

**CENTENNIAL SCHOOL DISTRICT
Warminster, Pennsylvania**

**MINUTES OF WORK SESSION/REGULAR MEETING
HELD JANUARY 27, 2009**

CALL TO ORDER/ROLL CALL

A Work Session/Regular meeting of the Centennial School Board was held on January 27, 2009, in the Administration Building. The meeting was called to order by Mr. Reinboth at 7:00 p.m. The following people registered their attendance:

Board Members:

Thomas Hezel
Betty Huf
Jane Schrader Lynch
Mark Miller
Michael Monaghan
Cynthia Mueller
Dr. Andrew Pollock
Thomas Reinboth
Joseph Simpson

Administration:

Sandy Homel
Victor Lasher

CEA/Teachers:

Public:

See attached listing.

PLEDGE OF ALLEGIANCE

Mr. Reinboth led the group in the Pledge of Allegiance.

ANNOUNCEMENTS

Mr. Reinboth announced that the Board had met in Executive Session prior to this meeting relative to legal matters.

PRESENTATIONS

None.

GOOD NEWS

Mrs. Homel presented the Good News Report (see attached.)

COMMUNITY COMMENTS

None.

COMMITTEE MINUTES

A motion was made by Mrs. Mueller and seconded by Dr. Pollock to resolve that the Centennial School Board accepts the Minutes of the:

- *Education Committee – November 10, 2008, November 24, 2008, December 8, 2008*
- *Finance Committee – November 17, 2008, December 15, 2008*
- *Operations Committee – November 5, 2008, December 2, 2008*

The motion passed 9-0.

OLD BUSINESS

None.

NEW BUSINESS

1. Approval to Compile List of Volunteers

A motion was made by Mrs. Mueller and seconded by Mrs. Huf to resolve that the Centennial School Board approves that William Tennent High School Administration compiles a list of individuals from all of the school organizations which use the concession stands who are willing to donate their time.

The motion passed 9-0.

Mrs. Huf asked to move the following items together: 2, 3, 5, 6, 8, 9, 10, 12, 13 and 14. There was consensus of the Board to do so.

2. Approval of Team Booster Group Regarding Concession Stand
3. Approval of Start Time of Concession Stand
5. Approval of Plans and Specifications to PDE – WTHS Tennis Courts
6. Approval of Overnight Conferences
8. Acceptance of 2007-2008 Audit Report
9. Impact Aid Application Submission
10. Appointment of Impact Aid Representative
12. Appointment of School Dentist

13. Permission to Accept Competitive Grants
 14. Approval of Facility Use Waiver

A motion was made by Mrs. Huf and seconded by Dr. Pollock to resolve that the Centennial School District:

- (2) *Approves the team booster group to run the concession stand during a home game as long as the group has notified the Athletic Director ten (10) days in advance.*
- (3) *Approves the start time of the concession stand to be one (1) hour before game time by the booster groups if it is the first game of the day.*
- (5) *Applies to the PDE (Pennsylvania Department of Education) for approval of the plans and specifications for the work described as follows:*

<u>Project</u>	<u>Building(s)</u>
Installation of Tennis Courts	William Tennent High School

The Board hereby applies to the Department of Education for approval of the plans and specifications for the work described above. The Board certifies that, to the best of its knowledge and belief, construction bid documents comply, or will comply, with applicable laws, regulations and policies, and the project will not pose a hazard to the health and safety of users. Specifications include all applicable statements set forth in the current PDE document entitled “Required Clauses for Specifications.” Construction contracts will not be entered into prior to PDE approval. If the Board proceeds with this project, the lowest responsible bidder(s) will be selected. The Board also certifies that the above-described work will proceed whether or not additional on-site work that is subject to Act 34 of 1973 goes forward.

