

## Warwick School District

Lititz, PA 17543

June 19, 2012

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the District Board room on Tuesday, June 19, 2012, 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., Michael R. Landis, Darryl L. Miller, Nelson Peters, Dr. Timothy Quinn, Debra J. Wenger, Todd L. Rucci, Matthew Knouse (by phone), and Abigail Barthe, Student Representative, were present at roll call. Scott Shaub was absent.

Others attending the meeting: Dr. April Hershey, Superintendent, Dr. Robin Felty, Assistant Superintendent, David L. Zerbe, Business Manager, Mark Leidich, Lori Zimmerman, Doreen Packer, Jen Murphy, Beth Hartranft, Scott Galen, Dr. Peggy Montgomery, Howard and Kathy Snoke, Lyn and Howie Brosnan, Jevon Miller, Tom Becker, Michael Smith, and Steve Seeber of *Lititz Record Express*.

### **RECOGNITION OF CITIZENS**

Dr. Quinn welcomed those attending the meeting and asked if there were any questions or comments. Howie Brosnan gave the Board a check for \$170.50 collected from the aluminum can recycling efforts, bringing the yearly total to \$330.

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES** ([Regular meeting](#) of 5/15/2012)

Mr. Eppig moved, Mr. Peters seconded the motion to approve the minutes of the May 15, 2012 meeting of the Board.

Motion passed unanimously.

### **TREASURERS REPORT**

Mr. Miller presented the Treasurer's Report. A copy of the report is attached to these minutes. The Treasurer's Report was unanimously accepted 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	\$ 909,990.52
Wire Transfers	\$1,193,266.96
Construction Fund	\$ 0.00
Cafeteria Fund	\$ 167,387.66
Middle School Fund	\$ 2,669.69
High School Fund	\$ 15,719.60

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

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

**COMMUNICATIONS**

None.

**REPORT OF THE SUPERINTENDENT**

**1. PERSONNEL**

**A. Resignations**

Administrative

Tracey Weller as an Assistant High School Principal at Warwick High School, effective May 31, 2012.

Instructional

Joyce Good as Elementary Technology Coordinator for Warwick School District, effective August 13, 2012.

Non-Instructional

Kathy Matteson as a Special Needs Assistant at Kissel Hill Elementary School, effective June 6, 2012.

Nancy Kulp as a Special Needs Assistant/Classroom Assistant/Pre-K Summer Assistant at John R. Bonfield Elementary School, effective June 11, 2012.

Molly Harple as a Cafeteria Monitor at Kissel Hill Elementary School, effective June 8, 2012.

Jennifer Stewart as a Recess/Cafeteria Monitor at Kissel Hill Elementary School, effective June 8, 2012.

Extra-Duty/Extra-Curricular

Chrissy Casella as an Assistant Girls Varsity Soccer Coach at Warwick High School, effective June 19, 2012. Ms. Casella is resigning this position to take the Head Coach position vacated by Mr. Mike Logan.

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

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

**B. Elections**

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

Instructional

Mrs. Sandra Yoder as a Life Skills Teacher at Warwick Middle School, at a salary of \$73,609, effective August 29, 2012. This election represents the “take back” of an IU13 classroom for cost saving purposes.

Matthew Kemble as a Social Studies Teacher at Warwick Middle School, at a salary of \$44,538, effective the first day of the 2012-2013 school year. Mr. Kemble is replacing Sherry Ruggiero who has transferred to Warwick High School.

Jennifer Sweet as a Speech-Language Therapist at John R. Bonfield Elementary School, at a salary of \$49,610, effective the first day of the 2012-2013 school year. Ms. Sweet is replacing Marji Worrell who retired.

Non-Instructional

Vicki Wright as a Pre-K Summer Readiness Classroom Assistant at John R. Bonfield Elementary School from July 2, 2012 to August 14, 2012, at the rate of \$8.25 per hour. Mrs. Wright is replacing Nancy Kulp who resigned.

Eric Lindemuth as a Building Services Employee for Warwick High School at the rate of \$10.30 per hour, effective June 25, 2012. Mr. Lindemuth is replacing Mr. James Whitehead who resigned.

Extra-Duty/Extra-Curricular

Chrissy Casella as Head Girls Varsity Soccer Coach at Warwick High School, effective June 19, 2012. Ms. Casella is replacing Mr. Mike Logan who resigned.

