

Warwick School District
Lititz, PA 17543

September 20, 2011

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the District Board room on Tuesday, September 20, 2011, at 7:00 p.m.

Dr. Quinn, President, called the meeting to order. He announced that a Personnel Committee meeting was held at 6:00 p.m., prior to this Board meeting.

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, Warren Newberry, David M. Pusey, Dr. Timothy Quinn, Todd L. Rucci, Debra J. Wenger, and Abigail Barthe, Student Representative, were present.

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, Lori Zimmerman, Howard Snoke, Melanie Calender, Mark Leidich, Doreen Packer, Penny Mason, Dr. Peggy Montgomery, Diana Griffiths, Lorrie Schonour, Cynthia Jennings, Rick Glass, Ryan Berardi, and Tracey Weller.

RECOGNITION OF CITIZENS

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

Cindy Jennings inquired about the exact start date for the instructional support aide, Jessica Trimble, which was listed on the agenda. Dr. Hershey referred her to Mr. Mark Leidich, H.R. Director.

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 08/16/11)

Mr. Landis moved, Mr. Conrad seconded the motion to approve the minutes of the August 16, 2011, regular 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	\$9,333,105.23
Wire Transfers	\$2,853,681.66
Athletic Fund	\$ 17,397.65
Construction Fund	\$ 19,058.61
Cafeteria Fund	\$ 91,982.40
Elementary Fund	\$ 0.00
Middle School Fund	\$ 75.00
High School Fund	\$ 1,908.63

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

On roll call vote:

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

COMMUNICATIONS

None

REPORT OF THE SUPERINTENDENT

1. PERSONNEL

A. Resignations

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

Administrative

K. Eric Thompson as assistant principal at Warwick High School, effective September 12, 2011.

Non-Instructional

Heather Mentzer as a special needs assistant at Warwick High School, effective September 12, 2011.

Cynthia Shank as a learning support assistant at Lititz Elementary School, effective August 20, 2011.

Stephanie Zahn as a learning support assistant at Lititz Elementary School, effective August 14, 2011.

Virginia Birmingham as a learning support assistant at Lititz Elementary School, effective August 17, 2011.

Kelly Rago as a reading assistant at Lititz Elementary School, effective August 12, 2011.

Hope Shaub as a food services assistant at Warwick Middle School, effective August 17, 2011.

Kay Weber as a special needs assistant at Warwick High School, effective June 17, 2011.

Extra-Duty

Nancy Hertzog as cheerleading (winter assistant), effective August 15, 2011.

Sydney Brunk as JH assistant cheerleading coach, effective August, 2011.

Jeffrey DuBosq as HS technology education head teacher, effective September 6, 2011.

David Hoffman as HS German Honor Society advisor, effective September 6, 2011.

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

Non-Instructional

Kimberly Mannon as secretary at Warwick Middle School, effective September 21, 2011 (or upon receipt of paperwork), at the rate of \$12.65 per hour for 7.0 hours/day. Ms. Mannon is replacing Leona Thomas who retired.

Connie Simmons as a special needs assistant at Warwick High School, effective September 21, 2011 (or upon receipt of paperwork), at the rate of \$9.70 per hour for 7.0 hours/day. Ms. Simmons is replacing Heather Mentzer who resigned.

Faith Siegrist as a learning support assistant at Lititz Elementary School, effective September 21, 2011, at the rate of \$10.00 per hour for 5.5 hours/day. Ms. Siegrist is replacing Virginia Birmingham who resigned.

Amanda Sprague as a learning support assistant at Lititz Elementary School, effective September 21, 2011 (or upon receipt of paperwork), at the rate of \$9.80 per hour for 5.5 hours/day. Ms. Sprague is replacing Kelly Rago who resigned.

Jessica Trimble as a special needs assistant at Warwick High School, effective September 21, 2011 (or upon receipt of paperwork), at the rate of \$11.32 per hour for 7.0 hours/day. Ms. Trimble is replacing Michelle Dowd who resigned.