- (6) *Approves the following overnight conference requests:*
- A. *Cheryl Lyman, Technology Education teacher at William Tennent High School, Pennsylvania Educational Technology Conference, February 8-11, 2009, Hershey, PA. The cost to the District will not exceed \$800.*
- B. *George Fischer, Librarian at Stackpole, Pennsylvania Educational Technology Conference, February 9-11, 2009, Hershey, PA. The cost to the District will not exceed \$200.*
- C. *Lou Pacchioli, athletic director, Pennsylvania State Athletic Directors’ Conference, March 24-28, 2009, Hershey, PA. The cost to the District will not exceed \$920.*

- (8) *Accepts the 2007-2008 Financial Statements and Single Audit as submitted by Barbacane Thornton and Company for the year ended June 30, 2008.*
- (9) *Directs Timothy E. Vail, Business Administrator, to prepare and submit the District's Title VIII (Impact Aid) application for 2009-2010 by the U.S. Department of Education deadline date of February 2, 2009.*
- (10) *Appoints Thomas Reinboth, Board Member, to serve as Impact Aid representative. This appointment is in accordance with federal regulations requiring the appointment of a representative prior to the filing of Centennial's funding application in January, 2009. Said individual is authorized to sign the completed application as it is submitted to the U.S. Department of Education.*
- (12) *Appoints Howell H. Bichefsky, DMD as school dentist for the three school years of 2008-2009, 2009-2010 and 2010-2011 per the terms and conditions of the attached agreement.*
- (13) *Requests permission to accept the following competitive grants:
Buxmont Academy - \$4,656; Delaware Valley High School - \$46,560; Lakeside Educational Network - \$8,148; UHS of Doylestown (Foundations/Lifeworks) - \$8,148.*
- (14) *Approves the facility use waiver for the following:
Neighborhood First Program requests the use of an Administration Building alternative classroom for their HAVEN program for Centennial School District middle school students to provide tutoring and recreational services for young youth in need. The program is to be held Tuesday and Thursday 3:00 p.m. to 7:30 p.m. from February 3, 2009 to the end of May 2009. They have requested a waiver of all building usage fees.*

Mr. Miller suggested adding the following language to the motion for #2: "The 10-day requirement is waived in the event of WTHS/PIAA playoff events." The mover and seconder of the motion agreed. There was consensus to make this change.

Regarding #5, Dr. Pollock stated that the tennis courts should be completed by August of 2009; otherwise the tennis team would have nowhere to play.

Regarding #8, Mr. Reinboth stated that we have had a perfect audit many years in a row. He thanked Mr. Vail and the Finance Department for making sure this happened again.

The motion passed 9-0.

4. Approval of Waiver of Policy 6.8, Concessions

A motion was made by Mrs. Mueller and seconded by Mr. Miller to resolve that the Centennial School Board approves a waiver of Policy 6.8, Concessions, for the Warminster Soccer Club for their indoor soccer tournament at William Tennent High School on February 7 and 8, 2009. Warminster Soccer Club will purchase all beverages from Centennial School District at the prevailing rate and all other products will be their responsibility.

A motion was made by Mr. Hezel and seconded by Mrs. Huf to remove the second sentence of the motion and replace it with language stating that: “All food and beverages would be the responsibility of the Warminster Soccer Club.”

Mr. Hezel indicated that it was his understanding that Warminster Soccer Club had received gift certificates from local grocery stores allowing them to purchase all of the food and beverages. He felt it would be extremely unfair to have them purchase everything from the District out of their own pocket.

Mrs. Mueller stated that this was discussed at length at the Operations Committee meeting. This organization has already been given one waiver. She indicated that she would not support this change.

Dr. Pollock agreed. He supported the original motion, not the amendment.

Mrs. Huf stated that she would be supporting this. She did not think the Board should be hampering the Warminster Soccer Club. She felt the waiver should be granted.

Mrs. Lynch stated that she also supported the waiver. She felt that since they had already gotten their gift certificates, the Board should support that.

Mrs. Mueller pointed out that the gift certificates do not expire. We have already given them a waiver to use the facilities. At the time we granted that waiver, they were fine with this. There was no objection to this previously.

Tom Knoll of 1099 Anthony Wayne Drive, Warminster, the President of the Warminster Soccer Club, stated that the club had received one waiver on this matter and they would stand by whatever the Board’s vote was. They would like the Board to understand that the tournament people were given gift cards by members of the community; they were given in good will for the children of the community. He indicated that they would comply with the Board’s wishes on this matter.

Mrs. Mueller reminded Board members that we do not even allow our own student groups to do what this group was asking.

Mrs. Huf asked to call the question.

