

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

THURSDAY, JUNE 28, 2012

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 6:30 p.m. in the Board Room of the Warren County Career Center, 347 East Fifth Avenue, Warren, Pennsylvania.

Mr. Stewart announced that an executive session was held prior to the start of the meeting to receive information from the solicitor regarding litigation currently underway, personnel matters, and to receive a report from administration.

1.2 Pledge of Allegiance

Mr. Stewart led the Pledge of Allegiance to the American flag.

1.3 Roll Call

Roll Call

Present:

Mr. John Grant	Mr. Jack Werner
Mr. Thomas Knapp	Dr. Paul Yourchisin
Ms. Nancy McDanel	Mr. Michael Zamborik
Ms. Mary Anne Paris	Mrs. Donna Zariczny
Mr. Arthur Stewart	

Others Present:

Mr. Brandon Hufnagel, Superintendent; 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. Josh Cotton, Times Observer; 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 four unidentified members of the audience.

1.4 Reading of the Mission Statement - Mr. Jack Werner

The mission of the Warren County School District is to educationally empower all students to think critically and solve problems through a rigorous curriculum that will provide them with the skills necessary to graduate and pursue a career of their interest.

- 1.5 Reading of the WCSD/PSBA Code of Standards for Effective School Governance and Code of Conduct - Dr. Paul Yourchisin

We as members of our local board of education, representing all the residents of our school district believe that:

The public expects that our first and greatest priority is to provide equitable educational opportunities for all youth. Accordingly, we should respect that the superintendent of schools and his or her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.

- 1.6 Public Comment

There was no public comment.

- 1.7 Informational Report - PACCA - Mr. Jack Werner

2.0 New Business

- 2.1 Hearing Officer's Report

Hearing Officer's
Report
Approved
9-0-0

MOTION: It was moved by Mrs. Zariczny and seconded by Mr. Knapp that the Board of School directors approves the Hearing Officer Report dated June 28, 2012(Cases: GG, HH, II, JJ).

The result of the vote: passed unanimously.

A. Consent Motion to approve items 2.2 through 2.12

Items 2.2 through
2.8 and items 2.11
and 2.12
Approved
9-0-0

MOTION: It was moved by Mr. Grant and seconded by Dr. Yourchisin that the Board of School Directors approves items 2.2 through and including 2.12 under one motion.

FRIENDLY AMENDMENT: It was moved by Ms. Paris and agreed to by Mr. Grant and Dr. Yourchisin that items 2.9 and 2.10 will be removed for separate discussion leaving items 2.2 through and including 2.8 and items 2.11 and 2.12 for approval under one motion.

Roll Call Vote:

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

The result of the vote: passed unanimously.

- 2.2 Financial Reports - FIN - Mr. John Grant

Financial Reports
Approved
9-0-0

MOTION: 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 unanimously under consent motion A.

- 2.3 Policy Number 7615, titled - Physical Examinations

Policy #7615
Physical Exams
First Reading
Approved
9-0-0

MOTION: That the Board of School Directors approves on first reading Policy Number 7615, titled - Physical Examinations.

The result of the vote: passed unanimously under consent motion A.

- 2.4 Policy Number 9301, titled - Special Education Programming
MOTION: That the Board of School Directors approves on second reading Policy Number 9301, titled - Special Education Programming.

Policy #9301
Special Ed
Programming
Second Reading
Approved
9-0-0

The result of the vote: passed unanimously under consent motion A.

- 2.5 Policy Number 10465, titled - Student Participation and Coaches Needed
MOTION: That the Board of School Directors approves on second reading Policy Number 10465, titled - Student Participation and Coaches Needed.

Policy #10465
Student Part. &
Coaches
Needed
Second Reading
Approved
9-0-0

The result of the vote: passed unanimously under consent motion A.

- 2.6 Policy Number 10520, titled - Alternative Education
MOTION: That the Board of School Directors approves on second reading Policy Number 10520, titled - Alternative Education.

