

**Warwick School District**

Lititz, PA 17543

June 18, 2013

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the District Board room on Tuesday, June 18, 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, Todd L. Rucci, Darryl L. Miller, and Matthew Knouse (by phone) were present.

Others attending the meeting: Dr. April Hershey, Superintendent, Dr. Robin Felty, Assistant Superintendent, David L. Zerbe, Business Manager, Dr. Mike Smith, Melanie Calender, Melissa Vulopas, Lori Zimmerman, Elaine Mathias, Emily Hursh, Erika Rhodaside, Marianne Aichele, Cody Hunter, Ashlee Garman, Jeffrey J. Wile, and Dale, Lynn, Madison, and Ethan Brubaker of Ephrata.

**RECOGNITION OF CITIZENS**

Dr. Quinn welcomed those attending the meeting and asked if there were any questions or comments. There were no comments.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES** (Regular meeting of [May 21, 2013](#))

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the minutes of the May 21, 2013 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	\$646,052.89
Wire Transfers	\$1,261,752.75
Construction Fund	None
Cafeteria Fund	\$200,194.64
Middle School Fund	\$2,225.70
High School Fund	\$9,236.42

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. Rucci, Mr. Miller, Mr. Knouse and Mr. Shaub

**Nays:** None

**Absent:** None

## COMMUNICATIONS

None.

## REPORT OF THE SUPERINTENDENT

### 1. PERSONNEL

#### A. **Retirement**

It was recommended that the Board approve the retirement of the following individual:

##### Non-Instructional

Elaine Schwendemann as a Building Services employee at Warwick High School, effective June 30, 2013.

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

##### **On roll call vote:**

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

**Nays:** None

**Absent:** None

#### B. **Resignations**

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

##### Instructional

Jennifer Sweet as a Speech Therapist at John R. Bonfield Elementary School, effective June 14, 2013.

Lisa Goddard as a Mathematics Teacher at Warwick Middle School, effective June 14, 2013.

Bethany Fazekas as an ESL teacher at Warwick High School, effective August 18, 2013.

##### Non-Instructional

Ann Behling as a Concession Stand Co-Manager at Warwick High School, effective June 30, 2013.

Nathan Behling as a Concession Stand Co-Manager at Warwick High School, effective June 30, 2013.

Katie Vann as In School Suspension Assistant at Warwick High School, effective May 31, 2013.

Jill Judt as a Special Needs Assistant at Warwick High School, effective May 17, 2013

Sandra Hanna as a Special Needs Assistant at John Beck elementary School, effective June 12, 2013.

Pamala Hartman as a Building Services – Summer Painter, effective June 11, 2013.

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. Rucci, Mr. Miller, Mr. Knouse 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.

Administrative

Kristina Szobocsan as an Assistant Principal at Warwick High School, at the annual salary of \$73,500, effective July 8, 2013. Ms. Szobocsan is replacing Scott Galen who resigned.

Instructional

Lynn Brubaker as a Grade Two Teacher at John R. Bonfield Elementary School, at the annual salary of \$45,391, effective the first day of the 2013-2014 school year. This is a new position due to increased enrollment.

Ashlee Garman as a Grade Three Teacher at Kissel Hill Elementary School, at the annual salary of \$45,391, effective the first day of the 2013-2014 school year. Ms. Garman is replacing Will Maza, due to his change in status.

Jaynie Seganos as an Elementary Librarian for Kissel Hill Elementary School, at the annual salary of \$48,490, effective the first day of the 2013-2014 school year. Ms. Seganos is replacing Patricia Seibert who is retiring.

Cody Hunter as a Grade Four Teacher at John R. Bonfield Elementary School, at the annual salary of \$51,240, effective the first day of the 2013-2014 school year. Mr. Hunter is replacing Heather Wetzel who resigned.

Sarah Tull as a Social Studies Teacher at Warwick Middle School, at the annual salary of \$45,391, effective the first day of the 2013-2014 school year. Ms. Tull is replacing William Jones who is retiring.

Marianne Aichele as a Guidance Counselor at Warwick Middle School, at the annual salary of \$51,240, effective the first day of the 2013-2014 school year. Ms. Aichele is replacing Geri Kull who is retiring.

Jeffrey J. Wile as a Mathematics Teacher at Warwick High School, at the annual salary of \$45,685, effective the first day of the 2013-2014 school year. Mr. Wile is replacing Dale Stoltzfus who resigned.