A roll call vote on the motion to amend was taken as follows:

<i>Dr. Pollock</i>	<i>No</i>
<i>Mr. Miller</i>	<i>No</i>
<i>Mr. Monaghan</i>	<i>Yes</i>
<i>Mrs. Huf</i>	<i>Yes</i>
<i>Mrs. Mueller</i>	<i>No</i>
<i>Mrs. Lynch</i>	<i>Yes</i>
<i>Mr. Hezel</i>	<i>Yes</i>
<i>Mr. Simpson</i>	<i>No</i>
<i>Mr. Reinboth</i>	<i>Yes</i>

The motion to amend passed 5-4.

Discussion on the amended motion continued.

Mr. Miller asked if it was the understanding that if this was waived, they could bring whatever they wanted onto the property. He pointed out that the District had an exclusive contract with a vendor and this would violate that contract.

Mrs. Huf indicated that she had asked this previously and was told no.

Mr. Miller indicated that is because the motion was changed.

Mrs. Huf stated that her question was since they have the coupons for the beverages, would it violate the agreement with Coke?

Mr. Miller stated that that was not what she asked him. Mrs. Huf stated that it was, and that she was being told two different things.

Mr. Miller asked if the gift certificates that they had would cover the cost of everything that they would sell in the concession stands or if they would have to add any money from the treasury.

Mr. Knoll responded that they would not have to add any money. They would buy everything with the gift cards and any donations. He promised that they would make sure that Coke products would be the only beverages that they purchase.

Mr. Miller stated that he could not believe that because they were only supposed to be granted one waiver and now they were asking for another.

Mr. Hezel stated that he objected to that because this was his idea.

Mr. Knoll stated that whatever the Board told them to do, they would do. They would not endanger the contracts with anyone. They would only bring in Coke products.

Mr. Miller stated that they were granting a one-time exception for Perlini and there was an agreement that it was a one-time exception from an officer that they would buy Coke products from the District. If this was done for the soccer club, it would have to be done for other groups. The Board was being put in an untenable position.

Dr. Pollock stated that he understood this was a community group helping our kids. If this passed, he would make a motion that any group within the school and community that benefits our kids be granted this same waiver and not have to buy from us.

Mrs. Mueller stated if the Board went with this, they would be putting everything with concessions out the door. This was nothing personal to Warminster Soccer. What was proposed would open a huge can of worms. We have already benefited tremendously from this.

Mrs. Lynch stated that when this happened, she didn't believe it was going to be everything – it was going to be the fields. She felt that now nothing could be done because of Coke. This group has said they would buy Coke products. She questioned what the problem was.

Mr. Miller stated that the problem was that the District would get no benefits if the products were not purchased from the District. The bigger problem was that it would say to the community that if you entered into a partnership or a business affiliation with Centennial School District, it was likely to be worthless.

Mrs. Huf stated that she was having a problem with this because when someone wanted a waiver, they came before the Board individually. She did not like the control this contract has on the District. The reason she was not supporting this amendment and waiver was because she felt if you have gift certificates, you should be able to use them.

Mr. Hezel stated that the policy we had for business affiliations stated that we are not to get into a business affiliation with a vendor that requires us to purchase goods. We violated that policy; it slipped through. He stated that he would never vote for another one that has that in the contract again; it violates our policies. Now we see how this is hurting us. This is a community group. It should have some leverage. To say that because we give an exemption for them, we will have to give it for the booster clubs is wrong.

Mr. Knoll stated that he had spoken to the lady who was in charge of this and they would gladly purchase these beverages through the school district.

Dr. Pollock asked if they were trying to say that an outside group had the ability to do more on our property than a school group.

Mr. Hezel said no but in this particular instance since they have the benefit of having these things donated to them, they should be able to use them. We would have more control over a District-sponsored group. However, he indicated that if a District-

sponsored group had the same opportunity, he would also entertain a waiver for them. He felt that telling a group that they could not do that or else they could not use our facilities was wrong.

Mr. Monaghan left the room at 7:38 p.m.

Mr. Miller explained that this contract carried with it part of the payback on the scoreboard and other benefits that we receive from Coke. We are not required to buy all beverages from Coke and it is not an exclusive agreement. This is superseded by the health and wellness policy. Mrs. Huf had asked that there be a provision that we are not responsible for what other groups may bring onto our campus. Mr. Miller felt that the only reason we were slightly ahead on the amount of cases was because we enforce this policy with our boosters. He felt it was unfair to the groups that came before if this waiver was granted.