Summer Custodial Work Crew

Madalyn Hershey	\$7.25 per hour
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Independent Volunteers

It is recommended that the Board approve the election of the following individuals as independent volunteers for the 2012/13 school year.

Lindsay Gorsuch	Kim Martin
Sarah Mitchell	Dennis Quinn

Substitute Teachers and Assistants

It is recommended that the Board approve the election of the individuals listed below as substitutes, effective June 20, 2012, until they submit their resignation or have their active status changed by the district.

Teachers

Benjamin Hilt  
Lauren Krause  
Sam Stoler  
Lorrie Wink

Assistants

Robin Clugston  
Deborah Dietrich  
Molly Harple

Barbara Heisey  
Douglas Olsen  
Bethany Shrom  
Jennifer Stewart

Mr. Peters moved, Mr. Rucci seconded the motion to approve the elections of the above individuals.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

**2. TRANSFERS/CHANGE OF STATUS**

It is recommended that the Board approve the transfers and changes of status as set forth below.

Administrative Change of Status

Scott Galen, from an Assistant Principal at Warwick High School to Associate Principal at Warwick High School, effective July 1, 2012.

Instructional Change of Status

Elizabeth Hartranft, from Technology Integration Coach at Warwick High School to the Elementary Technology Coordinator at John Beck Elementary School, effective August 6, 2012. Mrs. Hartranft is replacing Dr. Joyce Good who resigned.

Mr. Eppig moved, Mr. Peters seconded the motion to approve the transfers/change of status/rate change of the above individuals.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

**3. LEAVE OF ABSENCE REQUESTS**

It is recommended that the Board approve the following leave of absence requests.

Mary K. Rapp is requesting FMLA, starting approximately October 22, 2012 through January 18, 2013. Her return to work date is planned for January 22, 2013.

Megan Cupo-Fisher is requesting an extension of her Unpaid Leave of Absence for Child Rearing. She would like to extend her leave through the 2012-2013 school year, with the start of the 2013-2014 school year as her revised return to work date.

Leslie Stein is requesting an extension of her Unpaid Leave of Absence due to not being released from her physician. She intends to return at the beginning of the 2012-2013 school year.

Kathleen Derr continues to be in need of an extension of her Unpaid Leave of Absence through June 29, 2012, due to not being released by her physician.

Mr. Eppig moved, Mrs. Wenger seconded the motion to approve the leave of absence requests of the above individuals.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

**4. TEACHER TENURE**

The following teachers have met the teacher tenure requirements as set forth by the Pennsylvania School Code and are recommended for tenure, effective June 20, 2012.

High School

Laurie Carmack	Learning Support
Jennifer Maffeo	Science
Sarah Martens	Science
Raymond Mount	Science
Todd Smoker	Health & Physical Education
Jamie Weiler	Learning Support

Elementary

Diana Delmotte	JB – Grade 2
Jackie Drexel	LE – Nurse
Valisa Vealey	JB – Grade 2

Mr. Peters moved, Mrs. Wenger seconded the motion to approve teacher tenure for the teachers named above.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

**5. FINAL ADOPTION - 2012-2013 WARWICK SCHOOL DISTRICT BUDGET**

It is recommended that the Board approve the final adoption of the 2012/2013 Warwick School District Budget in the amount of \$61,599,421.00, as set forth on [ATTACHMENT #1](#). The tax increase needed for the proposed budget equals .67 mills, a 3.74% tax increase, which would set the millage rate at 18.57.

Mr. Miller moved, Mr. Landis seconded the motion to approve the final adoption of the 2012-2013 Warwick School District Budget.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

### **Levying of Taxes**

It is necessary to levy the required taxes to support the 2012-2013 budget. It is recommended that the required Tax Resolutions enacting the taxes as listed on **ATTACHMENT #2** be acted upon by the Board.

Mr. Landis moved, Mr. Miller seconded the motion to levy the required taxes to support the 2012-2013 Warwick School District Budget.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

### **6. SALARY RANGES**

It is recommended that the Board approve the 2012-2013 salary range (SRI) guidelines as per **ATTACHMENT #3**.

