

Warwick School District

Lititz, PA 17543

January 15, 2013

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the District Board room on Tuesday, January 15, 2013 at 7:00 p.m.

Dr. Quinn, President, called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

The Board Secretary called the roll of the Board: Millard P. Eppig, Jr., Nelson Peters, Dr. Timothy Quinn, Debra J. Wenger, Michael R. Landis, Scott Shaub, Matthew Knouse, Todd L. Rucci, Darryl L. Miller and Abigail Barthe, Student Representative, were present at roll call.

Others attending the meeting: Dr. April Hershey, Superintendent, Dr. Robin Felty, Assistant Superintendent, David L. Zerbe, Business Manager, Dr. Doreen Packer, Michael C. Upton of the *Lititz Record Express*, Laurie Knowles of the *Lancaster Intelligencer*, Lori Zimmerman, Scott Galen, Troy Price, Jennifer Murphy, Melissa Vulopas, Lisa Hochreiter, and Cindy Cislo.

Dr. Quinn requested a moment of silence in honor of Mrs. Ruth W. Husser, who served on the Warwick Board of School Directors from 1975-1997. She passed away January 7, 2013 and was the first female to serve on the Board.

RECOGNITION OF CITIZENS

Dr. Quinn welcomed those attending the meeting and asked if there were any questions or comments.

Mrs. Lisa Hochreiter, Warwick Education Association President, thanked the Warwick Board of School Directors for their service on behalf of the teachers and staff.

APPROVAL OF AGENDA

Mr. Eppig moved, Mr. Rucci seconded, the motion to approve the agenda as presented.
Motion passed 9-0.

APPROVAL OF MINUTES (Regular meeting of [December 18, 2012](#))

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the minutes of the December 18, 2012 meeting.
Motion passed 9-0.

TREASURERS REPORT

Mr. Miller presented the Treasurer's Report. A copy of the report is attached to these minutes. The Treasurer's Report was accepted 9-0 by the Board.

PAYMENT OF BILLS

The following bills were presented for payment by Mr. Miller. A copy of the bills with wire transfer information is attached to these minutes.

General Fund	\$1,777,025.22
Wire Transfers	\$1,344,132.74

Construction Fund	None
Cafeteria Fund	\$144,075.18
Middle School Fund	None
High School Fund	\$1,936.17

Mr. Miller moved, Mr. Landis seconded, the motion to approve payment of the bills as presented.

On roll call vote:

Ayes: Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Knouse, Mr. Rucci, Mr. Miller, and Mr. Shaub

Nays: None

Absent: None

COMMUNICATIONS

None.

REPORT OF THE SUPERINTENDENT

1. PERSONNEL

A. Retirements

It was recommended that the Board accept the retirement of the following individuals:

Instructional

Patricia Hoberg as a Librarian at Warwick High School, effective at the end of the 2012-2013 school year.

Patricia Seibert as a Librarian at Kissel Hill Elementary School, effective at the end of the 2012-2013 school year.

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the retirement of the individuals named above.

On roll call vote:

Ayes: Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Knouse, Mr. Rucci, Mr. Miller, and Mr. Shaub

Nays: None

Absent: None

B. Resignations

It was recommended that the Board approve the resignation of the following individuals:

Instructional

Katelyn Ream as a Speech Teacher at Lititz Elementary School, release effective when a replacement is found, or up to 60 days.

Non-Instructional

Cayla Laughman as a Special Needs Assistant at Warwick High School, effective February 14, 2013.

Preeti Mittal as a Computer Assistant at Warwick High School, effective January 18, 2013.

Extra-Duty/Extra-Curricular

Bob Resch as a Junior High Head Football Coach at Warwick Middle School, effective at the end of the 2012-2013 school year

Jonathan Wilcox as a Junior High Assistant Boys Soccer Coach at Warwick Middle School, effective December 31, 2012.

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the resignation of the individuals named above.

On roll call vote:

Ayes: Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Knouse, Mr. Rucci, Mr. Miller, and Mr. Shaub

Nays: None

Absent: None

C. Elections

It was recommended that the Board approve the election of the following individuals subject to all pre-employment requirements and clearance checks.

Extra Duty/Extra Curricular

Heather Hess as the Varsity Assistant Softball Coach at Warwick High School, at the salary of \$2,741, effective for the 2012-2013 school year. This is a newly created position as part of the extra-duty contract realignment.

Zachary Snyder as an Assistant Baseball Coach at Warwick High School, at the salary of \$2,363, effective for the 2012-2013 school year. This is a newly created position as part of the extra-duty contract realignment.