Policy #10520
Alternative Ed
Second Reading
Approved
9-0-0

The result of the vote: passed unanimously under consent motion A.

- 2.7 WIA/TANF Grant for SAMHS Envirothon Team - CIT - Dr. Paul Yourchisin
MOTION: That the Board of School Directors authorizes the administration to submit a grant application to the Venango Training & Development Center for the 2012-13 WIA/TANF grant competition to support the SAMHS team participation in the Envirothon competition.

WIA/TANF
Grant
Submission for
SAMHS
Envirothon
Approved
9-0-0

The result of the vote: passed unanimously under consent motion A.

- 2.8 WIA/TANF Grant for SAMHS JETS Competition - CIT - Dr. Paul Yourchisin
MOTION: That the Board of School Directors authorizes the administration to submit an application to the Venango Training and Development Center for a 2012-2013 TANF Youth Program Grant in the amount of \$1,000 to support the JETS team at Sheffield Area Middle/High School.

WIA/TANF
Grant
Submission for
SAMHS JETS
Competition
Approved
9-0-0

The result of the vote: passed unanimously under consent motion A.

B. Consent Motion to approve items 2.9 and 2.10

MOTION: It was moved by Ms. Paris and seconded by Mrs. Zariczny that the Board of School Directors approves items 2.9 and 2.10 under one motion.

Items 2.9 and
2.10
Approved
9-0-0

The result of the vote: passed unanimously.

- 2.9 Agreement between the WCSD and the Warren Band Boosters in reference to the Band Bus - CIT - Dr. Paul Yourchisin

WAHS Band
Boosters Bus
Agreement
Approved
9-0-0

MOTION: That the Board of School Directors approves the agreement between the Warren County School District and the Warren Band Boosters in reference to the Band Bus.

The result of the vote: passed unanimously under consent motion B.

2.10 Donation of Band Bus to the WCSD - CIT - Dr. Paul Yourchisin

Band Bus
Donation
Approved
9-0-0

MOTION: That the Board of School Directors accepts the donation from the Warren Bus Lines of a 1992 International bus on behalf of the Warren Band Boosters.

The result of the vote: passed unanimously under consent motion B.

2.11 Elementary Consumables - CIT - Dr. Paul Yourchisin

Elementary
Consumable
Purchase
Approved
9-0-0

MOTION: That the Board of School Directors approves the purchase of the listed consumables for the elementary level students for school year 2012-2013.

The result of the vote: passed unanimously under consent motion A.

2.12 Bollinger Enterprises, Inc. Agreement - CIT - Dr. Paul Yourchisin

Bollinger
Enterprises
Agreement
Approved
9-0-0

MOTION: That the Board of School Directors approves the Bollinger Enterprises, Inc. Agreement and releases 2012-2013 budgeted dollars in support of the Community Based Instruction (CBI) agreement.

The result of the vote: passed unanimously under consent motion A.

C. Consent Motion to approve items 2.13 through 2.19

Items 2.13
through 2.19
Approved
9-0-0

MOTION: It was moved by Mrs. Zariczny and seconded by Ms. Paris that the Board of School Directors approves items 2.12 through and including 2.19.

Roll Call Vote:

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

The result of the vote: passed unanimously.

2.13 Certificated Personnel Report - PACCA - Mr. Jack Werner

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 motion C.

2.14 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.

The result of the vote: passed unanimously under consent motion C.

2.15 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 under consent motion C.

2.16 New Bus Drivers - PACCA - Mr. Jack Werner

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

New Bus
Drivers
Approved
9-0-0

The result of the vote: passed unanimously under consent motion C.

2.17 Paper Supplies Bid Results - PPF - Mrs. Donna Zariczny

MOTION: That the Board of School Directors approves the following bids and amounts for the 2012-13 Paper Supplies and Miscellaneous items as per the attached documents: Janitor Supply for \$4,320.00; Dobmeier Janitor Supply for \$693.20; Uni-Pak for \$4,320.00; and DeSantis Janitor Supply for \$19,127.50.