Mr. Peters moved, Mr. Rucci seconded the motion to approve the 2012-2013 salary range (SRI) guidelines.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

### **7. SALARY INCREASE GUIDELINES 2012-2013**

It is recommended that the Board approve the 2012-2013 wage increases based upon the Salary Increase Guidelines as per **ATTACHMENT #4**.

Mr. Peters moved, Mr. Miller seconded the motion to approve 2012-2013 wage increases based upon the Salary Increase Guidelines.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

### **8. REVISED BOARD POLICY FIRST READING**

It is recommended that the Board approve the first reading of the revised Board Policies in **ATTACHMENT #5**.

Mr. Rucci moved, Mrs. Wenger seconded the motion to approve the first reading of the revised Board Policies.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

## 9. BOARD COMMITTEE ELECTIONS AND TERM RENEWALS

It is recommended that the Board approve the elections and term renewals for the following Board Committee members, effective June 20, 2012.

### Education Committee

Ken Sapp – term renewal

### Finance & Legal Committee

Flip Steinour – newly elected

### Building & Property Committee

Wayne Siegrist – term renewal

### Student Activities Committee

Denise Warner – term renewal

Frank McMullin – term renewal

Mr. Eppig moved, Mrs. Wenger seconded the motion to approve the elections and term renewals for the Board Committee members, effective June 20, 2012.

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

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

**Nays:** None

**Absent:** Mr. Shaub

### **Information from the Superintendent**

- Successful Graduation – thank you to Calvary Church for providing the venue for Commencement free of charge.
- Summer Office Hours
- Sink Hole Remediation update
- No Committee meetings for July and August
- Budget process has been painful/difficult

## **COMMITTEE REPORTS**

### **Student Representative**

Abigail Barthe discussed the WHS Chapter of the National Honor Society, that welcomed 32 new members and recently held a blood drive where they collected 130 units of donated blood.

### **Building and Property Committee**

The Building & Property Committee met on Monday, June 18, 2012. The agenda included the review of the final 12-13 budget including non-repetitive maintenance, the Lititz Rec Center request for signage, the Bonfield Elementary School-HVAC project, Alternative Funding, Committee Service terms, and Rental of Facilities fee schedule. Thanks & appreciation was shared with both Sally Garman and Matt Good whose term on the committee ended with this meeting. The following items are presented for Board Action:

1. The Board grant permission for the Lititz Rec Center to install 2 new signs located on district property. One at the Orange Street & Campus Drive intersection and one along Maple Street at the Rec Center entrance. All permits, approvals and construction are to be completed by the Lititz Rec Center. Warwick School District's contribution of 50 percent is not to exceed \$6,000.

Mr. Peters moved, Mr. Rucci seconded the motion to approve the Lititz Rec Center to install 2 new signs located on district property.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

2. The Board approve a revised rental of facilities fee schedule effective July 1, 2012 as per [ATTACHMENT #6](#).

Mr. Eppig moved, Mrs. Wenger seconded the motion to approve a revised rental of facilities fee.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

**Education Committee**

No Meeting.

**Finance and Legal Committee**

The Finance and Legal Committee met on Thursday, June 14, 2012. The agenda included the review of the Warwick School District 2012-2013 budget and fund balance commitment designation, Lancaster-Lebanon IU 13 joint purchasing bid awards, Food and Nutrition Services 12-13 budget and lunch prices, WarwickWARE business plan, Alternative Funding, Obsolete Equipment, Concession Stand operations, Intern Hours for 2012-2013, and Student Accident Insurance. The Committee makes the following recommendations:

1. The Board approve the Fund Balance Commitment resolution as presented on [ATTACHMENT #7](#).

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

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

2. The Board approve the 2012-2013 LLIU 13 bid awards as presented on [ATTACHMENT #8](#).

Mr. Miller moved, Mrs. Wenger seconded the motion to approve the 2012-2013 LLIU 13 bid awards.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub



3. The Board approve the 2012-2013 Food & Nutrition Services budget with the following recommended lunch price increases:

	<u>11/12</u>	<u>12/13</u>
Elementary	\$2.00	\$2.10 (10 cent increase)
Secondary	\$2.25	\$2.35 (10 cent increase)
Student Warrior (lifestyle)	\$2.65	Ala Carte
Student Warrior (Fusion)	\$2.90	\$3.00 (10 cent increase)
Breakfast (Elementary)	\$1.35	\$1.35 (no increase)
Breakfast (Secondary)	\$1.35	\$1.35 (no increase)
Adult Lunch	\$3.65	\$3.75 (10 cent increase)