Emily Hursh as a Grade Two Teacher at Kissel Hill Elementary School, at the annual salary of \$45,391, effective the first day of the 2013-2014 school year. Ms. Hursh is replacing Sharon Riegel who is retiring.

Erika Rhodeside as a Librarian at Warwick High School, at the annual salary of \$56,304, effective the first day of the 2013-2014 school year. Ms. Rhodeside is replacing Patricia Hoberg who is retiring.

Non-Instructional

Marielin Rottkamp as Purchasing Coordinator for the Warwick School District Office, 8 hours/day – 40 hours/week at the hourly rate of \$14.75, effective June 19, 2013. Mrs. Rottkamp is replacing Lisa DeWitt who was terminated.

Bolivar Medina, Jr. as Security Officer for Warwick School District, 8 hours/day for the school year at the hourly rate of \$18.00, effective at the beginning of the 2013-2014 school year. Mr. Medina is replacing George Quickel who resigned.

Substitutes and Assistants

It was recommended that the Board approve the elections of the following individuals as substitutes in the areas outlined below, effective June 18, 2013, until they submit their resignations or have their active status changed by the district.

Substitute Administrator

Penny Mason

Substitute Teachers

Ron Wanner

Lisa Goddard

Substitute Assistants

Kathy Royer

Independent Volunteers

It was recommended that the Board approve the elections of the following individual listed below, effective June 18, 2013. All necessary clearances are on file.

Penny Mason

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. Rucci, Mr. Miller, Mr. Knouse and Mr. Shaub

**Nays:** None

**Absent:** None

2. **SUMMER ACADEMY AT WARWICK**

It was recommended that the Board approve the individuals and rates, as set forth on [ATTACHMENT #1](#), as staff members for the 2013 Summer Academy at Warwick.

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the individuals and rates for the 2013 Summer Academy at Warwick as presented.

**On roll call vote:**

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

**Nays:** None

**Absent:** None

3. **PRE-K READINESS ACADEMY**

It was recommended that the Board approve the individuals and rates, as set forth on [ATTACHMENT# 2](#), as staff members for the 2013 Pre-K Readiness Academy at Warwick.

Mr. Eppig moved, Mr. Rucci seconded, the motion to approve the individuals and rates as presented for the 2013 Pre-K Readiness Academy at Warwick.

**On roll call vote:**

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

**Nays:** None

**Absent:** None

**4. CHANGE OF STATUS**

It was recommended that the Board approve the change of status request for the following individuals:

Will Maza from a Grade Three Teacher at Kissel Hill Elementary School to a Grade Five Teacher at Kissel Hill Elementary School at the same salary, effective the first day of the 2013-2014 school year. This change of status is due to increased enrollment.

Jill Sturgis from a Grade Three Teacher at John R. Bonfield Elementary School to a Grade Four Teacher at John R. Bonfield Elementary School at the same salary, effective the first day of the 2013-2014 school year. Mrs. Sturgis is replacing Julia Carlton who is retiring.

Martin Meier from a Technology Education Teacher at Warwick Middle School to a Technology Teacher at Warwick High School at the same salary, effective the first day of the 2013-2014 school year. Mr. Meier is replacing Hal Lefever who is retiring.

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

**On roll call vote:**

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

**Nays:** None

**Absent:** None

**5. LEAVE OF ABSENCE REQUESTS**

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

Jennifer Kovalchick is requesting an extension of her Unpaid Child Rearing Leave, with a revised return to work date as the start of the 2014-2015 school year.

Julia Hoak is requesting an Unpaid Leave of Absence for medical reasons, beginning May 30, 2013 through June 27, 2013. Pending release from her doctor, her return to work date is July 1, 2013.

Crista Kimble is requesting an Unpaid Leave of Absence for medical reasons, beginning April 24, 2013 through July 4, 2013. Pending release from her doctor, her return to work date is July 8, 2013.

Mrs. Wenger moved, Mr. Peters seconded, the motion to approve the leave of absence requests as presented:

**On roll call vote:**

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

**Nays:** None

**Absent:** None

6. **2013-2014 SALARY RANGES**

It was recommended that the Board approve the 2013-2014 salary range (SRI) guidelines as per [ATTACHMENT #3](#).