Substitutes and Assistants

It was recommended that the Board approve the elections of the following individuals as substitutes in the areas outlined below, effective January 16, 2013, until they submit their resignations or have their active status changed by the district.

Teachers

Evan Beebe

Catherine Dietrich

Elizabeth Muehlbach

Support Staff

Doreen Brannan

Jennifer Spangler

Wendy Tiesi

Independent Volunteers

It was recommended that the Board approve the elections of the following individuals listed below, effective January 16, 2013. All necessary clearances are on file.

Hillary Daecher

Michael Felpel

Kirk Garner

Michael Himmelberger

Jennifer Jerchau

Erin Martin

Danielle Williamson

Pamela Snavelly-Dickow

Elaine Darrell

Melissa Lane

Volunteer Coaches

Cyndy Michel

Bob Resch

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the election of the above individuals subject to all pre-employment requirements and clearance checks.

On roll call vote:

Ayes: Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Knouse, Mr. Rucci, Mr. Miller, and Mr. Shaub

Nays: None

Absent: None

2. **CHANGE OF STATUS**

It was recommended that the Board approve the following change of status as set forth below:

Instructional

Amanda Peiffer as a World Language Instructor at Warwick Middle School, 15 percent, at the prorated salary of \$9,143, to a World Language Instructor at Warwick Middle School, 20 percent, at the prorated salary of \$12,191, effective the beginning of the 2012-2013 school year. This change of status is needed to meet the contractual preparation period for the current school year.

Non-Instructional

Rebecca Lever, as a Special Needs Assistant at Kissel Hill Elementary School, 6.0 hours/day to a Special Needs Assistant at Lititz Elementary School, 6.25 hours/day, effective January 16, 2013. The change in status is due to her assignment changing from one student to another.

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the change of status of the individuals named above.

On roll call vote:

Ayes: Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Knouse, Mr. Rucci, Mr. Miller, and Mr. Shaub

Nays: None

Absent: None

3. **LEAVE OF ABSENCE REQUEST**

It was recommended that the Board approve the following leave of absence request:

Kay Kuch is requesting an unpaid leave of absence from December 17, 2012 through January 11, 2013 due to medical reasons. Her anticipated return to work date is January 14, 2013, pending release from her doctor.

Mr. Rucci moved, Mrs. Wenger seconded, the motion to accept the leave of absence request:

On roll call vote:

Ayes: Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Knouse, Mr. Rucci, Mr. Miller, and Mr. Shaub

Nays: None

Absent: None

4. **BOARD POLICY REVISIONS**

It was recommended that the Board approve, as a first reading, the following existing policy revisions as per **ATTACHMENT #1**.

Mr. Eppig moved, Mr. Peters seconded, the motion to accept, as a first reading, the attached policy revisions:

On roll call vote:

Ayes: Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Knouse, Mr. Rucci, Mr. Miller, and Mr. Shaub

Nays: None

Absent: None

5. **MEMORANDUM OF AGREEMENT (MOA) WITH WEA**

It was recommended that the Board approve the following Memorandum of Agreement (MOA) with the Warwick Education Association, as it pertains to the Collective Bargaining Agreement.

A. Warwick Employee Assistance Plan, as set forth on **ATTACHMENT #2**.

Mr. Eppig moved, Mr. Rucci seconded, the motion to approve the Memorandum of Agreement (MOA) with the Warwick Education Association:

On roll call vote:

Ayes: Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Knouse, Mr. Rucci, Mr. Miller, and Mr. Shaub

Nays: None

Absent: None

Information from the Superintendent

Dr. Hershey congratulated Mr. Scott Galen, Associate Principal at Warwick High School, for being named the PAESSP Assistant Principal of the Year for Pennsylvania. She also commended Dr. Robin Felty and her team for being awarded a \$13,965 Safe Schools Grant by the state for the 2012-2013 school year. The grant will be used to help eighth graders transition to the high school and for the Student Assistance Program (SAP) that works to support students with a variety of needs. Dr. Hershey also thanked the Warwick Board of School Directors for their dedication and service to the district as part of the National School Directors Appreciation Month.

COMMITTEE REPORTS

Student Representative

Miss Abigail Barthe stated that an outside alumni group rented the high school auditorium for a “Fallen Warriors” remembrance ceremony for Warwick alumni who had died recently. She said it was well attended and well received. She also said that the National Honor Society is sending letters and supplies to soldiers in Afghanistan and that the second blood drive of the year will take place in February.

Building and Property Committee

The Building and Property Committee met on Monday, January 14, 2013. The agenda included the Non-Repetitive Maintenance agenda, tour and budget review scheduled for January 19, 2013, a review of the (Siemens) HVAC controller panels and life cycle issues, and a review of the security access system (Identocard) life cycle issue. The Committee had no recommendations for Board action.