Sharon Yoder as a food & nutrition services assistant at Warwick High School, effective September 21, 2011, at the rate of \$8.45 per hour for 3.0 hours/day – 15.0 hours/week. Ms. Yoder is replacing Robin Clugston due to her change of status.

Extra-Duty

Nancy Hertzog as JH head cheerleading coach for the 2011/2012 school year, at the salary of \$3,497. Ms. Hertzog is replacing Susan Brunk who resigned.

Matthew Wolfe to the following positions for the 2011/2012 school year, at the salaries specified. He is replacing Rebecca Staznik who resigned.

Concert band MS	\$ 675
Jazz band MS	\$1,013
Concert band HS	\$2,475
Jazz band HS	\$1,013

Emily Davis as JH field hockey assistant coach for the 2011/2012 school year, at the salary of \$2,339. Ms. Davis is replacing Jayne Stief who resigned.

Lauren Brown as JH assistant cheerleading coach for the 2011/2012 school year, at the salary of \$2,055. Ms. Brown is replacing Sydney Brunk who resigned.

Craig Umberger as marching band assistant for the 2011/2012 school year, at the salary of \$2,363.

Carolyn Bogner as academic team assistant for the 2011/2012 school year, at the salary of \$1,856.

Michelle Martin as German Honor Society advisor for the first semester of the 2011/2012 school year, at the salary of \$337.50.

David Hoffman as German Honor Society advisor for the second semester of the 2011/2012 school year, at the salary of \$337.50.

Volunteer Coaches

It was recommended that the Board approve the election of the following individuals as volunteer coaches for the 2011/12 school year.

Robyn Rankin	Cross Country Coach
Kelly Bollinger	Field Hockey
Bill Cifuni	Soccer – boys and girls
Gordy Cowher	Soccer – boys
Ryan Stoner	Soccer – boys
Ryan Gajecki	Volleyball – boys and girls
Fred Gerfin	Basketball – girls
Leahn Agnew-Karcheski	Basketball – girls
Joel Kreiter	Football
Todd Rucci	Football
Stacy Rucci	Field Hockey
Joseph Brenner	Football
Michael Sham	Football
Kevin Boland	Football
Jayne Stief	Field Hockey
Ron Stief	Field Hockey
Laurie Ann Stemplinger	Bowling
Neal Stemplinger	Bowling
Ken Wolfe	Football and Softball
Steve Mousetis	Cross Country and Wrestling
William McClain	Wrestling
Lesley Foltz	Tennis
John Gerencser	Cross Country

Independent Volunteers

It was recommended that the Board approve the election of the following individuals as independent volunteers for the 2011/12 school year.

Gloria Martin
Margot Kusienski
Suzanna Witmer

Substitute Teachers and Assistants

It was recommended that the Board approve the election of the individuals listed below as substitutes, and the guest substitutes as listed on [ATTACHMENT #1](#), effective September 21, 2011, until they submit their resignation or have their active status changed by the district.

Teachers

Jessica Bartsch	Kelsey Landis
Rebecca Cetkowski	Pat Lorraine
Jennifer Detter	Marco Marinaro
Katherine Eberly	Ashley Messersmith
Marijane Ember	Lauren Morgan
Christine Felegi	Trisha Pearson
Steven Fields	Eric Rhoads
Kathy Frankhouser	Shane Shaffer
R. Brian Good	Faith Siegrist
Sara Harpster	Brian Summers
Danielle Ierley	Ginger Taylor
Kristen Karl	Alissa Wheeler
	Jolyn Wolf

Nurse

Melissa Sparmblack

Support Staff

Teresa Amrstrong
Jennifer Daughtry-Clow
Lisa Ann Dusablon
Helen Elliott
Kimberly McCardell
Hope Shaub
Kay Weber

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

On roll call vote:

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

2. TRANSFERS and CHANGE OF STATUS

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

Non-Instructional – Changes of Status

Kathleen Derr, an office assistant at Warwick High School, from 7.5 hours/day to 5.5 hours/day, effective September 6, 2011.

Renee Billow, a learning support assistant at Warwick Middle School, from 6.5 hours/day to 6.0 hours/day, effective September 6, 2011.

