

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

**MONDAY, AUGUST 13, 2012**

**1. Opening Activities**

Mr. Stewart announced that the Board met in executive session prior to this meeting to discuss matters of personnel and litigation.

**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 7:10 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.

**1.3 Roll Call**

Roll Call
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Present:

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

Absent:

Dr. Paul Yourchisin

Others Present:

Mr. Brandon Hufnagel, Superintendent; Mrs. Amanda Hetrick, Director of Secondary Education; Dr. Norbert Kennerknecht, Director of Buildings & Grounds Services; Mr. James Grosch, Director of Business Services; Mr. Chris Byham, Solicitor; Mrs. Ruth Huck, Board Secretary; Mr. Josh Cotton, 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; Mrs. Ruth Nelson, Principal; Ms. Ann Ryan, Assistant Principal; Dr. Darrell Jaskolka, Principal; Mrs. Amy Stimmell, Principal; Mr. Gary Weber, Principal; Mrs. Misty Weber, Assistant Principal; Mrs. Marcia Madigan, Principal; Ms. Sandy Wilks, Special Education Supervisor; Mrs. Kristina Bokulich, Special Education Supervisor; Ms. Kimberly Yourchisin, Special Education Supervisor; and approximately 25 unidentified members of the audience.

1.4 Reading of the Mission Statement – Mr. Grant

*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 Standards for Effective School Governance and Code of Conduct – Mr. Knapp

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

*Communicates with and engages the community by: a) distributing relevant information about the district; b) providing methods of communication to the board and appropriate staff; c) seeing input through a variety of methods; d) including stakeholders in all communications.*

1.6 Recognitions & Presentations

There were no recognitions or presentations.

1.7 Public Comment

Nicole Peterson	Warren, PA	<p>Mrs. Peterson stated she emailed board members regarding the Dual Enrollment program with Pitt-Bradford, and she is concerned about the courses being offered. She wants the guidance counselors to make sure they are informing students of their options and which path will truly benefit them.</p> <p>Secondly, Mrs. Peterson does not support the district bringing back the call blast system. She feels purchases for educating students should be the priority and that the district cannot afford a luxury, no matter how small the price tag.</p> <p>Thirdly, she would like to hear questions from the Board members regarding the list of bills that is being voted on at the meeting. Several taxpayers in the community feel the board is approving payment without a whole lot of oversight and questioning. She stated that she would like to know who the consultant was that the district paid \$10,000.</p> <p>Mrs. Peterson was concerned about the ‘pat down policy’ with regard to the district acting in ‘loco parentis;’ it really should involve the parents or guardians prior to the search. She did not see that in the policy, and as a parent, she would want</p>
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		<p>administration to contact her prior to them searching her child. She also feels that there should be something in the policy to educate administration on proper pat down techniques to safeguard the child and administration.</p> <p>Finally, Mrs. Peterson stated the volunteer policy is confusing regarding the volunteer requirements. She does not like the wording that volunteering is not a right but a privilege. She feels it is a slap in the face to parents. Mrs. Peterson would prefer wording such as “due to the safety of our children, we reserve the right to deny or restrict who volunteers in the district.”</p> <p>She thanked the board members for their service.</p>
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1.8 Agenda Adoption

**MOTION:** It was moved by Mr. Werner and seconded by Ms. Paris that the Board of School Directors adopts the agenda dated August 13, 2012.

Agenda  
Adoption  
Approved  
8-0-0

The result of the vote: passed unanimously.

1.9 Approval of the Minutes - June 11, 2012

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Knapp that the Board of School Directors approves the minutes dated June 11, 2012.

June 11, 2012  
Minutes  
Approved  
8-0-0

The result of the vote: passed unanimously.

1.10 Approval of the Special Meeting Minutes - June 28, 2012; July 23, 2012; and July 30, 2012

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Knapp that the Board of School Directors approves the Special meeting minutes dated June 28, 2012; July 23, 2012; and July 30, 2012.