Paper Supplies
Bid
Approved
9-0-0

The result of the vote: passed unanimously under consent motion C.

2.18 Governmental Accounting Standards Board - GASB 45 - FIN - Mr. John Grant

MOTION: That the Board of School Directors approves Mockenhaupt Benefits Group to calculate the Post Employment Benefit Liability per the requirements of the Governmental Accounting Standards Board (GASB) pronouncement #45 for the school year ending 2011-2012.

Mockenhaupt
Benefits Group
Engagement
for Work
Approved
9-0-0

The result of the vote: passed unanimously under consent motion C.

2.19 Budget Transfers in Preparation of 2011-2012 Audit - FIN - Mr. John Grant

MOTION: That the Board of School Directors directs and authorizes the Director of Business Services, after June 30, 2012, to make budget transfers applicable to the 2011-2012 fiscal year, as necessary, in preparation of the 2011-2012 annual audit, with the understanding that all such transfers shall be presented to the Board for approval/ratification at a subsequent meeting.

Budget
Transfers
Approved
9-0-0

The result of the vote: passed unanimously under consent motion C.

2.20 Master Facilities Plan Addendum #2 - PPF - Mrs. Donna Zariczny

MOTION: It was moved by Mrs. Zariczny and seconded by Ms. Paris that the Board of School Directors approves Addendum #2 for the Master Facilities Plan by including Energy Portfolio Surveys for all of the District's existing buildings per PDE requirements. This information is required for PlanCon A approval for the project known as the Sheffield Elementary Addition Project (WCSD Project #1204).

Master Facilities
Plan
Addendum #2
Approved
9-0-0

The result of the vote: passed unanimously.

2.21 Approval of Sheffield Area Middle/High School Elementary Addition Educational Specifications (WCSD #1204) - PPF - Mrs. Donna Zariczny

MOTION: It was moved by Ms. Paris and seconded by Mrs. Zariczny that the Board of School Directors approves the Educational Specifications for the project known as the Sheffield Area Middle/High School Elementary Addition Educational Specifications (WCSD #1204), as submitted by Thomas & Williamson and dated June 2012, with the exception of the items listed in Exhibit A.

SAMHS
Elementary
Addition Ed
Specs
Approved
9-0-0

The result of the vote: passed unanimously.

D. Consent Motion to approve items 2.22 and 2.23

Items 2.22 and
2.23
Approved
9-0-0

MOTION: It was moved by Mr. Grant and seconded by Ms. Paris that the Board of School Directors approves items 2.22 and 2.23.

The result of the vote: passed unanimously.

- 2.22 PlanCon A for SAMHS Elementary Addition (WCSD Project #1204) - PPF - Mrs. Donna Zariczny

PlanCon A for
SAMHS
Elementary
Addition
Approved
9-0-0

MOTION: That the Board of School Directors approves PlanCon Part A, for the project known as the Sheffield Area Middle/High School Elementary Addition (WCSD Project #1204), for submission to the PA Department of Education. This action certifies that this proposed project is in conformance with the district/CTC's Strategic Plan and its amended Comprehensive Special Education Plan.

The result of the vote: passed unanimously under consent motion D.

- 2.23 PlanCon Part B for SAMHS Elementary Addition (WCSD #1204) - PPF - Mrs. Donna Zariczny

PlanCon B for
SAMHS
Elementary
Addition
Approved
9-0-0

MOTION: That the Board of School Directors approve PlanCon Part B, Schematic Design Conference, for the project known as the Sheffield Area Middle / High School Elementary Addition (WCSD #1204), for submission to the Pennsylvania Department of Education.

The result of the vote: passed unanimously under consent motion D.

- 2.24 Approval of EMHS Elementary Addition Educational Specifications (WCSD #1203) - PPF - Mrs. Donna Zariczny

EMHS
Elementary
Addition Ed
Specs
Approved
9-0-0

MOTION: It was moved by Ms. Paris and seconded by Mr. Knapp that the Board of School Directors approves the Educational Specifications for the project known as the Eisenhower Middle/Senior High School Elementary Addition (WCSD #1203), as submitted by Thomas & Williamson and dated June 2012, with the exception of the items listed in Exhibit A.