Valerie Bomberger, a learning support assistant at Warwick Middle School, from 5.5 hours/day to 6.0 hours/day, effective September 6, 2011.

George Quickel, a security officer for the district, from 8.0 hours/day to 7.5 hours/day, effective September 7, 2011.

Non-Instructional – Transfers

Heather Mentzer from a special needs assistant at Warwick Middle School, to a special needs assistant at Warwick High School, 7.0 hours/day – 35.0 hours/week, effective September 6, 2011. This transfer is due to the student moving to the high school.

Terry Pfautz from a learning support assistant at John R. Bonfield Elementary School, to a learning support assistant at Lititz Elementary School, 6.0 hours/day – 30.0 hours/week, effective September 6, 2011. Mr. Pfautz is replacing Cynthia Shank who resigned.

Kathy Felpel from a food & nutrition assistant at Warwick High School, 3.0 hours/day – 15 hours/week, to a temporary purchasing coordinator at the District Office, 4-8 hours per day, as needed, at the rate of \$11.75 per hour, effective on or about October 31, 2011. Ms. Felpel will be temporarily filling the duties of Karen Karr during her leave of absence.

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

On roll call vote:

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

3. **LEAVE OF ABSENCE REQUESTS**

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

Sue Zimmerman was previously approved for unpaid leave pending release from her doctor. She has continued to remain unable to work and has remained on unpaid leave. Her earliest return-to-work date is uncertain and is subject to release by her doctor.

Kathleen Derr has been previously approved for FMLA beginning 3/29/11 through 6/20/11, and an unpaid leave of absence from 6/21/11 through 8/26/11. She is requesting an extension of her unpaid leave of absence due to not being released by her physician.

Karen Karr is requesting FMLA leave for child care, effective on or about October 31, 2011. Her estimated return-to-work date is January 23, 2012.

Melissa Reifsnyder is requesting FMLA leave for child care, effective on or about November 11, 2011. Her estimated return-to-work date is February 10, 2012.

Mr. Miller moved, Mr. Rucci seconded the motion to approve the above leave of absence requests.

On roll call vote:

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

4. **BOARD COMMITTEE APPOINTMENTS**

It was recommended that the Board approve the appointment of the following individuals effective September 21, 2011, through June 30, 2014.

Education Committee

Stephen Montpetit, Community Representative

Finance and Legal Committee

Philip W. Shirk, Community Representative

Student Activities Committee

Lorrie Schonour, Teacher Representative

Mr. Eppig moved, Mr. Pusey seconded the motion to approve the above committee appointments.

On roll call vote:

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

5. **TEST ADMINISTRATION SCHEDULE**

It was recommended that the Board approve the standardized testing schedule for the 2011/2012 school year, as set forth on [ATTACHMENT #2](#).

Mr. Pusey moved, Mr. Eppig seconded the motion to approve the test administration schedule per Attachment #2.

Motion passed unanimously.

6. **BOARD COMMITTEE PARTICIPATION GUIDELINES**

It was recommended that the Board approve the Board Committee Participation Guidelines as set forth on [ATTACHMENT #3](#).

Mrs. Wenger moved, Mr. Pusey seconded the motion to approve the Board Committee Participation Guidelines, as per Attachment #3.t
Motion passed unanimously.

7. PSBA STANDARDS FOR EFFECTIVE SCHOOL GOVERNANCE

It was recommended that the Board reaffirm previous approval of the PSBA Standards for Effective School Governance and the Code of Conduct for Members, as set forth on [ATTACHMENT #4](#).

Mr. Eppig moved, Mrs. Wenger seconded the motion to approve the PSBA Standards for Effective School Governance and the Code of Conduct for Members, per Attachment #4.
Motion passed unanimously.

8. BOARD POLICY ADDITIONS AND REVISIONS

It was recommended that the Board approve, as a first reading, the following new policies and revised policies. Copies of the policies may be viewed in their entirety at the Superintendent's office during normal business hours.