June 28, 2012;  
July 23, 2012;  
and July 30,  
2012 minutes  
Approved  
8-0-0

The result of the vote: passed unanimously.

1.11 Financial Reports

**MOTION:** It was moved by Mr. Knapp 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  
Reports  
Approved  
8-0-0

The result of the vote: passed unanimously.

1.12 Hearing Officer Report

Hearing Officer's  
Report  
Approved  
8-0-0

**MOTION:** It was moved by Ms. Paris and seconded by Ms. McDanel that the Board of School Directors approves the Hearing Officer Report dated August 13, 2012, (Case: KK).

The result of the vote: passed unanimously.

**2. President's Statement**

2.1 Reports & Information

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

The last meeting was held two months ago. Discussion surrounded the IU budget and financial issues. The Board has suspended its search for a new Executive Director due to the budget and finance issues and will address these at the next meeting.

2. PSBA Liaison - Mr. John Grant

There was no report.

3. Career Center Advisory - Dr. Paul Yourchisin

There was no report.

2.2 Important Dates

BOARD/COMMITTEE MEETING DATES				
1.	August 27, 2012	6:00 p.m.	Physical Plant & Facilities Committee Personnel/ Athletics Co-Curricular Activities Committee Curriculum, Instruction & Technology Committee Finance Committee	WCCC
2.	Sept. 10, 2012	7:00 p.m.	Regular Board Meeting	WCCC

Mr. Stewart asked board members to consider a date for goal setting as in past years. The proposed date was not satisfactory for all of the board members. The final date agreed upon was Wednesday, September 12, 2012, at 6:00 p.m. and pizza will be provided. The meeting will be held at Warren Area Elementary Center.

Administration will give a short presentation as to the status of the district and ideas the administration wants to bring forward in terms of goals. The previous year's goals will be reviewed, and it will be determined which goals need to be retained and what has been accomplished. A SWOT analysis will be done to determine priorities for the district both in time and substance. From that the group will brainstorm goals which administration will refine, and those will come back to the Board for discussion and final approval.

Both PSBA and the solicitor have advised that the Board that brainstorming for goal setting is the type of work that should occur at the outset as a meeting between

administration and board members in preliminary discussion receiving information to formulate ideas, and those ideas will be brought in the form of goals to a board meeting for discussion and final approval.

2.3 PSBA Legislative Policy Council Delegate

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Knapp that the Board of School Directors appoints Donna Zariczny, John Grant, and Arthur Stewart to serve as voting delegates to the 2012 PSBA Legislative Policy Council meeting to be held during the School Leadership Conference.

PSBA Legislative Policy Council Delegates Appointed 8-0-0
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The result of the vote: passed unanimously.

2.4 Dual Enrollment Representative Appointment

Ms. McDanel volunteered to serve as the dual enrollment representative for the 2012-2013 school year.

2.5 Board/ Administration Goal Setting

This item was discussed as part of Important Dates.

2.6 Announcements

There were no announcements.

2.5 Other

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

3.1 General Comments - Mr. Brandon Hufnagel

- Mr. Hufnagel stated that the Pitt-Bradford Dual Enrollment agreement is on the agenda for consideration. Three administrators from Pitt-Bradford were present to address the Board and answer questions regarding the program.
- A leadership academy was held for administrators and the discussion surrounded change and how to make change happen in their buildings. On the second day the administrators looked at PSSA data.

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:

4.2 Dual Enrollment Agreement with Clarion - Arthur Stewart

4.3 Dual Enrollment Agreement with Pitt at Bradford - Arthur Stewart

4.13 One Call Now - Blast Communication System - John Grant

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Knapp that the Board of School Directors approves the consent agenda with the exception of items 4.2; 4.3; and 4.13.

Consent Agenda Approved 8-0-0
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The result of the vote: passed unanimously.