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the 2013-2014 salary range (SRI) guidelines as presented:

**On roll call vote:**

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

**Nays:** None

**Absent:** None

7. **2013-2-2014 SALARY INCREASE GUIDELINES**

It was recommended that the Board approve the 2013-2014 wage increases based upon the Salary Increase Guidelines as per [ATTACHMENT #4](#).

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the 2013-2014 wage increases based upon the Salary Increase Guidelines as presented:

**On roll call vote:**

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

**Nays:** None

**Absent:** None

8. **FINAL ADOPTION - 2013/2014 WARWICK SCHOOL DISTRICT BUDGET**

It was recommended that the Board approve the final adoption of the 2013/2014 Warwick School District Budget in the amount of \$63,821,490. The tax increase needed for the proposed budget equals .64 mills, a 3.45% tax increase, which would set the millage rate at 19.21, as set forth on [ATTACHMENT #5](#).

Mr. Shaub moved, Mr. Miller seconded, the motion to approve the final adoption of the 2013/2014 Warwick School District Budget as presented:

**On roll call vote:**

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

**Nays:** None

**Absent:** None

Levying of Taxes

It is necessary to levy the required taxes to support the 2013-2014 budget. It was recommended that the required Tax Resolutions enacting the taxes as listed on [ATTACHMENT #6](#) be acted upon by the Board.

Mr. Miller moved, Mr. Peters seconded, the motion to approve the levying of required taxes to support the 2013-2014 budget as presented:

**On roll call vote:**

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

**Nays:** None

**Absent:** None

9. **APPROVAL OF APPLE LEASE AGREEMENT**

It was recommended that the board adopt the resolution regarding the Apple Lease Agreement, as set forth on **ATTACHMENT #7**.

Mr. Eppig moved, Mr. Rucci seconded, the motion to adopt the resolution regarding the Apple Lease Agreement as presented:

**On roll call vote:**

**Ayes:** Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Rucci, Mr. Miller, Mr. Knouse and Mr. Shaub  
**Nays:** None  
**Absent:** None

10. **REVISED BOARD POLICIES FIRST READING**

It was recommended that the Board approve the first reading of the revised Board Policies in **ATTACHMENT #8**.

Mr. Eppig moved, Mr. Shaub seconded, the motion to approve the first reading of the revised Board Policies as presented:

**On roll call vote:**

**Ayes:** Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Rucci, Mr. Miller, Mr. Knouse and Mr. Shaub  
**Nays:** None  
**Absent:** None

11. **BOARD COMMITTEE ELECTIONS AND TERM RENEWALS**

It was recommended that the Board approve the election and term renewal for the following Board Committee members, effective June 18, 2013.

Education Committee

Dr. Jennifer Shettel (renewing for second 3 year term)  
Priscilla Stoner (transferring from Finance and Legal Committee - 3 year term)

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the election and term renewal for the Board Committee members as presented:

**On roll call vote:**

**Ayes:** Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger, Mr. Rucci, Mr. Miller, Mr. Knouse and Mr. Shaub  
**Nays:** None  
**Absent:** None

**Information from the Superintendent**

Dr. Hershey thanked the following community representatives who have given of their time and have completed their term(s) as Board Committee members:

Building & Property Committee

Robert Navitski

Student Activities Committee

Benedict Sahd  
David Jenkins

Education Committee

Cindy Wingenroth  
Richard Barbour

Finance and Legal Committee

Brian A. Wiggins

## COMMITTEE REPORTS

### Student Representative

No Report.

### Building and Property Committee

The Building and Property Committee met on June 10, 2013. The agenda included the review of the line item budget, non-repetitive maintenance items, and the total 2013-2014 budget, Johnson Controls, Inc. (Act 39) performance contract presentation and the summer maintenance projects were also reviewed. The Committee had no recommendations for Board action.

### Education Committee

No meeting. The Committee had no recommendations for Board action.

### Finance and Legal Committee

The Finance and Legal Committee met on Thursday, June 13, 2013. The agenda included 2013-2014 budget planning and review, 2013-2014 Food and Nutrition Services budget, Student Accident Insurance, Obsolete Equipment, 2013-2014 Budget Transfers, 2013-2014 Apple Lease review and Fee Schedule. The committee made the following recommendations for Board action:

1. The Board approve the Fund Balance Commitment resolution as presented on [ATTACHMENT #9](#).

Mr. Miller moved, Mr. Landis seconded, the motion to approve the Fund Balance Commitment resolution as presented:

