

# Warwick School District

Lititz, PA 17543

December 21, 2010

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the District Board room on Tuesday, December 21, 2010, at 7:00 p.m.

Dr. Quinn, President, called the meeting to order.

## PLEDGE OF ALLEGIANCE

## ROLL CALL

The Board Secretary called the roll of the Board: Jeffrey A. Conrad, Millard P. Eppig, Jr., Michael R. Landis, Darryl L. Miller, Dr. Timothy Quinn, Todd L. Rucci, and Debra J. Wenger, were present at roll call.

Excused Absences: Warren Newberry, David M. Pusey, and Kelsey Cowher, Student Representative

Others attending the meeting: Dr. April Hershey, Superintendent, Dr. Keith Floyd, Assistant Superintendent for Elementary Education, Dr. Robin Felty, Assistant Superintendent for Secondary Education, Jo Anne McClain, Board Secretary, David L. Zerbe, Business Manager, Laura Knowles of Lancaster Newspapers, Michael Upton of *Lititz Record Express*, Lori Zimmerman, Tom Becker, Howard Snoke, Art Barr, Penny Mason, Scott Galen, Melissa Vulopas, Mark Leidich, Dr. Peggy Montgomery, Bob Kelly, Danielle Bardo, Julie Brunetto, Chrissy Casella, Jennifer Erickson, Liesl Gehman, Jason Balsbaugh, and Wayne Anthony.

## RECOGNITION OF CITIZENS

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

Bob Kelly, President of Lititz Youth Soccer Club, addressed the Board on behalf of the Lititz Summer Showcase and presented a check in the amount of \$5,000 as the second installment of the \$50,000 commitment made to the district last year. He thanked the Board members for their support.

## 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 11/16/10 and [Organization meeting](#) of 12/7/10)

Mr. Rucci moved, Mr. Landis seconded the motion to approve the minutes of the November 16, 2010, regular meeting, and the December 7, 2010, organization meeting of the Board.

Motion passed unanimously.

## TREASURER'S 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	\$ 759,203.14
Wire Transfers	\$1,057,281.55
Athletic Fund	\$ 20,570.84
Construction Fund	\$ 57,098.12
Cafeteria Fund	\$ 166,138.51
Elementary Fund	\$ 3,378.40
Middle School Fund	\$ 15,492.00
High School Fund	\$ 40,288.73

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

**On roll call vote:**

**Ayes:** Mr. Conrad, Mr. Eppig, Mr. Landis, Mr. Miller,  
Dr. Quinn, Mr. Rucci, and Mrs. Wenger  
**Nayes:** None  
**Absent:** Mr. Newberry and Mr. Pusey

**COMMUNICATIONS**

None

**REPORT OF THE SUPERINTENDENT**

**1. PERSONNEL**

**A. Resignations**

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

Instructional

M. Katie Byler as a grade 2 teacher at John Beck Elementary School, effective December 31, 2010.

Non-Instructional

Rebecca Herritt as a special needs assistant at Kissel Hill Elementary School, effective January 7, 2011.

Mr. Miller moved, Mrs. Wenger seconded the motion to accept the above resignations.

Motion passed unanimously.

**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

Julie Brunetto as an EDK teacher at Lititz Elementary School (50% FTE), effective January 3, 2011, at the salary of \$12,810.51. Ms. Brunetto is replacing Beth Smith due to her change of status.

Danielle Bardo as a gifted teacher at Lititz Elementary School (50% FTE), effective January 3, 2011, at the salary of \$12,810.51. Ms. Bardo is replacing Beth Smith due to her change of status.

Liesl Gehman as an intervention specialist at Lititz Elementary School, effective the first day of the second semester of the 2010/11 school year, at the salary of \$21,812.

Extra-Duty

Gary Minnich as assistant boys' lacrosse coach for the 2010/11 school year, at the salary of \$2,741. Mr. Minnich is replacing Tony Fetter who resigned.