4.2 Dual Enrollment Agreement with Clarion - CIT - Dr. Paul Yourchisin

*Removed for separate action.*

4.3 Dual Enrollment Agreement with Pitt at Bradford - CIT - Dr. Paul Yourchisin

*Removed for separate action.*

4.4 Dual Enrollment Agreement with St. Bonaventure - CIT - Dr. Paul Yourchisin

St. Bonaventure Dual  
Enrollment  
Agreement  
Approved  
8-0-0

**MOTION:** That the Board of School Directors approves the attached dual enrollment/concurrent enrollment agreement with St. Bonaventure University and directs that the agreement may only be modified prior to signature if the modifications are approved by the District's Solicitor.

The result of the vote: passed unanimously under the consent agenda.

4.5 Barber National Institute Agreement - CIT - Dr. Paul Yourchisin

BNI Agreement  
Approved  
8-0-0

**MOTION:** That the Board of School Directors approves the Barber National Institute (BNI) agreement.

The result of the vote: passed unanimously under the consent agenda.

4.6 Accountability Block Grant - CIT - Dr. Paul Yourchisin

Accountability Block  
Grant Submission  
Approved  
8-0-0

**MOTION:** 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 2012-13 school year.

The result of the vote: passed unanimously under the consent agenda.

4.7 Pennsylvania Association of School Retirees (PASR) Teacher Grant - CIT - Dr. Paul Yourchisin

PA Association of  
School Retirees  
Teacher Grant  
Submission  
Approved  
8-0-0

**MOTION:** That the Board of School Directors instructs the administration to assist interested district teachers with the completion and submission of a PASR grant for the 2012-13 school year.

The result of the vote: passed unanimously under the consent agenda.

4.8 Educational Jobs (EduJobs) Fund Supplemental Allocation - CIT - Dr. Paul Yourchisin

EduJobs Fund  
Supplemental  
Allocation  
Submission  
Approved  
8-0-0

**MOTION:** That the Board of School Directors instructs the administration to submit a request to the Pennsylvania Department of Education for an Educational Jobs Fund allocation in the amount of \$25,464.00 to be applied towards instructional staff salary/benefits costs incurred in 2011-12.

The result of the vote: passed unanimously under the consent agenda.

4.9 PA CARES 2012-13 Technical Assistance Award - CIT - Dr. Paul Yourchisin

PA Cares Technical  
Assistance Award  
Submission  
Approved  
8-0-0

**MOTION:** That the Board of School Directors instructs the administration to work with Youngsville High School to submit an application to the PA CARES 2012-13 Technical Assistance Award for ten (10) hours of technical assistance with the YHS Olweus Bullying Prevention Program.

The result of the vote: passed unanimously under the consent agenda.

4.10 Performance Plus Renewal - FIN - Mr. John Grant

**MOTION:** That the Board of School Directors approves the renewal of the Performance Plus program at a cost of \$36,866.67 for the 2012-2013 school year.

Performance  
Plus Renewal  
Approved  
8-0-0

The result of the vote: passed unanimously under the consent agenda.

4.11 Order for 4Sight Assessments - FIN - Mr. John Grant

**MOTION:** That the Board of School Directors approves the purchase of the 4Sight assessment for grades 3 through 11 at a cost of \$15,370 for the 2012-2013 school year.

4Sights  
Assessment  
Purchase  
Approved  
8-0-0

The result of the vote: passed unanimously under the consent agenda.

4.12 Head Start Contract to Purchase Meals - FIN - Mr. John Grant

**MOTION:** That the Board of School Directors approves the contract between the Warren County School District and the Warren-Forest Economic Opportunity Council Head Start for meals for Head Start students.

Head Start  
Contract to  
Purchase Meals  
Approved  
8-0-0

The result of the vote: passed unanimously under the consent agenda.

4.13 One Call Now - Blast Communication System- FIN - Mr. John Grant

*Removed for separate action.*

4.14 Beaty-Warren Middle School - Phone System Replacement – FIN - Mr. John Grant

**MOTION:** That the Board of School Directors approves the quote from OpenArc for \$44,930.54 to cover hardware, installation, configuration and maintenance on a phone system replacement for Beaty-Warren Middle School.