New Policies

- #113 Special Education
- #113.1 Discipline of Students with Disabilities
- #113.2 Behavior Support
- #113.3 Screening and Evaluations for Students with Disabilities
- #113.4 Confidentiality of Special Education Student Information
- #113.5 Early Intervention
- #718 Service Animals in Schools

Revised Policies

- #122 Extracurricular Activities
- #123 Interscholastic Athletics
- #203 Immunizations and Communicable Diseases
- #210.1 Possession/Use of Asthma Inhalers
- #217 Graduation Requirements
- #218 Student Discipline
- #218.1 Weapons
- #218.2 Terroristic Threats/Acts
- #222 Tobacco Use
- #226 Searches
- #227 Controlled Substances/Paraphernalia
- #237 Electronic Devices
- #314 Physical Examination
- #323 Tobacco Use
- #601 Fiscal Objectives
- #619 District Audit
- #805 Emergency Preparedness
- #904 Public Attendance at School Events
- #909 Municipal Government Relations

Mr. Eppig moved, Mr. Rucci seconded the motion to approve the first reading of the above listed new policies and policy revisions.

On roll call vote:

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

Information from the Superintendent

Dr. Hershey reported that in spite of epic flooding, we had a very successful opening of school. We will need to make up those two lost days, and we're waiting for clarification on when those days will be made up. She thanked the entire staff for their work in making the opening of school a success.

COMMITTEE REPORTS

Student Representative

Dr. Quinn introduced Abigail Barthe the new Student Representative, who reported that the Student Council is working on homecoming details and starting this week on props and other ideas for the event.

Building and Property Committee

Mr. Pusey reported that the Building and Property Committee met on September 12, 2011. The status of the following projects were reviewed: Concession building, press box, middle school HVAC and site, speed bumps on Campus Drive, the pavilion, and softball fields, including dugouts backstop, and fencing. An update was given on Bonfield Elementary School. The request of Lititz recCenter for signage along Campus Drive was discussed. Other topics of discussion included the high school lockers which they are having problems getting replacement parts for and construction plans and purchase options of the LCCTC. The Committee had no recommendations to bring before the Board at this time.

Education Committee

Mr. Eppig reported that the Education Committee met on September 12, 2011. Miss Abigail Barthe, Student Representative for the 2011/2012 school year, was introduced and briefly reported to the Committee. Other agenda items included a presentation by Dr. Peggy Montgomery, Dr. Keith Floyd and team on Elementary Math Curriculum (K & 1st grade); the Pre-K Summer Readiness Program by Dr. Peggy Montgomery, Liesl Gehman, and Jennifer Walker; and a Summer Academy presentation by Mrs. Lisa Himes. The budget was reviewed. The Committee made the following recommendation to the Board:

1. It was recommended that the Board approve the new course curriculums for the Kindergarten and Grade 1 Mathematics curriculums for the 2011/2012 school year and beyond, as per [ATTACHMENT #5](#).

Mr. Eppig moved, Mrs. Wenger seconded the motion to approve the new course curriculums mentioned above and detailed on Attachment #5.

On roll call vote:

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

Mr. Eppig expressed his gratitude to Dr. Floyd and Dr. Montgomery for coming up with this curriculum that was well received by the teachers in the district, adding kudos to everyone involved.

Finance and Legal Committee

Mr. Miller reported that the Finance and Legal Committee met on September 13, 2011. Topics of discussion income tax resolution, Warwick Ware/IP progress, the activity funds for elementary, middle school, and high school per PDE guidelines, and the construction plans and purchase options for the LCCTC. The Committee made the following recommendations to the Board:

1. It was recommended that the Board approve disposal of obsolete tech equipment as presented on [ATTACHMENT #6](#).

Mr. Landis moved, Mr. Rucci seconded the motion to approve disposal of obsolete tech equipment as listed on Attachment #6.

On roll call vote:

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

2. It was recommended that the Board approve an Earned Income Tax Resolution as presented on [ATTACHMENT #7](#). (Note: As implementation of Act 32 commences, legal counsel has advised a new resolution be approved by all school districts and municipalities for consistency and uniformity purposes.)