Denise Claar as assistant JH girls' basketball coach for the 2010/11 school year, at the salary of \$3,007. Ms. Claar is replacing James Croyle who resigned.

Shannon Howard as drama director HS spring (50% position) at Warwick High School, effective the 2010/11 school year, at the salary of \$1,044. Ms. Howard is replacing Lauren Loercher Sobon who resigned.

Norman Howard as drama director HS spring (50% position) at Warwick High School, effective the 2010/11 school year, at the salary of \$1,044. Mr. Howard is replacing Lauren Loercher Sobon who resigned.

Connie Hilliar as assistant drama director HS spring at Warwick High School, effective the 2010/11 school year, at the salary of \$1,566. Ms. Hilliar is replacing Dean Sobon who resigned.

Other

Nathan Behling as concession stand co-supervisor at Warwick High School, effective December 22, 2010, with wages of \$500/month effective January, 2011, plus profits not to exceed 8% of concession stand profits, as per guidelines reviewed by the Student Activities Committee on November 11, 2010.

Volunteer Coaches

It was recommended that the Board approve the following individuals as volunteer coaches for the 2010/11 athletic season.

William McClain	Wrestling
Aaron Leeking	Wrestling

Independent Volunteers

It was recommended that the Board approve the following individuals as independent volunteers for the 2010/11 school year.

Bridget Fassnacht	Sarah Forgione	Heather Hain
Scott Hain	Alicia Jolin	Megan Keenan
Shannon Richard	Constance Simmons	Christine Snavelly
Linda Strubel	James Stephenson	

Substitute Teachers and Assistants

It was recommended that the Board approve the election of the following individuals as substitutes, effective December 22, 2010, until they submit their resignation or have their active status changed by the district.

<u>Teachers</u>	<u>Guest Teachers</u>
M. Katie Byler	Theresa Frisbie
Magdeline Daubert	Preston Hoover
Melissa Passaro	
Beverly Weaver	

Support Staff

Christine Snavelly

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

**On roll call vote:**

<b>Ayes:</b>	Mr. Conrad, Mr. Eppig, Mr. Landis, Mr. Miller, Dr. Quinn, Mr. Rucci, and Mrs. Wenger
<b>Nays:</b>	None
<b>Absent:</b>	Mr. Newberry and Mr. Pusey

The following newly elected teachers who were present in the audience were recognized: Julie Brunetto, Danielle Bardo, and Ms. Liesl Gehman.

**2. TRANSFERS AND CHANGES OF STATUS**

It was recommended that the Board approve the transfers and changes of status of the following individuals.

Non-Instructional Transfers

LuAnn Hain from a food service assistant at John Beck Elementary School to a food service assistant at John R. Bonfield Elementary School, effective January 3, 2011. Ms. Hain is replacing Dianne Leeking due to her transfer.

Dianne Leeking from a food service assistant at John R. Bonfield Elementary School to a food service assistant at John Beck Elementary School, effective January 3, 2011. Ms. Leeking is replacing LuAnn Hain due to her transfer.

Non-Instructional Changes of Status

Grace Walters from a special needs assistant (7.0 hours/day – 35.0 hours/week), to a computer assistant (6.5 hours/day – 32.5 hours/week) at Warwick High School, effective when her replacement is hired. Ms. Walters is replacing Tammy Mill due to her change of status.

Kenneth Longenecker from a groundskeeper at Warwick High School, to the lead building services position at Kissel Hill Elementary School, effective January 3, 2011. Mr. Longenecker is replacing Ronald Bortner who retired.

Extra-Duty Change of Status

Ann Behling from concession stand supervisor at the salary of \$2,040, to concession stand co-supervisor at Warwick High School, effective December 22, 2010, with wages of \$500/month effective January, 2011, plus profits not to exceed 8% of concession stand profits, as per guidelines reviewed by the Student Activities Committee on November 11, 2010.

Mr. Eppig moved, Mr. Rucci seconded the motion to approve the transfers and changes of status as listed above.

