

Warwick School District

Lititz, PA 17543

October 16, 2012

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the District Board room on Tuesday, October 16, 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., Darryl L. Miller, Nelson Peters, Dr. Timothy Quinn, Debra J. Wenger, Todd L. Rucci, Michael R. Landis, Scott Shaub, Matthew Knouse, and Abigail Barthe, Student Representative, all were present at roll call.

Others attending the meeting: Dr. April Hershey, Superintendent, Dr. Robin Felty, Assistant Superintendent, David L. Zerbe, Business Manager, Mark Leidich, Doreen Packer, Michael Upton of *Lititz Record Express*, Laurie Knowles of *Lancaster Intelligencer*, Lori Zimmerman, Scott Galen, Associate HS Principal, Amy Martin, Lisa Ballantyne, and Stacie Bardell.

MOMENT OF SILENCE

Dr. Quinn called for a moment of silence to honor former Warwick Middle School and John R. Bonfield Elementary teacher, Mr. Paul D. Miller, who passed away the previous week.

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 & SUPPLEMENTAL AGENDA

Mr. Eppig moved, Mrs. Wenger seconded the motion to approve the agenda and supplemental agenda as presented.

Motion passed 9-0.

APPROVAL OF MINUTES (Regular meeting of [9/18/12](#))

Mr. Peters moved, Mr. Eppig seconded the motion to approve the minutes of the September 18, 2012 meeting of the Board.

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	\$1,979,940.77
Wire Transfers	\$1,257,845.19
Construction Fund	None

Cafeteria Fund	\$130,298.71
Middle School Fund	\$366.50
High School Fund	\$3,417.66

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

On roll call vote:

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

Catherine Dietrich as a Grade 3 Teacher at Lititz Elementary School, effective January 1, 2013.

Non-Instructional

Kathleen Derr as an Office Assistant for the Copy Room at Warwick High School, effective September 30, 2012.

Mr. Eppig moved, Mr. Rucci seconded the motion to approve the retirement of the above individuals.

On roll call vote:

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

Nays: None

Absent: None

B. Resignations

It was recommended that the Board accept the resignations of the following individuals.

Instructional

Jonathan Wilcox as a Science Teacher at Warwick Middle School, effective December 31, 2012.

Non-Instructional

Amanda Rishell as a Special Needs Assistant at Warwick Middle School, effective October 1, 2012.

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

On roll call vote:

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

Nays: None

Absent: None

B. Elections

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

Instructional

Kathleen Girten as LTS Learning Support Teacher at Warwick Middle School, at the salary of \$44,538/year, effective August 29, 2012. Ms. Girten is replacing Maggie Esbenshade who is on leave.

Non-Instructional

Judith Good as a Food and Nutrition Services Assistant at Warwick Middle School, 3.0 hours/day, at \$9.00/hour, effective October 17, 2012. Ms. Good is filling a position that has been vacant for some time.

Laura Wash as a Learning Support Assistant at Warwick Middle School, 7.0 hours/day, at \$10.27/hour, effective October 17, 2012. Mrs. Wash is replacing Cheryl Large who retired.

John Davidson as a Special Needs Assistant at Warwick Middle School, 7.0 hours/day, at \$11.53/hour, effective October 17, 2012. Mr. Davidson is replacing Amanda Rishell who resigned.

Extra-Duty/Extra-Curricular

Connie Hilliar as the Assistant Drama Director for Warwick High School, at the annual salary of \$1,566, effective for the 2012-2013 school year. Mrs. Hilliar is replacing Allison Fund who resigned.

Wayne Hummer as the Head Boys Lacrosse Coach for Warwick High School, at the annual salary of \$4,158, effective for the 2012/2013 school year. Mr. Hummer is replacing Chris Schmehl.

Independent Volunteers

It was recommended that the Board approve the elections of the following individuals listed below, effective October 16, 2012. All necessary clearances are on file.

Leahn Agnew-Karcheski
Sherry Borne
Heidi Cesarini
Daniel Clawser
Tonya Eberly
Julie Shirk
Chrissy Starner
Maureen Troop
Tracey Davis
Lori Ruchalski

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

On roll call vote:

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

Nays: None

Absent: None

2. CHANGE OF STATUS

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

Non-Instructional Change of Status

Brenda Mertz as Recess Monitor at Kissel Hill Elementary School, 2.0 hours/day to Recess Monitor/Classroom Assistant at Kissel Hill Elementary School, 2.0 hours/day, 2.0/day, effective October 17, 2012. The change of status is due to an increase in class size since the beginning of the school year.