Mrs. Mueller stated that our policy with concessions is that our own student groups have had to comply with our policy all school year already. The norm was that all of these groups as boosters had items donated. After the previous week's meeting, it was understood how this would work now. Our own groups within the District would be hurt and we would incur the wrath of these groups if this waiver were to be granted. We would be back to square one with the student groups and with Athletic Council, who does so much. Mrs. Mueller asked Board members to rethink what they were looking at before taking a final vote.

Mrs. Lynch felt that this was a great exercise for the Board. She did not feel that they had tested how far-reaching this agreement could be.

Mrs. Huf asked if the problem was only the beverages. Mr. Miller stated that that was what the original motion was.

Mrs. Huf asked Mr. Knoll if they could use coupons for food and to purchase beverages from the District, if that would benefit them.

Mr. Knoll stated that they would be willing to do that to keep peace.

Mr. Monaghan returned to the room at 7:48 p.m.

Mr. Hezel stated that if the Board really wanted him to rescind his amended motion and go back to the original motion, he would do so.

Dr. Pollock moved to call the question.

A roll call vote was taken as follows (on restoring motion to its original form):

<i>Mr. Simpson</i>	<i>Yes</i>
<i>Mr. Hezel</i>	<i>Yes</i>

<i>Mrs. Lynch</i>	<i>No</i>
<i>Mrs. Mueller</i>	<i>Yes</i>
<i>Mrs. Huf</i>	<i>No</i>
<i>Mr. Monaghan</i>	<i>No</i>
<i>Mr. Miller</i>	<i>Yes</i>
<i>Dr. Pollock</i>	<i>Yes</i>
<i>Mr. Reinboth</i>	<i>Yes</i>

The motion passed 6-3 (to restore motion to its original form.)

Dr. Pollock moved to call the question (on the original motion.)

A roll call vote was taken as follows:

<i>Dr. Pollock</i>	<i>Yes</i>
<i>Mr. Miller</i>	<i>Yes</i>
<i>Mr. Monaghan</i>	<i>No</i>
<i>Mrs. Huf</i>	<i>No</i>
<i>Mrs. Mueller</i>	<i>Yes</i>
<i>Mrs. Lynch</i>	<i>No</i>
<i>Mr. Hezel</i>	<i>Yes</i>
<i>Mr. Simpson</i>	<i>Yes</i>
<i>Mr. Reinboth</i>	<i>Yes</i>

The motion passed 6-3.

Dr. Pollock stated that the Finance Committee might want to put this on their agenda. Mr. Reinboth noted this.

Mrs. Mueller thanked everyone for their cooperation.

7. Preliminary Approval for a Trip by the WTHS Key Club to Hershey, PA

A motion was made by Mrs. Mueller and seconded by Dr. Pollock to resolve that the Centennial School Board grants preliminary approval for a trip by the William Tennent High School Key Club to Hershey, PA March 6-8, 2009. The cost to the District is not to exceed \$1,200.

Mr. Miller stated that he fully supported this. He indicated that there had been a question about travel expenses the previous month at a committee meeting. They were told that taxpayer money could not be used for an optional trip. He asked what the difference was between that trip and this one.

Mrs. Homel stated that she was not aware that it was any different. The only thing she saw different was that substitutes are needed. The students are paying for their own transportation.

Mr. Miller stated that that answered his question. He had no problem with the motion.

The motion passed 9-0.

11. Approval of Assessment Appeal Settlement

A motion was made by Mr. Simpson and seconded by Mrs. Lynch to resolve that the Centennial School Board approves the Stipulation Agreement prepared by the Bucks County Board of Assessment Appeals on Tax Parcels 49-018-055-001 and 49-018-238 per the attached supplement and authorizes Solicitor Jeff Garton to sign and execute said stipulation on behalf of the District.

The motion passed 9-0.

15. Approval of Concession Manager Position

A motion was made by Mr. Miller and seconded by Dr. Pollock to resolve that the Centennial School Board approves creating the position of Concession Manager with compensation to be determined.

Mrs. Lynch stated that this was a new position but there was no salary attached to it.

Mrs. Mueller stated that normally she thought this would go through Finance; however, if that process was followed, it could take this into April when we are ready to go back into the stadium and we have a Stadium Manager.