**On roll call vote:**

**Ayes:** Mr. Conrad, Mr. Eppig, Mr. Landis, Mr. Miller,  
Dr. Quinn, Mr. Rucci, and Mrs. Wenger  
**Nays:** None  
**Absent:** Mr. Newberry and Mr. Pusey

3. **LEAVE OF ABSENCE REQUESTS**

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

Curtis Morris is requesting FMLA beginning November 29, 2010, with a return date pending release by physician.

Mari Cummins is requesting FMLA beginning December 1, 2010, through December 23, 2010. Her planned return-to-work date is January 3, 2011.

Lija Stoltzfus is requesting FMLA from an anticipated start date of February 28, 2011, through May 20, 2011. Her estimated return-to-work date is May 23, 2011.

Kay Kuch is in need of an unpaid leave of absence due to medical circumstances. She plans to return to work, pending release from her doctor, on January 3, 2011.

Mary Kay Guthrie has required an extension of her unpaid leave due to ongoing medical circumstances and not being released to return to work by her doctor. Her estimated return-to-work date is January 17, 2011.

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

**On roll call vote:**

**Ayes:** Mr. Conrad, Mr. Eppig, Mr. Landis, Mr. Miller,  
Dr. Quinn, Mr. Rucci, and Mrs. Wenger  
**Nays:** None  
**Absent:** Mr. Newberry and Mr. Pusey

4. **LANCASTER-LEBANON JOINT AUTHORITY**

It was recommended that the Board appoint Elaine Mathias, assistant to the business manager, as the district's representative to the Lancaster-Lebanon Joint Authority to complete the unexpired term of Matthew LaBuda, effective December 22, 2010, through January 1, 2012.

Mr. Eppig moved, Mr. Miller seconded the motion to approve the above appointment.  
Motion passed unanimously.

5. **BOARD COMMITTEE APPOINTMENT**

It was recommended that the Board approve the appointment of Dr. Jennifer Shettel as a community representative on the Education Committee, effective December 22, 2010, through June 30, 2013.

Mr. Eppig moved, Mrs. Wenger seconded the motion to approve the above appointment.  
Motion passed unanimously.

**Information from the Superintendent**

Dr. Hershey reported that the following elementary band students represented Warwick at the Pennsylvania Music Educators Association (PMEA) District 7 Youth Honor Band, which was held on November 12 and 13, 2010, at the Central Dauphin East Middle School: Shohini Banerjee-flute; Anna Weaver-flute; Megan MacNair-clarinet; Rebecca Owsinski-clarinet; Alec Winpenny-clarinet; and Ben White-saxophone.

Dr. Hershey notified the Board that Gibbel Kraybill & Hess LLP donated \$230 for Warwick School District's book purchases.

There have been a variety of holiday programs, concerts and events happening, and the winter athletics are in full swing. Due to the Christmas holiday, there will be no school on Friday and all next week. The District Office will be open on Tuesday and Wednesday of next week, and the students will return on January 3, 2011.

**COMMITTEE REPORTS**

**Student Representative**

Kelsey Cowher was not in attendance. Dr. Felty read her report. The Warwick High School music department held its annual winter holiday concert titled, "A Joyous Celebration." Students in Interact donated \$500 to Rotary International's campaign to end polio. Students donated a dollar to have their finger dyed purple to show their support to end polio. Interact helped Lititz Women's Club by donating over \$200 worth of toys and wrapped gifts for children in the community. A new club was started this year called Aavidum, designed to help students with mental health issues and positive decision-making. Project U.N.I.T.E. sponsored a random act of kindness by passing out cookies to students as they left school. This club, which was formed last spring, has the mission to unite Warwick's student body through various events and to promote student involvement.

