center at the rates of \$150.00 per snow plow trip and \$50.00 per anti-skid application; Tome Enterprises for snow plowing and anti-skid application at Beaty-Warren Middle School at the rates of \$110.00 per snow plow trip and \$35.00 per anti-skid application; Tome Enterprises for snow plowing and anti-skid application at South Street Early Learning Center at the rates of \$40.00 per snow plow trip and \$25.00 per anti-skid application; Jack Black Excavating for snow plowing and anti-skid application at Sheffield Area Middle Senior High School at the rates of \$175.00 per snow plow trip and \$150.00 per anti-skid application; Jack Black Excavating for snow plowing and anti-skid application at Sheffield Elementary School at the rates of \$75.00 per snow plow trip and \$50.00 per anti-skid application; Jack Black Excavating for snow plowing and anti-skid application at Allegheny Valley Elementary School at the rates of \$75.00 per snow plow trip and \$50.00 per anti-skid application; Tome Enterprises for snow plowing and anti-skid application at Youngsville High School at the rates of \$100.00 per snow plow trip and \$50.00 per anti-skid application; Tome Enterprises for snow plowing and anti-skid application at Youngsville Elementary Middle School at the rates of \$110.00 per snow plow trip and \$50.00 per anti-skid application; Tome Enterprises for snow plowing and anti-skid application at Eisenhower Middle Senior High School at the rates of \$200.00 per snow plow trip and \$75.00 per anti-skid application; Tome Enterprises for snow

Snow Plow Bids  
Approved  
9-0-0

plowing and anti-skid application at Russell Elementary School at the rates of \$115.00 per snow plow trip and \$50.00 per anti-skid application; Tome Enterprises for snow plowing and anti-skid application Sugar Grove Elementary School at the rates of \$50.00 per snow plow trip and \$40.00 per anti-skid application; Tome Enterprises for snow removal services at all WCSD locations at the rate of \$50.00 per hour.

The result of the vote: passed unanimously.

7.6 Beaty-Warren Middle School Renovation

Beaty-Warren  
MS Renovation  
Continuation  
Approved  
9-0-0

**MOTION:** It was moved by Mrs. Zariczny and seconded by Dr. Yourchisin that the Board of School Directors directs the administration to continue with the PlanCon process for the Beaty-Warren Middle School Renovation project (WCSD Project #1103), exclusive of any consideration for Pre-Kindergarten or Kindergarten, and so modifies the Educational Specification, dated 2011, submitted by DeJong-Richter, LLC., and previously approved by the Board of School Directors on March 14, 2011.

The result of the vote: passed unanimously.

7.7 Copier Lease Update

(Leasing company has changed through the Swab, but the cost of leasing copiers remains the same.)

The Board members asked that a presentation regarding leasing versus purchasing copiers be presented to the Board as they get into budget development.

7.8 Earned Income Tax Resolution Advertising

EIT Tax  
Resolution  
Advertising  
Approved  
8-1-0

**MOTION:** It was moved by Mrs. Angove and seconded by Mrs. Zariczny that the Board of School Directors authorizes the Board Secretary to advertise the Earned Income Tax Resolution as prepared by the solicitor for three consecutive weeks beginning the week of October 17, 2011.

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

7.9 Policy Number 4120, titled – Credit Cards

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

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

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

8. Closing Activities

8.1 Public Comment

Dennis Bonace	Warren, PA	Mr. Bonace wanted to confirm if the District was going to use the experience of the members who served on the two budget committees from last year.
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8.2 Executive Session

8.3 Adjournment

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

The result of the vote: passed unanimous.

The meeting adjourned at 8:24 p.m.

Respectfully Submitted,

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Ruth A. Huck, Board Secretary