(Described in the proposed Cafeteria Fund Budget 2012-2013 as per [ATTACHMENT #9.](#))

Mr. Miller moved, Mr. Landis seconded the motion to approve the 2012-2013 Food & Nutrition Services budget and lunch prices.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

4. The Board approve the disposal of obsolete AV & Tech equipment as per [ATTACHMENT #10.](#)

Mr. Miller moved, Mr. Rucci seconded the motion to approve the disposal of obsolete AV & Tech equipment

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

5. The Board approve Student Intern hours for WSD software development as per [ATTACHMENT #11.](#)

Mr. Miller moved, Mr. Landis seconded the motion to approve Student Intern hours for WSD software development.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

6. The School Board approve the 2012/2013 Student Accident Insurance renewal as presented on [ATTACHMENT #12.](#)

Mr. Miller moved, Mrs. Wenger seconded the motion to approve the 2012/2013 Student Accident Insurance renewal.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

### **Student Activities Committee**

The Student Activities Committee met on June 14, 2012. Mr. John Kosydar shared information about the request for Warwick to enter into agreement with Veritas Academy for boys and girls' soccer. Mr. Troy Price discussed the request by a community member for non-Warwick students to participate in high school extracurricular music activities. Mr. Kosydar provided an update on the planning for the concession stand for the 2012-2013 school year. Mr. Kosydar and Mr. Price shared their plan for continued communication to parents and the community about the extracurricular participation fees for the upcoming school year. Mr. Kosydar thanked the committee for their dedication to this initiative, and for the assistance in developing the procedures for implementation. Dr. Robin Felty presented the requests for Sunday use of facilities. The Committee makes the following recommendations to the Board.

1. It is recommended that the Board approve the following Sunday use facilities requests:
  - A. The Lititz Springs Park Board to use the HS auditorium for the National Guard Band Performance on June 24, 2012 from 5:30 p.m. to 9:00 p.m.
  - B. The Warwick Youth Girls' Softball Association to use the JRB baseball/MP fields 23, 24, 25, and the Moores Run baseball field 28 for games on July 15, 2012 from 1:00 to 8:00 p.m.
  - C. The Lancaster-Lebanon PIAA Basketball Officials to use the HS small gym for chapter meetings on November 4, 11, 2012 and December 2, 2012 from 6:00 to 8:30 p.m.; November 18, 2012 from 6:00 to 9:00 p.m.; and December 16, 2012, January 6, 20, and 27, 2013 from 6:30 p.m. to 8:30 p.m.
  - D. The Lititz Leo Club to use the HS cafeteria – dining area only, HS cafeteria lobby, HS large gym, HS gym lobby, and HS indoor concession stand for the Lititz Fire & Ice Festival on February 17, 2013 from 1:00 to 7:00 p.m.

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

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

2. It is recommended that the Board adopt the following Concession Stand Plan:
  - A. It is recommended that the Board adopt the following Concession Stand Plan, effective July 1, 2012, as per [Attachment #13](#).

Mr. Rucci moved, Mrs. Wenger seconded the motion to approve the Concession Stand Plan.

**On roll call vote:**

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

**Nays:** None

**Absent:** Mr. Shaub

**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 that the House and Senate are dealing with property tax reform bills.

**IU Representative**

Next meeting will be held June 20, 2012.

**Lancaster County Career and Technology Center Representative**

Meeting was held May 23, 2012. Mr. Eppig reported that the LCCTC will close their cabinet making, web design, manufacturing, and welding programs.

**Lancaster County Academy Representative**

Mr. Miller reported that Warwick had one student graduate from LCC on June 9, 2012.

**PRIOR BUSINESS**

None

**NEW BUSINESS**

None

**INFORMATION**

None

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

Dr. Quinn thanked those who attended the meeting. He also congratulated the Class of 2012.

Mrs. Beth Hartranft, Jennifer Murphy, and Scott Galen thanked the Board for the opportunity to serve Warwick in their new roles.

**ADJOURNMENT**

There being no further business, Miss Barthe moved to adjourn the meeting. Mr. Eppig seconded the motion and the meeting adjourned at 7:43 p.m.

Respectfully submitted,

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David Zerbe, Assistant Secretary/Recorder