The result of the vote: passed unanimously.

- 2.25 Authorization for Change Orders for EMHS Renovations (WCSD #1002), EMHS Elementary Addition (WCSD #1203) and SAMHS Elementary Addition (WCSD #1204) - PPF - Mrs. Donna Zariczny

Authorization of
Change Orders
EMHS
Renovation
Approved
9-0-0

MOTION: It was moved by Ms. Paris and seconded by Mrs. Zariczny that the Board of School Directors authorizes the Superintendent or his designee to approve all applications for payment and change orders of less than \$10,000, or less than \$18,500 in the event that SB 196 is enacted into law, provided that they are within the budgets for the projects hereinafter listed. Furthermore, the Board of School Directors authorizes the Superintendent or his designee to make decisions to accept or reject work; give direction for repairs, replacements and modifications; and in general to manage the projects and administer the applicable contracts on behalf of the Warren County School District for the projects known as the Eisenhower Middle/High School Renovations (WCSD #1002), the Eisenhower Middle/High School

Elementary Addition (WCSD #1203), and the Sheffield Area Middle/High School Elementary Addition (WCSD #1204).

The result of the vote: passed unanimously.

- 2.26 Modification of Previous Motion: Authorization for Change Orders - PPF - Mrs. Donna Zariczny

Authorization of
Change Orders
BWMS
Renovation
Approved
9-0-0

MOTION: It was moved by Mr. Knapp and seconded by Ms. Paris that the Board of school Directors authorizes the Superintendent or his designee to approve all applications for payment and change orders of less than \$10,000, or less than \$18,500 in the event that SB 196 is enacted into law, provided that they are within the budgets for the projects hereinafter listed. Furthermore, the Board of School Directors authorizes the Superintendent or his designee to make decisions to accept or reject work; give direction for repairs, replacements and modifications; and in general to manage the projects and administer the applicable contracts on behalf of the Warren County School District for the project known as the Beaty-Warren Middle School Renovations (PDE #3639).

The result of the vote: passed unanimously.

- 2.27 Act 34 Resolution for Eisenhower Renovations and Additions Project (WCSD Project #1002 & #1203) - PPF - Mrs. Donna Zariczny

Act 34
Resolution
EMHS
Renovation &
Addition
Approved
9-0-0

MOTION: It was moved by Mr. Knapp and seconded by Ms. Paris that the Board of School Directors approves the attached resolution relative to the Eisenhower Renovations and Additions project (WCSD Project #1002 & #1203).

The result of the vote: passed unanimously.

- 2.28 Food Service Contract - FIN - Mr. John Grant

Food Service
Contract
Approved
9-0-0

MOTION: It was moved by Mrs. Zariczny and seconded by Ms. Paris that the Board of School Directors approves Aramark to operate as the Food Service Management Company for a one year term commencing on July 1, 2012, per the attached terms and conditions and with up to four one-year renewals upon mutual consent of the Warren County School District and Aramark. Said approval is contingent upon the following:

1. The language on page 3.4 of Aramark's proposal, indicating that the \$100,547 guarantee is limited to the amount of Aramark's Management and Administrative Fees, being eliminated from the contract; and
2. The contract being modified so that the "Product Costs" provision of the Basis for Financial Projects, as contained on page 3.5 of Aramark's proposal, is revised to indicate that "Food costs during the target school year will not increase by an amount greater than 5 percent."

The result of the vote: passed unanimously.

E. Consent Motion to approve items 2.29 through 2.31

Items 2.29
through 2.31
Approved
9-0-0

MOTION: It was moved by Mrs. Zariczny and seconded by Ms. Paris that the Board of School Directors approves items 2.29 through and including 2.31.

Roll Call Vote:

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

The result of the vote: passed unanimously.

2.29

Act 93 Agreement Extension

Act 93
Agreement
Extension
Approved
9-0-0

MOTION: That the Board of School Directors approves the extension of the Act 93 Agreement per the attached document.

