

Warwick School District

Lititz, PA 17543

December 15, 2015

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the District Board room on Tuesday, December 15, 2015 at 7:00 p.m.

Dr. Quinn, President, called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Dr. Quinn thanked the students for their performance prior to the meeting.

ROLL CALL

The Board Secretary called the roll of the Board: Dr. Timothy Quinn, Millard P. Eppig, Jr., Michael R. Landis, Leslie Penkunas, Nelson L. Peters, Todd L. Rucci, Benedict R. Sahd, Scott A. Shaub, Debra J. Wenger, and Abigael Weit, Student Representative, were present.

Others attending the meeting: Dr. April Hershey, Superintendent; Dr. Robin Felty, Assistant Superintendent; Melanie Calender, Assistant to the Superintendent; Nathan Wertsch, Business Manager; Mark Leidich; Dr. Doreen Packer; Kevin Martzall; Lori Zimmerman; Dr. Michael Smith; Tom Becker; Laurie Knowles of Lancaster Newspapers/Lititz Record Express; Christine Landis; and Lisa Ballantyne.

RECOGNITION OF CITIZENS

None.

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 November 17, 2015 and [Reorganization Meeting](#) of December 1, 2015).

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the minutes of the Regular meeting of November 17, 2015 and the Reorganization Meeting of December 1, 2015.
Motion passed 9-0.

TREASURERS REPORT

Mr. Landis 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. Landis. A copy of the bills with wire transfer information is attached to these minutes.

General Fund	\$1,240,088.86
Wire Transfers	\$1,856,750.22
Construction Fund	None
Cafeteria Fund	\$210,644.82
Middle School Fund	\$6,392.43
High School Fund	\$3,882.44

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

On roll call vote:

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

Abstain: None

Nays: None

Absent: None

COMMUNICATIONS

A Thank You card was received from the Himes/Bonfield Family.

REPORT OF THE SUPERINTENDENT

1. PERSONNEL

A. Resignations

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

Non-Instructional

Jennifer Davies as a Special Needs Assistant at Warwick High School, effective December 11, 2015.

Extra Curricular/Extra Duty

Kevin Krause as an Assistant Varsity Football Coach at Warwick High School, effective December 9, 2015.

Ed Nixdorf as an Assistant Track Coach at Warwick High School, effective December 8, 2015.

Mr. Rucci moved, Mrs. Wenger seconded, the motion to approve the resignation of the individuals named above.

On voice vote:

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

Abstain: None

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-LTS

Holly Allen as a Long Term Substitute (LTS) Science Teacher at Warwick Middle School, at the annual salary of \$47,224.00, effective January 27, 2016, pending receipt of the appropriate paperwork. Ms. Allen is replacing Ruth Gallagher who is on a Family and Medical Leave of Absence.

Non-Instructional

Huong Glenn as a Computer Assistant at Warwick Middle School, 5.5 hours/day, at the hourly rate of \$10.30, effective January 4, 2016, pending receipt of the appropriate paperwork. Mrs. Glenn is replacing Dorinda Cochran who retired.

Carmen Hostetter as a Food & Nutrition Services Assistant at Warwick High School, 3.0 hours/day (15.0 hours/week), at the hourly rate of \$9.00, effective December 16, 2015, pending receipt of the appropriate paperwork. Ms. Hostetter is replacing Alisa Goldsborough who had a change of status.

Harry Shaeffer as the Parking Lot Attendant/Driver at Warwick High School, 4.0 hours/day, at the hourly rate of \$9.50, effective December 21, 2015, pending receipt of the appropriate paperwork. Mr. Shaeffer is replacing Bill Binzen who retired.

Independent Volunteers

It was recommended that the Board approve the election of the individuals listed as independent volunteers, effective December 16, 2015, until they submit their resignation or have their active status changed by the district.