OpenArc Phone  
System BWMS  
Approved  
8-0-0

The result of the vote: passed unanimously under the consent agenda.

4.15 Repository Sale - FIN - Mr. John Grant

**MOTION:** That the Board of School Directors approves the Repository Sale per the attached document.

Repository Sale  
Approved  
8-0-0

The result of the vote: passed unanimously under the consent agenda.

4.16 Pupil Transportation 2012-2013 School Year - FIN - Mr. John Grant

**MOTION:** That the Board approves the Routes, Rosters, and Drivers for the 2012-2013 school year.

Transportation  
Routes, Rosters &  
Drivers  
Approved  
8-0-0

The result of the vote: passed unanimously under the consent agenda.

4.17 Budget Transfers - FIN - Mr. John Grant

**MOTION:** That the Board of School Directors approves the budget transfer as presented.

Budget Transfers  
Approved  
8-0-0

The result of the vote: passed unanimously under the consent agenda.



4.18 ACCESS Project Billing Agreement IU5 - FIN - Mr. John Grant

ACCESS Project  
Billing Agreement  
IU5  
Approved  
8-0-0

**MOTION:** That the Board of School Directors approves the ACCESS agreement with IU5 and authorizes the release of 2012-2013 budgeted dollars in support of these services.

The result of the vote: passed unanimously under the consent agenda.

4.19 Certificated Personnel Report - PACCA - Mr. Jack Werner

Certificated Personnel  
Report  
Approved  
8-0-0

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

The result of the vote: passed unanimously under the consent agenda.

4.20 Support Personnel Report - PACCA - Mr. Jack Werner

Support Personnel  
Report  
Approved  
8-0-0

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

The result of the vote: passed unanimously under the consent agenda.

4.21 Athletic Supplemental Contracts - PACCA - Mr. Jack Werner

Athletic Supplemental  
Contracts  
Approved  
8-0-0

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

The result of the vote: passed unanimously under the consent agenda.

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

Co-Curricular  
Supplemental  
Contracts  
Approved  
8-0-0

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

The result of the vote: passed unanimously under the consent agenda.

**5. Items Removed for Separate Action**

5.1 (4.2) Dual Enrollment Agreement with Clarion - CIT - Dr. Paul Yourchisin

Clarion Dual  
Enrollment  
Agreement  
Approved  
7-1-0

**MOTION:** It was moved by Mr. Werner and seconded by Ms. Paris that the Board of School Directors approves the attached dual enrollment/concurrent enrollment agreement with Clarion University and directs that the agreement may only be modified prior to signature if the modifications are approved by the District's Solicitor.

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

5.2 (4.3) Dual Enrollment Agreement with Pitt at Bradford - CIT - Dr. Paul Yourchisin

Pitt-Bradford Dual  
Enrollment  
Agreement  
Approved  
6-2-0

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Werner that the Board of School Directors approves the proposal for a pilot program of College in the High School Dual Enrollment between University of Pittsburgh at Bradford and Sheffield Area Middle High School as presented.

The result of the vote: passed with Ms. McDanel and Mr. Stewart voting no.



5.3 (4.13) One Call Now- Blast Communication System- FIN - Mr. John Grant

**MOTION:** It was moved by Ms. Paris and seconded by Ms. Zariczny that the Board of School Directors approves the Service Agreement from One Call Now for \$7,768.32.

One Call Blast  
Communications  
Approved  
8-0-0

The result of the vote: passed unanimously.

**6. Future Business for Committee Review**

- 6.1 Mrs. Zariczny asked that the Board be updated on how the athletic monies will be distributed. This will be addressed at the next Personnel/Athletics and Co-Curricular Activities Committee meeting in August.
- 6.2 Mr. Stewart asked that the Policy Committee review Policy Number 9741 with regard to the new dual enrollment program that was approved tonight.

**7. Other**

7.1 Policy Number 7515, titled - Physical Exams

**MOTION:** It was moved by Mr. Werner and seconded by Mr. Knapp that the Board of School Directors approves on second reading Policy Number 7615, titled - Physical Examinations and that the Policy be amended to include Pennsylvania School Code §1418 as part of the legal reference.