Education Committee

The Education Committee met on Monday, January 14, 2013. Miss Abigail Barthe shared information about various student activities across the district. Mrs. Lisa Himes presented information about the Elementary Summer Academy and the possible elimination of the program for the 2013-2014 school year. The Committee had no recommendations for Board action.

Finance and Legal Committee

The Finance and Legal Committee met on Thursday, January 10, 2013. The agenda included 2013-2014 budget planning and review, obsolete equipment, and the 2013-2014 Lancaster County Career and Technology Center proposed budget. The committee had the following items for Board action:

1. The Board approve the Proposed 2013-2014 LCCTC General Fund Budget (\$17,457,789) as presented on **ATTACHMENT #3**.

Mr. Eppig, Lancaster County Career and Technology Committee representative, added that the budget review process was extensive and the proposed 2013-2014 Budget was well-prepared.

Mr. Miller moved, Mr. Landis seconded, the motion to approve the Proposed 2013-2014 LCCTC General Fund Budget as presented.

On roll call vote:

Ayes: Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Knouse, Mr. Rucci, Mr. Miller, and Mr. Shaub

Nays: None

Absent: None

2. The Board approve the disposal of obsolete equipment as presented on **ATTACHMENT #4**.

Mr. Miller moved, Mr. Landis seconded, the motion to approve the disposal of obsolete equipment as presented.

On roll call vote:

Ayes: Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Knouse, Mr. Rucci, Mr. Miller, and Mr. Shaub

Nays: None

Absent: None

Student Activities Committee

The Student Activities Committee met on Thursday, January 10, 2013. Mr. John Kosydar and Mr. Troy Price continued the discussion about guidelines for volunteers in the athletic and extracurricular programs. Dr. Robin Felty presented the request for Sunday use of facilities and an overnight/out-of-state fieldtrip for students. The Committee made the following recommendations to the Board.

1. It was recommended that the Board approve the following Sunday use facilities request:
 - a. Dance Dynamix to use the HS auditorium for the end-of-year dance recital on June 9, 2013, from 1:30 - 6:30 p.m.

Mr. Rucci moved, Mr. Knouse seconded, the motion to approve the Sunday use facilities request as presented.

On roll call vote:

Ayes: Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Knouse, Mr. Rucci, Mr. Miller, and Mr. Shaub

Nays: None

Absent: None

2. It was recommended that the Board approve the following overnight field trip request:
 - a. HS students and staff to New Oxford HS on January 25 & 26, 2013. Students will participate in the District 7 Lower Band Festival.
 - b. HS students and staff to Cumberland Valley HS on February 8 & 9, 2013. Students will participate in the PMEA District 7 Chorus Festival.
 - c. HS Students and staff to York HS on January 12 & 13, 2013. Students will participate in the PMEA District 7 Orchestra Festival.

Mr. Rucci moved, Mrs. Wenger seconded the motion to approve the Sunday use facilities request.

On roll call vote:

Ayes: Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Knouse, Mr. Rucci, Mr. Miller, and Mr. Shaub

Nays: None

Absent: None

Executive Session/Personnel Committee

Dr. Quinn announced that there would be a meeting immediately following this Board meeting.

Labor and Management Committee

No meeting.

Lititz Recreation Center Representative

No meeting.

Legislative Committee

Mr. Eppig reported no action, but there will be a state budget address in February, 2013.

IU Representative

Mr. Landis shared that the Legislative Breakfast will be held March 11, 2013.

Lancaster County Career and Technology Center Representative

No meeting.

Lancaster County Academy Representative

Meeting was held December 19, 2012. Mr. Miller reported that a realignment of the Board was held, PDE's efforts to define LCCA program continues, and that Warwick is currently using three slots out of 10 available.

Regional Economic Development Committee

No meeting. Matt Knouse shared that the committee had their 501C3 status approved by the state and that they were creating bylaws.

PRIOR BUSINESS

None.

NEW BUSINESS

None.

INFORMATION

None.

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

Dr. Quinn thanked the Board for their service to the community and thanked the staff, students, and those supplying cards, etc. of appreciation, saying how much he appreciated their efforts.

Mr. Peters and Mr. Rucci both thanked the board, administration, staff, students, and community for the “touching” display of appreciation in honor of Board Appreciation month.

ADJOURNMENT

There being no further business, Ms. Barthe moved to adjourn the meeting. Mr. Landis seconded the motion and the meeting adjourned at 7:40 p.m.

Respectfully submitted,

David Zerbe, Board Secretary