Mrs. Homel stated that there was an option: There was an Operations Meeting scheduled for the following Tuesday, February 3rd. She asked if they wanted to do a short Finance Meeting prior to that to settle this matter.

Mr. Reinboth agreed to that.

Mr. Monaghan asked if this salary was part of the expenses, as part of the profits, or if the District would be absorbing this.

Mr. Simpson left the room at 8:08 p.m.

Mr. Reinboth indicated that that could be part of the discussion at the Finance Meeting.

The motion passed 7-0-1. (Mrs. Huf opposed.)

Mr. Simpson returned to the room at 8:12p.m.

16. Food Services

Mrs. Mueller read the following statement, which appears verbatim as follows:

“The Board of Directors of the Centennial School District has met with Amper, Politziner & Mattia, LLP (“Amper”), a premier and multi-faceted accounting, auditing and consulting firm, to consider retaining the firm to provide a thorough organizational review of the school district’s Department of Food Services. The services to be provided by Amper are not of the nature or type of services that are provided by the local auditors performing a financial audit. Nor are they of the nature or type of services provided by the Auditor General when the Auditor General reviews the School District every several years. The report and the recommendations of Amper will be significantly different than what is provided in a financial audit or a state audit.

“Among the services that Amper will be providing in its operational review are the following:

1. Conducting process reviews and assessing internal controls within the Department of Food Services.
2. Providing recommendations for potential improvements to strengthen existing controls and processes;
3. Performing a high-level risk assessment to identify areas that the School District may want to focus on to potentially minimize exposures;
4. Analyzing a sample of the appropriate outliers to assess if patterns of irregularities, abuse or wasteful spending exist;
5. Providing management and the School Board with a report that includes the procedures performed, results of analyses and recommendation.

“The control analysis will evaluate controls in the areas of accounts payable, purchasing, accounting, payroll, human resources and computer operations and software systems as it relates to the Department of Food Services. For each weakness identified, Amper will indicate the potential impact of each weakness and include recommendations to correct deficiencies. In other words, the services are intended to provide the School Board and management with information needed to manage the Department of Food Services more effectively; and by definition, less costly.

“Why now? The School Board has been receiving inconsistent information as to the operations of the Department of Food Services on issues which may be significant. Questions are being raised about a number of issues, some of importance to the District, the School Board and children – dealing with such issues as the freshness of food being used, compliance with legal requirements in purchasing and adequacy of controls to ensure that there is no theft, that inventories are properly maintained, and money is being handled properly and being properly accounted for. Questions have been raised by the Operations Committee and the full School Board is concerned as to whether the questions are being answered properly or fully. On the other hand, the Food and Nutrition Supervisor and her immediate supervisor, the Director of Business Operations, essentially

advise the School Board that there is nothing to be concerned about and that the operation of the Department of Food Services are fine. We find that there is needless friction being caused by issues being raised. It is always fair and proper for school directors to ask questions and to be provided with information. On the other hand, if questions are being answered in a timely manner, accurately and fully, repetition of questions should stop. Although a reason for the engagement of Amper as stated, another reason is the fact that there has been no comprehensive and independent review of the Department. It is found by the School Board that it is prudent and proper for independent and comprehensive reviews of its operations are reasonable. If this review produces the improvements in process, procedures and controls that it might, the Board may be desirous in the future of having other Departments reviewed.

“However, the operations and financial control review and evaluation will enable the full School Board to determine from an independent source the strengths and weaknesses of existing operations in the Department of Food Services so that intelligent, well-based and informed decisions can be made.

“What is the cost? The expertise being delivered by Amper does not come inexpensively. The engagement is on an hourly basis and the estimated costs are approximately \$20,000. However, this school district needs to have first class consultants and needs to be first class in its business operations if it wants to deliver a first class education to its students and deliver value for each tax dollar. The School Board expects this money to be like an investment that will pay dividends in the future in the form of more effective operations. It is a one-time cost and that will provide value indefinitely into the future as operations and controls are improved.

“In light of the foregoing, the following resolution is proposed.”