Policy #7515  
Physical Exams  
Second Reading  
Approved  
8-0-0

The result of the vote: passed unanimously.

7.2 Policy Number 9645, Titled – School Volunteers

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Knapp that the Board of School Directors approves on first reading Policy Number 9645, titled - School Volunteers.

Policy #9645  
School  
Volunteers  
First Reading  
Approved  
8-0-0

The result of the vote: passed unanimously.

Mr. Grant and Mrs. Zariczny asked that lines 15 and 16 be revised to clarify the intent of what is required of parent volunteers for second reading.

7.3 Policy Number 10620, titled - Student Search

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Knapp that the Board of School Directors approves on first reading Policy Number 10620, titled - Student Search.

Policy #10620  
Student Search  
First Reading  
Approved  
8-0-0

The result of the vote: passed unanimously.

7.4 QZAB Applications

**MOTION:** It was moved by Ms. Paris and seconded by Mr. Grant that the Board of School Directors certifies that 100 percent of the available project proceeds of the QZAB issue will be used for the renovation, repair, or rehabilitation of a public school facility or for equipment to be used at the academy, which support the academic program being proposed, or for up-to-date technology or instructional materials if the intended use can be classified as a capital asset under the Local Government Unit Debt Act (LGUDA). The Board certifies that the

information in this application and the attached documentation are true and correct.

**Friendly Amendment:** Mrs. Zariczny moved that in addition the Board of School Directors authorizes the administration to submit the appropriate paperwork. Both Ms. Paris and Mr. Grant agreed to the amendment.

**Revised Motion:** It was moved by Ms. Paris and seconded by Mr. Grant that the Board of School Directors certifies that 100 percent of the available project proceeds of the QZAB issue will be used for the renovation, repair or rehabilitation of a public school facility or for equipment to be used at the academy, which support the academic program being proposed, or for up-to-date technology or instructional materials if the intended use can be classified as a capital asset under the Local Government Unit Debt Act (LGUDA). The Board certifies that the information in this application and the attached documentation are true and correct and the Board of School Directors authorizes the administration to submit the appropriate paperwork.

QZAB  
Applications  
Submission  
Approved  
8-0-0

The result of the vote: passed unanimously.

7.5 Purchase of Pearson Classroom Support Products

Purchase of Pearson  
Classroom Products  
Approved  
8-0-0

**MOTION:** It was moved by Mr. Knapp and seconded by Ms. Paris that the Board of School Directors approves payment of the Pearson invoice for \$126,925.60 as presented.

The result of the vote: passed unanimously.

7.6 Approval of PlanCon F, Attachment C, for BWMS Renovations (WCD#1103)

PlanCon F,  
Attachment C  
BWMS Renovations  
Approved  
8-0-0

**MOTION:** It was moved by Ms. Zariczny and seconded by Mr. Grant that the Board certifies that the information provided above accurately describes the actions taken by the school district / CTC prior to contract execution on the above-referenced PlanCon project. Failure to fully disclose any information pertinent to the following may result in the denial of reimbursement for this project: award to the lowest responsible bidder for any prime contract; issuance of permits and approvals by local, state and other governmental agencies; computation of reimbursable capacity, architectural area and scheduled area; and compliance with Act 34 of 1973, the 20 year rule and the 20% Rule of Alteration Costs used in determining the eligibility of building renovations for reimbursement.

The result of the vote: passed unanimously.

8. Closing Activities

8.1 Public Comment

Mr. Dilks	Pitt-Bradford	Mr. Dilks thanked the Board for its approval of the dual enrollment program and for the discussion and important debate.
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8.2 Executive Session

8.3 Adjournment

**MOTION**: It was moved by Mr. Knapp and seconded by Ms. Paris that the meeting be adjourned. The meeting adjourned at 9:00 p.m.

Respectfully Submitted,

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Ruth A. Huck, Board Secretary