Brian Beears	Mindy Miller	Kathryn Willard
Michelle Boltz	Heather Sholtis	
Carissa Libhart	Rebecca Staskel	

Volunteer Coaches

It was recommended that the Board approve the election of the individual listed below as a volunteer coach, effective for the 2015-2016 school year, until he submits his resignation or has his active status changed by the district.

Eric Resch

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

On voice vote:

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

Abstain: None

Nays: None

Absent: None

2. **CHANGE OF STATUS**

It was recommended that the Board approve the change of status requests for the following individual:

Non-Instructional

Tamalin Burkhart from a Special Needs Assistant at John R. Bonfield Elementary School, 5.25 hours/day, to a Special Needs Assistant at John R. Bonfield Elementary School, 5.75 hours/day, effective December 1, 2015. This change of status is necessary to meet student needs.

Extra Curricular/Extra Duty

Eric Jeanes from Track JH Head Coach (50%) at Warwick Middle School, to Track JH Assistant Coach (100%), at Warwick Middle School, at the annual salary of \$2,906.00, effective for the 2015/2016 school year. Mr. Jeanes is replacing Don Bomberger who resigned.

Brett Miller from Head JH Track Coach (50%) at Warwick Middle School, to Head JH Track Coach (100%), at Warwick Middle School, at the annual salary of \$5,181.00, effective for the 2015/2016 school year. This change of status is due to Mr. Miller's job responsibilities allowing him to resume the position 100%.

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the change of status requests of the individuals as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

3. LEAVE OF ABSENCE REQUESTS

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

Instructional

Ruth Gallagher is requesting a Family and Medical Leave of Absence (FMLA) with concurrent Child Rearing Leave, to begin approximately January 28, 2016, and continuing through the end of the 2015-2016 school year. Mrs. Gallagher is anticipating returning to work on the first day of the 2016-2017 school year, pending release by her doctor.

Erin Smith is requesting an extension of her previously approved Unpaid Leave of Absence due to not being released by her doctor. Mrs. Smith is anticipating returning to work on January 4, 2016, pending release by her doctor.

Non-Instructional

Mary Fitz is requesting an Unpaid Leave of Absence to begin November 19, 2015, and continuing through January 15, 2016. Mrs. Fitz is anticipating returning to work date as January 19, 2016, pending release by her doctor.

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

On voice vote:

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

Abstain: None

Nays: None

Absent: None

4. BOARD POLICY REVISIONS – SECOND READING

It was recommended that the Board approve, as a Second Reading, the following policy revisions per [ATTACHMENT #1](#) (Policies: 136 and 234).

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the board policy revisions, as a Second Reading, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

Information from the Superintendent

Dr. Hershey noted the following:

- The Production Company that performed prior to tonight’s meeting also performed for the staff of the Pennsylvania Department of Education (PDE) today.
- The HS Holiday concert held this past weekend.
- Mrs. Kline-Smith asked to inform the Board that the Spring musical will be “The Little Mermaid”.
- Winter sports are in full swing.
- District Office Lobby update has been completed with historic items.

COMMITTEE REPORTS

Student Representative

The student representative, Ms. Abigail Weit, provided an overview of student activities across the district at the Education Committee and Student Activities Committee meetings in December.

Building and Property Committee

The Building & Property Committee did not meet in December and did not have any recommendations for the Board at this time.

Education Committee

The Education Committee met on Monday, December 14, 2015. The student representative, Ms. Abigail Weit, provided an overview of student activities across the district. Representatives from the Elementary Handwriting Curriculum Committee presented the new elementary handwriting curriculum. Mrs. Melanie Calender and Dr. Robin Felty shared information about the K-12 Parent Curriculum Guides. They also provided an update on the Data Teaming discussions during the past marking period. The committee did not have any recommendations to make to the Board at this time.

