

**PHYSICAL PLANTS AND FACILITIES COMMITTEE  
MINUTES  
SEPTEMBER 24, 2012; FOLLOWING CIT  
WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM**

**COMMITTEE MEMBERS PRESENT:**

Mr. Tom Knapp, Committee Member  
Ms. Mary Anne Paris, Committee Member

Mr. John Grant, Committee Member Pro Tempore  
Dr. Norbert Kennerknecht, Director

**COMMITTEE MEMBERS ABSENT:**

Ms. Donna Zariczny, Committee Chair

**OTHERS PRESENT:**

Mr. Arthur Stewart, Board President  
Ms. Nancy McDanel, Board Member  
Dr. Paul Yourchisin, Board Member  
Ms. Amanda Hetrick, Director  
Mrs. Diane Martin, Director  
Mr. Mike Kiehl, Administrator  
Mr. Josh Cotton, *Times Observer*  
Melissa McLean, Recording Secretary

Mr. Michael Zamborik, Board Member  
Mr. Jack Werner, Board Member  
Mr. Brandon Hufnagel, Superintendent  
Ms. Amy Stewart, Director  
Mr. Jim Grosch, Director  
Mr. Roger Tubbs, Administrator  
Mr. Jacob Perryman, *Times Observer*  
Members of the Public

**1. Opening Activities**

**1.1 Call to Order**

Meeting called to order at 8:25 p.m. by Committee Chairperson Pro Tempore Tom Knapp, filling in for Committee Chair Donna Zariczny. Mr. Grant served as member pro tempore.

**1.2 Public Comment**

None

**2. Old Business**

None

**3. New Business**

**3.1 Building Rental Procedure and Fee Schedule**

Discussion:

Board Policy 11401 Community Use of Facilities was adopted on March 14, 2011. The presented administrative procedures classify user groups into three different categories with different fee schedules for each group. As per Board Policy 11401, the procedures shall be set by the Superintendent or his designee. At the Committee's request, the Board will set and approve the rental rates for building usage each year.

Action:

Forward motion to October 8, 2012 Board meeting.

Motion:

That the Board of School Directors approves the attached facility rental fee schedule for the 2012 year.

#### **4. Informational Items**

##### **4.1 Utilities Reports**

##### **4.2 Work Order Reports**

##### **4.3 Project Timelines / Updates**

Discussion:

- A general discussion was held regarding the format of project timelines and updates for future projects. Administration will develop a draft for the BWMS Renovations (WCSD #1103) project and present it at the October 2012 PPF Committee meeting.
- **EMHS Renovation and Elementary Addition (WCSD #1002 & #1204):** The plans and specifications for the renovation portion of the project are being reviewed currently by Redi-Check. The Addition portion of the project will be reviewed next.
- **SAMHS Elementary Addition (#1204):** PlanCon A was submitted to the Pennsylvania Department of Education (PDE) and the District applied for a variance from the 20% rule. Administration is awaiting a final ruling from PDE.

#### **5. Other**

None

#### **6. Closing Activities**

##### **6.1 Next Meeting**

October 29, 2012; following C.I.T.; at Warren County Career Center.

##### **6.2 Adjournment**

Meeting adjourned at 8:56 p.m.