**On roll call vote:**

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

**Nays:** None

**Absent:** None

2. The Board approve 2012-2013 Food and Nutrition Services budget with recommended lunch price increases:

	<u>12/13</u>	<u>13/14</u>
Elementary	\$2.10	\$2.20 (10 cent increase)
Secondary	\$2.35	\$2.45 (10 cent increase)
Student Salad/Wrap	\$3.00	\$3.00 (no increase)
Ala Carte Meal Deal	\$ -0-	\$3.25
Breakfast (Elementary)	\$1.35	\$1.35 (no increase)
Breakfast (Secondary)	\$1.35	\$1.35 (no increase)
Adult Lunch	\$3.75	\$3.75 (no increase)

(As described in the proposed 2013/2014 Cafeteria Fund budget per [ATTACHMENT #10](#).)

Mr. Shaub moved, Mr. Knouse seconded, the motion to approve the 2012-2013 Food and Nutrition Services budget with recommended lunch price increases as presented.



**On roll call vote:**

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

**Nays:** None

**Absent:** None

3. The Board approve 2012-2013 Student Accident Insurance renewal as per [ATTACHMENT #11](#).

Mr. Miller moved, Mr. Landis seconded, the motion to approve the 2012-2013 Student Accident Insurance renewal as presented.

**On roll call vote:**

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

**Nays:** None

**Absent:** None

4. The Board approve the disposal of obsolete equipment as per [ATTACHMENT #12](#).

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. Rucci, Mr. Miller, Mr. Knouse and Mr. Shaub

**Nays:** None

**Absent:** None

5. The Board approve 2012/13 Budget Transfers (\$38,225) as per [ATTACHMENT #13](#).

Mr. Miller moved, Mr. Landis seconded, the motion to approve the 2012/13 Budget Transfers (\$38,225) as presented.

**On roll call vote:**

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

**Nays:** None

**Absent:** None

6. The Board approve a Fee Schedule as per [ATTACHMENT #14](#).

Mr. Miller moved, Mr. Landis seconded, the motion to approve a Fee Schedule as presented.

**On roll call vote:**

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

**Nays:** None

**Absent:** None

**Student Activities Committee**

The Student Activities Committee did not meet in June. However, Committee members did provide agreement to the following Sunday use facilities requests. Therefore, the Committee made the following recommendations to the Board:

1. It was recommended that the Board approve the following Sunday use facilities requests:

- a. Warwick Travel Baseball Association to use JV baseball field 11 for Odd Fellows practice from June 23, 2013 through July 21, 2013 from 5:00 – 8:00 p.m.
- b. Lititz Youth Soccer Club to use John Beck Elementary School practice field 18, baseball field 19, and soccer field 20 for practice from June 23, 2013 through July 21, 2013, from 5:00 – 8:00 p.m.

Mr. Rucci moved, Mr. Eppig seconded, the motion to approve the Sunday use facilities requests as presented.

**On roll call vote:**

**Ayes:** Mr. Eppig, Mr. Peters, Mr. Landis, Dr. Quinn, Mrs. Wenger,  
Mr. Rucci, Mr. Miller, Mr. Knouse 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 stated that House Bill HB1141, Special Education Funding, and the State Budget are the major topics at this time.

**IU Representative**

No Meeting. Mr. Landis shared that they will have a meeting on June 19, 2013.

**Lancaster County Career and Technology Center Representative**

Mr. Shaub attended the meeting. New hires and construction projects were discussed.

**Lancaster County Academy Representative**

Mr. Miller shared that they had a meeting and graduating ceremonies June 8, 2013. Warwick had 3 graduates. Reorganization, final budget, strategic planning, and a discounted consortium fee were discussed.

**Lititz Regional CDC**

Mr. Knouse shared that they had a joint municipality meeting.

**PRIOR BUSINESS**

None.

**NEW BUSINESS**

None.

**INFORMATION**

None.

**COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS**

Dr. Quinn thanked those in attendance for being at the meeting and encouraged others to attend. He also welcomed the new staff in attendance.

Board member Mr. Peters thanked the Warwick School District Staff for a great year.

Board member Mr. Rucci also welcomed new staff and stated how pleased he was at such a wonderful graduation. He also thanked the Warwick School District Staff for a great year.

**ADJOURNMENT**

There being no further business, Mrs. Wenger moved to adjourn the meeting. Mr. Knouse seconded the motion and the meeting adjourned at 7:38 p.m.

Respectfully submitted,

---

David Zerbe, Board Secretary