**Building and Property Committee**

Mr. Zerbe reported that the Building and Property Committee met on December 13, 2010. The Middle School project was discussed, including change orders, cafeteria truss mediation, the closeout process, and sinkhole remediation. Updates were given on the Campus Master Plan electrical contract for softball field lighting, and the LCCTC project for the Buch Farm pavilion. The 2011/12 budget, non-repetitive maintenance, and the McCall residence were reviewed. The non-repetitive maintenance tour date has been set for January 15, 2011. The parent group project for the softball/baseball field improvements was discussed. Other topics included the utility-demand response program. The Committee made the following recommendations to the Board.

1. That the Board approve change order #18 (\$78,862.50) to ER Stuebner, Inc., and the Settlement and Release Agreement, subject to signed agreements, for the middle school truss issue, as detailed on [ATTACHMENT #1](#).

Mr. Miller moved, Mr. Eppig seconded the motion to approve the above change order and Settlement and Release Agreement, as detailed on Attachment #1.

**On roll call vote:**

**Ayes:** Mr. Conrad, Mr. Eppig, Mr. Landis, Mr. Miller,  
Dr. Quinn, Mr. Rucci, and Mrs. Wenger  
**Nayes:** None  
**Absent:** Mr. Newberry and Mr. Pusey

2. That the Board approve the Project Proposal by the Warwick Girls' Softball Parents and Warwick Youth Girls' Softball Association for the construction of dugouts and fencing, as outlined on [ATTACHMENT #2](#).

Mr. Conrad moved, Mr. Landis seconded the motion to approve the abovementioned Project Proposal as outlined on Attachment #2.

**On roll call vote:**

**Ayes:** Mr. Conrad, Mr. Eppig, Mr. Landis, Mr. Miller,  
Dr. Quinn, Mr. Rucci, and Mrs. Wenger  
**Nayes:** None  
**Absent:** Mr. Newberry and Mr. Pusey

3. That the Board approve an agreement with Hess Corporation for the Demand Response Program, as outlined on [ATTACHMENT #3](#).

Mr. Rucci moved, Mrs. Wenger seconded the motion to approve the above agreement as outlined on Attachment #3.

**On roll call vote:**

**Ayes:** Mr. Conrad, Mr. Eppig, Mr. Landis, Mr. Miller,  
Dr. Quinn, Mr. Rucci, and Mrs. Wenger  
**Nayes:** None  
**Absent:** Mr. Newberry and Mr. Pusey

**Education Committee**

The Education Committee did not meet in December.

**Finance and Legal Committee**

Mr. Landis reported that the Finance and Legal Committee met on December 9, 2010. Project updates were given on the Middle School project, Grosh Field, the Buch Farm pavilion, the mediation settlement, and the close out process. The June 30, 2010 audit report was reviewed. (Copies were at each Board member's seat.) The district's funds have been managed very well, and he thanked David Zerbe and the business office for their fine work. The 2011/12 budget planning continues with reviews of the LCCTC budget, Act index/exceptions, PSERS, cost savings efforts, budget calendar, homesteads/farmsteads, revenues and assessed values. The Committee made the following recommendation to the Board:

1. That the Board accept the June 30, 2010, Audit Report presented by Brown, Shultz, Sheridan & Fritz, CPAs and Business Advisors, and the Unreserved Fund Balance Designation, as per [ATTACHMENT #4](#).  
(Note: The auditors have issued a clean opinion and commended the district for the results of operations.)

Mr. Landis moved, Mr. Miller seconded the motion to accept the audit report, per Attachment #4.

**On roll call vote:**

**Ayes:** Mr. Conrad, Mr. Eppig, Mr. Landis, Mr. Miller,  
Dr. Quinn, Mr. Rucci, and Mrs. Wenger  
**Nayes:** None  
**Absent:** Mr. Newberry and Mr. Pusey

### **Student Activities Committee**

Mr. Rucci reported that the Student Activities Committee met on December 9, 2010. Dr. Robin Felty presented the requests for overnight and/or out-of-state field trips and the Sunday use of facilities. Dr. Felty and Troy Price presented revised field trip request forms and guidelines. Mr. Frank McMullin presented "Girls on the Run" to the committee. John Kosydar, A.D., and Dr. Felty reviewed the 2009/10 parent groups' financial statements. Kelsey Cowher presented her student representative report. The Committee made the following recommendations to the Board:

1. It was recommended that the Board approve the following Sunday use of facilities requests:
  - A. The New Line Review to use the HS auditorium for end-of-year dance recital on June 5, 2011, from 1:00 to 6:00 p.m.
  - B. The Five Star Swim Club to use the HS cafeteria-dining area only for its Ice Cream Social/ Awards Banquet on April 3, 2011, from 3:30 to 6:00 p.m.