Mr. Miller moved, Mr. Landis seconded the motion to approve an Earned Income Tax Resolution as presented on Attachment #7.

On roll call vote:

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

3. It was recommended that the Board approve the Student Intern option for WSD software development as presented on [ATTACHMENT #8](#).

Mr. Miller moved, Mr. Landis seconded the motion to approve the student intern option as presented on Attachment #8.

After discussion and explanation of the difference in pay rates, the treasurer's report entry, and whether the work is performed on or off site, the motion proceeded to a vote.

On roll call vote:

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

4. It was recommended that the Board approve the closing of specific activity fund accounts in accordance with PDE, Policy & Guidelines as presented on [ATTACHMENT #9](#).

Mr. Miller moved, Mr. Landis seconded the motion to approve the closing of activity fund accounts per Attachment #9.

On roll call vote:

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

Student Activities Committee

Mr. Rucci stated that there was no meeting in September and no recommendations to bring before the Board.

Executive Session / Personnel Committee

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

Labor and Management Committee

Dr. Quinn reported that no meeting is scheduled in September.

Lititz Community Center Representative

Mr. Conrad reported that he attended a meeting last night where they recognized staff. The pools are open and functional, and membership is up.

Legislative Committee

Mr. Pusey reported that PSBA has numerous professional development opportunities available. If you're interested in any of them, please let Mr. Pusey know.

IU Representative

Mr. Landis reported that notes from the IU were sent to the Board members electronically. He was not able to attend the meeting.

Lancaster County Career and Technology Center Representative

Mr. Pusey reported that they have received options on their building programs. Information had been forwarded to the Board members. The CTC is asking that the district continue with the funding, which is the same as the previous building program. They are planning to acquire a property for the nursing program which is close to the Willow Street Campus. The plan to offset the debt with profits developed through the nursing program. They plan to start with the Brownstown project, then progress to Mount Joy, and Willow Street would be last. Each project will be done separately, and the bond issues will be kept separately. In late September or October, the Board will be receiving information regarding the voting process.

Mr. Zerbe added that a conference call is planned for tomorrow with the financial advisors, and he and Dr. Hershey will be bringing more information to the Board. Dr. Hershey said we will be expected to vote on this at the October 18th meeting.

Lancaster County Academy Representative

Mr. Miller reported that a meeting was held on August 31. It was the start of their school year, and they had a number of things to discuss. The Academy still has not worked out a permanent solution with PDE. They reviewed the current status of each school district. Warwick has 10 slots with 6 students there now. The enrollment is about half of what it was in 2005. They attribute some of this to the fact that school districts are looking to conserve taxpayer money. The Academy is concerned about how it can expand and continue to provide an alternative education program to the students and survive financially.

PRIOR BUSINESS

None

NEW BUSINESS

None

INFORMATION

None

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

Dr. Quinn thanked everyone in the community and encouraged attendance. He announced that the Board meets every first and third Tuesday of each month, and we're just getting started with the new school year. He welcomed Abigail Barthe as the Student Representative. Dr. Quinn thanked Dr. Hershey for her hard work in leading district in difficult inclement weather times. He commented that she has been out driving to check the roads and on the phone with Chief Seace and township officials. He said it comes down to safety, and adding a day to the end of the school year in order to make sure students and staff get to school safely, is the important bottom line. He thanked Dr. Hershey publically for her decisions.

Mr. Conrad commented about his experience while attending a football game, and even though we're not having a winning season thus far, watching the students and families is great. He said the student section is a riot, and the kids are fired up and full of enthusiasm. One student wore a full Native American outfit and headdress to a game, but he was asked to remove the headdress. Mr. Conrad supported this student and his right to do so. He was supporting his team and school and should have been given some leeway.

Mr. Pusey thanked the three people who are going to join our board committees. He said it's a very important part of how our board operates, and it's a great help to our administration and to our board.

ADJOURNMENT

There being no further business, Abigail Barthe moved to adjourn the meeting. Mr. Conrad seconded the motion and the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Jo Anne McClain, Board Secretary