A motion was made by Mrs. Mueller and seconded by Dr. Pollock to resolve that:

WHEREAS, the board of school directors desires to retain Amper, Politziner & Mattia, LLP (“Amper”) to perform an operational review generally in accordance with the engagement letter presented by Amper dated January 21, 2009; provided, however, that the total cost shall not to exceed \$20,000 to be paid from the General Fund with a transfer from budgetary reserve; and provided further, that if Amper approaches the \$20,000 limit and believes additional work is required and beneficial so that the cost will exceed \$20,000, Amper shall provide its rationale for the additional work and cost; and

NOW, THEREFORE, be it resolved; that the Centennial School District hereby retains Amper to conduct an operational and financial control review and evaluation of the Department of Food Services in accordance with the terms and conditions set forth in its engagement letter dated January 21, 2009. Be it further resolved, that all district employees are hereby directed to cooperate and fully comply with the requests of Amper in its performance of its operational and financial control review by providing the requested information and documents and by participating in any requested interviews;

and that the Superintendent and Director of Business Operations shall take such action as necessary to enable Amper to conduct its work efficiently and effectively.

Mrs. Lynch asked when the last audit of Food Services occurred. Mrs. Homel stated that to her knowledge an audit of this nature had never been done. The audit that we have done in the District does not go into Food Services.

Mrs. Lynch stated that she had supported this but was surprised at the nature of the verbiage that Mrs. Mueller had to go through. That was why she was not supporting this.

Mrs. Mueller stated that the verbiage was provided by the solicitor.

Mrs. Lynch indicated that to her the content was really bad but she did feel the audit was needed since one had never been done.

The motion passed 8-1. (Mr. Monaghan opposed.)

Mrs. Lynch left the room at 8:19 p.m.

PERSONNEL

A motion was made by Mrs. Mueller and seconded by Mrs. Huf to resolve that the Centennial School Board approves all personnel recommendations, including: Resignations/Retirements/Leaves of Absence; Authorization to Employ; Change of Status; Per Diem Substitute Teachers/Nurses; Substitute Support Staff; Homebound Tutors; Curriculum Resource Team Members; and Co-Curricular.

The motion passed 8-0.

POLICIES

Initial Distribution:

Mrs. Mueller noted the following policies for initial distribution:

- 2.4 – Housekeeping
- 2.16 – Support Staff Education/Training Cost Subsidy

Mrs. Lynch returned to the room at 8:23 p.m.

Discussion:

7.24 – Acceptable Use of Computer Technology

Mrs. Mueller stated that this policy was recommended by Administration and had not been reviewed by the solicitor.

Mrs. Homel indicated that the biggest change was the suggested deletion of Attachment A and new language in Section III.B.

Mr. Miller asked if Smart Boards should be addressed. Mrs. Homel felt that language could be added to incorporate them.

Final Approval:

Policy 2.2 – Professional Personnel Placement, Assignment and Transfer

A motion was made by Mrs. Mueller and seconded by Mr. Miller to resolve that the Centennial School Board grants final approval to the revisions to Policy 2.2, Professional Personnel Placement, Assignment and Transfer.

The motion passed 9-0.

Policy 2.19 – Sabbatical Leaves

A motion was made by Mrs. Mueller and seconded by Mrs. Huf to resolve that the Centennial School Board grants final approval to the revisions to Policy 2.19, Sabbatical Leaves.

The motion passed 9-0.

OTHER DISCUSSION ITEMS

501(c)(3) Report

Mr. Reinboth stated that he had a request from a Board member to table this discussion until the next meeting. There was consensus to do so.

REPORTS

None.

COMMUNICATIONS

Mr. Reinboth stated that the William Tennent Hall of Fame Recognition Dinner would be held on Saturday, January 31st and that there would be four new inductees.

Dr. Pollock stated that he would like a report, possibly at the next Education committee meeting, on what was happening on an Academic Hall of Fame. Mr. Miller added that he would like the arts added to this also.

Mr. Miller asked that the Finance Committee look at \$500 per day for two days for the cost of a bus. This is the cost to the District. He would like to discuss at Finance making this uniform so that it applies to athletic teams, FBLA, etc.

ADJOURNMENT

A motion was made by Dr. Pollock and seconded by Mrs. Huf to adjourn the meeting. The motion passed 9-0. The meeting was adjourned at 8:32 p.m.

Respectfully submitted,

Vickie A. Detwiler
Board Secretary