Finance and Legal Committee

The Finance & Legal Committee met on Tuesday, December 1. The committee received the final 2014-15 audit report from John Bonawitz at Brown Schultz Sheridan & Fritz, discussed the 2016-17 budget and associated Act 1 accelerated opt-out resolution, and reviewed budget transfers and obsolete equipment. The committee had the following recommendations for Board approval:

1. It was recommended the Board accept the June 30, 2015 audit report presented by Brown Schultz Sheridan & Fritz, resulting in a clean opinion with no findings, as presented on [ATTACHMENT #2](#).

Mr. Landis moved, Mr. Peters seconded, the motion to approve the June 30, 2015 Audit Report, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

2. It was recommended the Board adopt the Act 1 Accelerated Budget Opt Out Resolution, by which the School Board will not increase real estate taxes (or any other taxes) for the next fiscal year greater than 2.9% (Act 1 Index for 2016-17) as presented on [ATTACHMENT #3](#).

Mr. Landis moved, Mrs. Peters seconded, the motion to approve the Act 1 Accelerated Budget Opt Out Resolution, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

3. It was recommended the Board approve the 2015-16 budget transfers as presented on [ATTACHMENT #4](#).

Mr. Landis moved, Mr. Peters seconded, the motion to approve the budget transfers, as presented

On voice vote:

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

Abstain: None

Nays: None

Absent: None

4. It was recommended the Board approve the disposal of obsolete equipment as presented on [ATTACHMENT #5](#).

Mr. Landis moved, Mr. Peters seconded, the motion to approve the disposal of obsolete equipment, as presented:

On voice vote:

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

Abstain: None

Nays: None

Absent: None

Student Activities Committee

The Student Activities Committee met on Thursday, December 10, 2015. The student representative, Ms. Abigail Weit, provided an overview of student activities across the district. Mrs. Jennifer Grove offered information about the transportation contracts. Mr. Ryan Landis shared the Title IX Report, along with a summary of the Fall 2015 extra-curricular activities. The committee discussed the safety implications for upcoming overseas/out-of-the-country trips for students. Dr. Robin Felty presented the requests for facility use and overnight trips. The committee had the following recommendations to make to the Board at this time.

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

- a. The Warwick Wrestling Club to use the MS gym for the Quad Youth Wrestling Meet on January 31, 2016 from 1:00-5:00 p.m.

Mr. Rucci moved, Mr. Sahd seconded, the motion to approve the Sunday use facilities request as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

2. It was recommended that the Board approve the following overnight field trip requests:

- a. HS students and staff to Hempfield HS to participate in District Chorus from February 5, 2016 to February 6, 2016.
- b. HS students and staff to Central York HS to participate in Regional Chorus from March 18, 2016 to March 19, 2016.
- c. HS students and staff to Hershey Lodge and Convention Center to participate in All-State Chorus from March 30, 2016 to April 2, 2016.

Mr. Rucci moved, Mr. Sahd seconded, the motion to approve the overnight field trip requests as presented:

On voice vote:

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

Abstain: None

Nays: None

Absent: None

Executive Session/Personnel Committee

Dr. Quinn announced that there would be an executive session immediately following this Board meeting.

Labor and Management Committee

It was reported that this Committee did not meet in November, and will likely not meeting in December.

Lititz Recreation Center Representative

It was reported that a meeting would not be held this month. It was also shared that January is the month of the grand opening of the expansion.

Legislative Committee

It was reported that there is still no budget.

IU Representative

It was reported that a general meeting was held this month.

Lancaster County Career and Technology Center Representative

It was reported that a meeting was held last evening (December 14) and included the following items:

- Review of the comprehensive plan, various programs, and professional developments.
- Review of the audit report.

PRIOR BUSINESS

None.

NEW BUSINESS

None

INFORMATION

None.

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

Dr. Quinn thanked everyone for coming out to tonight's meeting and wished happy holidays to all.

Holly Allen, who was just elected tonight, thanked the Board for the opportunity.

ADJOURNMENT

There being no further business, Miss Weit moved to adjourn the meeting. Mrs. Wenger seconded the motion and the meeting adjourned at 7:40 p.m.

Respectfully submitted,



Nathan Wertsch, Board Secretary