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

On roll call vote:

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

Nays: None

Absent: None

3. LEAVE REQUESTS

It was recommended that the Board approve the following leave requests.

Stephanie Taylor is requesting FMLA, effective approximately 2/19/13 through 5/13/13. She intends to return to work on 5/14/13.

Stephanie Baxter is requesting FMLA, effective approximately 2/11/13 through 5/3/13. She intends to return to work on 5/6/13.

Leslie Stein is requesting an Unpaid Leave of Absence due to medical needs. Pending release from her doctor, she intends to return to work on October 9, 2012.

Mr. Eppig moved, Mr. Peters seconded the motion to approve the leave requests above:

On roll call vote:

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

Nays: None

Absent: None

4. NON-RESIDENT TUITION STUDENT APPROVAL

It was recommended that the Board approve the admission of the qualified applicant as a tuition paying, non-resident, according to School Board Policy 202, and as outlined on [ATTACHMENT #1](#).

Mr. Eppig moved, Mr. Rucci seconded the motion to approve the admission of the qualified applicant as a tuition paying, non-resident, according to School Board Policy 202.

On roll call vote:

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

Nays: None

Absent: None

5. REVISED BOARD POLICIES SECOND READING

It was recommended that the Board approve the second reading of the revised Board Policies in [ATTACHMENT #2](#).

Mr. Eppig moved, Mr. Peters seconded the motion to approve the second reading of the revised Board Policies.

On roll call vote:

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

Nays: None

Absent: None

6. MEMORANDUM OF AGREEMENT (MOU) WITH WEA

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

A. Warwick Wellness Option Medical Insurance Plan, as set forth on **ATTACHMENT #3**.

Mr. Eppig moved, Mrs. Wenger seconded the motion to approve the Memorandum of Agreement (MOU) with the Warwick Education Association.

On roll call vote:

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

Nays: None

Absent: None

7. SUPERINTENDENT CONTRACT RENEWAL RESOLUTION

It was recommended that the Board approve to extend the contract of Dr. April M. Hershey, effective July 1, 2013 through June 30, 2018:

“I hereby move that, pursuant to 1073 (b) of the Public School Code of 1949, as amended, that the Board of School Directors notify Superintendent Dr. April M. Hershey that the Board intends to retain her for a further term of five years.”

Dr. Quinn moved, Mr. Shaub seconded the motion to approve to extend the contract of Dr. April M. Hershey, effective July 1, 2013 through June 30, 2018.

On roll call vote:

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

Nays: None

Absent: None

8. APPROVAL OF SUPERINTENDENT CONTRACT

It was recommended that the Board approve the contract of Dr. April M. Hershey, effective July 1, 2013 through June 30, 2018 as per **ATTACHMENT #4**.

Dr. Quinn moved, Mr. Eppig seconded the motion to approve the contract of Dr. April M. Hershey, effective July 1, 2013 through June 30, 2018.

On roll call vote:

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

Nays: None

Absent: None

Dr. Quinn shared that the Board is “delighted to have Dr. Hershey for another five years.”

Information from the Superintendent

- Class of 1957 Dedication of Memorial Wall was held recently; a photo of the memorial was gifted to the district and is now hanging in the Board Room.
- The upcoming weekend is Homecoming Weekend for the Warwick High School. The football game against Penn Manor will be held on Friday at 7 p.m., with the crowing of the Homecoming Queen at half-time.
- Dr. Hershey shared that she has completed building “site” visits and has met with many teachers across the district.

COMMITTEE REPORTS

Student Representative

Abigail Barthe shared that the Homecoming weekend and the first NHS Blood drive are upcoming events.

Building and Property Committee

No Meeting.

Education Committee

The Education Committee met on Monday, October 8, 2012. Miss Abigail Barthe shared information about various student activities across the district. Mrs. Brenda Crosetto, Mrs. Sandy Stehman, and Ms. Deb Incorvati presented the proposal for three (3) new high school Business Department courses for implementation during the 2013-2014 school year. They also presented information about the proposed textbooks to accompany the new courses. Mrs. Yvette Line-Koller shared information about the Annual Yearly Progress (AYP) for the district during the 2011-2012 school year. Her presentation also included detailed information about student achievement as demonstrated through the PSSA, PVAAS, SAT, and ACT. The Committee made the following recommendations to the Board:

1. It is recommended that the Board approve the request for the following three (3) courses and the accompanying textbooks to be implemented at the high school during the 2013-2014 school year:
 - a. Proposed Course: Medical Records and Health Information Technology
Proposed Textbook: *Medical Office Procedures* – Bayes, Crist, Becklin; Ed. 7e (2010) McGraw Hill
 - b. Proposed Course: Paralegal Studies
Proposed Textbook: *Paralegal Studies* – Hillary Michurd; (2013); Pearson Education
 - c. Proposed Course: Hospitality and Tourism Marketing
Proposed Textbook: *Hospitality & Tourism* – Silva & Howard; (2006) Glencoe

Mrs. Wenger moved, Mr. Peters seconded the motion to approve the request for the above three (3) courses and the accompanying textbooks to be implemented at the high school during the 2013-2014 school year.

On roll call vote:

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

Finance and Legal Committee

The Finance & Legal Committee met on Thursday, October 11, 2012. The agenda included a review of the June 30, 2012 audit progress (OPEB report, final 11/12 budget transfers), request to open a new High School Activity Fund account, review of proposed 2012/2013 transportation contracts, unemployment compensation experience, a draft 2012/2013 budget calendar, and a request for increased Intern hours. The Committee made the following recommendations for Board action:

1. The Board approve final budget transfers for the 2011/2012 year as per [ATTACHMENT #5](#).

Mr. Miller moved, Mr. Landis seconded the motion to approve the final budget transfers for the 2011/2012.

On roll call vote:

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

Nays: None

Absent: None

2. The Board approve 2012-2013 transportation contracts and drivers as per [ATTACHMENT #6](#).

Mr. Miller moved, Mr. Landis seconded the motion to approve the 2012-2013 transportation contracts and drivers.

On roll call vote:

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

Nays: None

Absent: None

3. The Board approve establishing a new HS Activity Fund account –National Business Honor Society per policy, as per [ATTACHMENT #7](#).

Mr. Miller moved, Mr. Landis seconded the motion to approve establishing a new HS Activity Fund account –National Business Honor Society per policy.

On roll call vote:

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

Nays: None

Absent: None

4. The Board approve adjusted Intern hours as presented on [ATTACHMENT #8](#).

Mr. Miller moved, Mr. Landis seconded the motion to approve adjusted Intern hours as presented.

On roll call vote:

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

Nays: None

Absent: None

Student Activities Committee

The Student Activities Committee met on Thursday, October 11, 2012. Miss Abigail Barthe shared information about various student activities across the district. Mr. Troy Price discussed the initial planning for Phase II of the extracurricular participation fees. Mrs. Debra Weidler presented information about the 2012-2013 transportation contracts. Dr. Felty presented the requests 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 requests:
 - a. Warwick Youth Girls' Softball to use Varsity Softball Field 5, Ambucs field 16 and JB Baseball Field 21 on October 28, 2012 from 1:00 – 8:00 p.m. for practice/games.

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

On roll call vote:

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

Nays: None

Absent: Mr. Knouse

2. It was recommended that the Board approve the following overnight field trip request:
 - a. High school Grade 11 & 12 students and staff to the Penn Stater Hotel, State College, on November 4 & 5, 2012. Students will be participating in the State College Future Business Leaders of America (FBLA) State Leadership Workshop.

Mr. Rucci moved, Mr. Eppig seconded the motion to approve the overnight field trip request.

On roll call vote:

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

Nays: None

Absent: Mr. Knouse

Executive Session/Personnel Committee

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

Labor and Management Committee

The committee will meet October 18, 2012.

Lititz Recreation Center Representative

No Meeting.

Legislative Committee

Mr. Eppig shared information about Charter/Cyber School Reform, Assessment Appeal Reform, and discussed how different formulas were applied by PDE when determining AYP for Charter/Cyber schools vs. public school districts.

IU Representative

Meeting held 10/10/12. Mr. Landis shared documents with each board member via email, and explained that the search to replace the retiring Executive Director, Dr. Cindy Burkhart, continues.

Lancaster County Career and Technology Center Representative

Meeting held 9/27/12. Mr. Eppig shared that the focus of the meeting was about the resignation of the Assistant Executive Director and finding a replacement.

Lancaster County Academy Representative

Next Meeting is 10/24/2012.

PRIOR BUSINESS

None.

NEW BUSINESS

None.

INFORMATION

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

None.

ADJOURNMENT

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

Respectfully submitted,

David Zerbe, Board Secretary