The result of the vote: passed unanimously under consent motion E.

2.30

Act 93 Non-Certificated Agreement

Act 93 Non-Cert
Agreement
Extension
Approved
9-0-0

MOTION: That the Board of School Directors approves the extension of the Act 93, Non-Certificated, Agreement per the attached document.

The result of the vote: passed unanimously under consent motion E.

2.31

Administrative Support Group Agreement Extension

Administrative
Support
Agreement
Extension
Approved
9-0-0

MOTION: That the Board of School Directors approves the extension of the Administrative Support Group Agreement per the attached document.

The result of the vote: passed unanimously under consent motion E.

2.32

Director of Business Services Contract Renewal

Director of
Business Services
Contract Renewal
Approved
9-0-0

MOTION: It was moved by Mr. Knapp and seconded by Ms. Paris that the Board of School Directors approves the renewal of the Director of Business Services employment agreement per the attached document.

The result of the vote: passed unanimously.

2.33

Warren County Educational Support Personnel Memorandum of Agreement

WCESP
Memorandum of
Agreement
Approved
9-0-0

MOTION: It was moved by Mrs. Zariczny and seconded by Ms. Paris that the Board of School Directors approves the Warren County Educational Support Personnel Memorandum of Agreement per the attached document.

The result of the vote: passed unanimously.

2.34 All Clean Contract

MOTION: It was moved by Ms. Paris and seconded by Mrs. Zariczny that the Board of School Directors approves the termination of the Custodial Services Management Agreement with All Clean Building Services, Inc. pursuant to section 14.3 of the Agreement and directs the administration to provide notice of termination in accordance with section 15.1 of the Agreement, with the understanding that said termination will be effective 60 days after the written notice of the intent to terminate is provided to All Clean.

All-Clean
Contract
Termination
Approved
8-0-1

The result of the vote: passed with Mr. Zamborik abstaining.

2.35 Letter of Engagement - Stapleford & Byham, LLC

MOTION: It was moved by Mrs. Zariczny and seconded by Mr. Knapp that the Board of School Directors approves the fees and conditions for professional services as set forth in the Letter of Engagement from Stapleford & Byham, LLC.

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

The result of the vote: passed unanimously.

2.36 Homestead and Farmstead Exclusion Resolution

MOTION: It was moved by Mr. Knapp and seconded by Mrs. Zariczny that the Board of School Directors adopts the Homestead and Farmstead Exclusion Resolution as presented.

Homestead/
Farmstead
Exclusion
Resolution
Approved
9-0-0

The result of the vote: passed unanimously.

2.37 2012-2013 Final Budget - FIN - Mr. John Grant

MOTION: It was moved by Mr. Grant and seconded by Ms. Paris that the Board of School Directors approves the attached Final Budget for the 2012-2013 fiscal year and the attached Tax Structure and Resource Allocation Resolution.

2012-2013 Final
Budget
Approved
9-0-0

The result of the vote: passed unanimously.

2.38 New Positions

MOTION: It was moved by Mrs. Zariczny and seconded by Ms. McDanel that the Board of School Directors approves the creation of three custodial manager positions with maximum salaries of \$35,000 per year and a lead custodial manager position with a maximum salary of \$37,000 per year and the Board authorizes the administration to post the positions.

New Custodial
Manager
Positions
Approved
9-0-0

Public Comment

There was no public comment.

Roll Call Vote:

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

The result of the vote: passed unanimously.

2.39 Single Audit for the Year Ended June 30, 2011

A copy of the Single Audit for the Year Ended June 30, 2011, was distributed to the Board of Directors, and Mr. Stewart requested that a copy of the audit be included in the minutes dated June 28, 2012.

3.0 Closing Activities

3.1 Adjournment

MOTION: It was moved by Ms. Paris and seconded by Mr. Knapp that the meeting be adjourned. The meeting adjourned at 7:18 p.m.

Respectfully Submitted,

Ruth A. Huck, Board Secretary