Mr. Rucci moved, Mr. Landis seconded the motion to approve the above Sunday use of facilities requests. Motion passed by 6-1 vote with Mr. Conrad abstaining.

2. It was recommended that the Board approve the following overnight/out-of-state field trip request:
  - A. High School students and staff to the Manhattan Theatre District, New York, NY, from February 17-19, 2011. Students will tour city, attend an instructional Broadway classroom series and two Broadway performances.

Mr. Rucci moved, Mr. Conrad seconded the motion to approve the above field trip request. Motion passed unanimously.

### **Executive Session / Personnel Committee**

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

### **Labor and Management Committee**

Dr. Quinn stated that there was no meeting in December.

### **Lititz Community Center Representative**

Mr. Conrad reported that there was no meeting this month.

### **Legislative Committee**

Mr. Pusey was absent. He has been sending emails to the Board to keep them informed.

### **IU Representative**

Mr. Landis reported that Dr. Burkhart reviewed the business plan and goals which had been set through the year. He discussed the various goal themes. The H.R. committee reviewed 15+ agenda items. The board reviewed the treasurer's report and disbursements. Reports were presented for each committee, and Dr. Burkhart pointed out the collaborative services, joint purchasing programs, and other cost-saving services. The local board report was previously sent electronically to the Board members. On January 31 the IU is sponsoring a meeting featuring an administrator from the New Jersey school system. If anyone is interested in attending, please let Dr. Hershey know. A fund raising dinner/dance will be held on February 18 to benefit the education foundation. There will be an H.R. exchange retreat in Gettysburg on April 14-15. The invitation was extended to visit any of the 40 IU classroom programs. There is an autistic support program at Kissel Hill Elementary School, and a physical support program at Warwick High School.

### **Lancaster County Career and Technology Center Representative**

Mr. Pusey was absent. No report.

**Lancaster County Academy Representative**

Mr. Miller reported that the December meeting is normally held on a Saturday coinciding with graduation ceremonies. Since there were so few graduating, they didn't go to the expense of providing the full ceremony, and invited those students to come back for the June ceremony. The PDE status continues to be reviewed. They had a draft of a letter from PDE with suggestions on how the future Academy should be operated. They hope to have a five-year agreement in place before the current administration leaves. The executive director's continuing education was discussed. PDE would like to see Diane Tyson receive a principal certificate, and she is currently going through studies to achieve that end. Withdrawals were reviewed. Warwick does not have any student withdrawals, and 7 of our 10 slots are filled.

**PRIOR BUSINESS**

Mr. Conrad asked about a recent article in the *School Leadership News* regarding the \$4B shortfall in the state budget and what this means to Warwick. Mr. Zerbe responded that it involves the basic education subsidy, and more details probably won't be available until after March 1, 2011, when the state budget is released.

**NEW BUSINESS**

None

**INFORMATION**

None

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

Dr. Quinn wished everyone a joyous and safe holiday season.

Howard Snoke commended David Zerbe for the fine job he does as business manager. He wished everyone a Merry Christmas and Happy New Year, adding that we should not forget what the holiday is about, the birth of Jesus Christ. He also requested prayers for our nation.

**ADJOURNMENT**

There being no further business, Mr. Conrad moved to adjourn the meeting. Mr. Miller seconded the motion and the meeting adjourned at 7:58 p.m.

Respectfully submitted,

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Jo Anne McClain, Board Secretary