

**Warwick School District**

Lititz, PA 17543

December 20, 2016

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the District Board room on Tuesday, December 20, 2016 at 7:00 p.m.

Dr. Timothy 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: Dr. Timothy Quinn, Millard P. Eppig, Jr., Michael R. Landis, Leslie Penkunas, Nelson L. Peters, Todd L. Rucci, Benedict R. Sahd, Scott A. Shaub, and Debra J. Wenger, were present. Connor Wentworth, Student Representative, was not present.

Others attending the meeting: Dr. April Hershey, Superintendent; Melanie Calender, Assistant Superintendent; Mark Leidich; Nathan Wertsch; Dr. Ryan Axe; Fred Griffiths; Lori Zimmerman; Kevin Martzall; Scott Kyper; Lisa Bonfield; Laura 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 15, 2016 and [Reorganization Meeting](#) of December 6, 2016)

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the minutes of the Regular meeting of November 15, 2016 and Reorganization Meeting of December 6, 2016. 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	\$1,524,614.56
Wire Transfers	\$1,506,000.19
Construction Fund	None
Cafeteria Fund	\$174,283.97
Middle School Fund	\$2,057.70
High School Fund	\$25,998.46

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

Dr. Hershey shared that all superintendents in Lancaster County received a letter from District Attorney Craig Stedman related to the Sunshine Act.

## REPORT OF THE SUPERINTENDENT

### 1. PERSONNEL

#### A. Retirements

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

##### Instructional

Laurel Hess as a Chemistry Teacher at Warwick High School, effective at the end of the 2016/2017 school year.

John Mousetis as a Science Teacher at Warwick High School, effective at the end of the 2016/2017 school year, as per [ATTACHMENT #1](#).

##### Non-Instructional

Kenneth Longenecker as Lead Building Services employee at John Beck Elementary School, effective April 14, 2017.

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the retirement 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. Resignations

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

##### Student Activities Committee Member

Dawn Rissmiller as a community member of this committee, effective December 12, 2016.

##### Extra Curricular/Extra Duty

Travis Steedle as Head Boys Soccer Coach at Warwick High School, effective December 6, 2016.

Gretchen Bender as Elementary Music Director JRB at John R. Bonfield Elementary School, effective November 28, 2016.

Mr. Eppig moved, Mr. Peters 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

C. **Elections**

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

Instructional

Austen Lambert as a Science Teacher at Warwick Middle School, at the annual salary of \$48,722.00, effective December 21, 2016. Mr. Lambert is replacing Ruth Gallagher who resigned.

Non-Instructional

Melanie Lomax as a Secretary at Warwick High School, at the hourly rate of \$12.95, effective January 2, 2017, pending receipt of the appropriate paperwork. Ms. Lomax is replacing Sasha Santana who resigned.

Independent Volunteers

It was recommended that the Board approve the election of the individuals listed as independent volunteers, effective December 21, 2016, until they submit their resignation or have their active status changed by the district.

Darryl Bollinger	Gregory Boyle	Naomi Carrion
Dori Eckert	Joel Hutchison	Karen Hutchison
Kristin Levering		

Volunteer Coaches

It was recommended that the Board approve the election of the individuals listed below as volunteer coaches, effective for the 2016/2017 school year, until they submit their resignation or have their active status changed by the district.

Ben Hershey	Daniel Johnson	Mallory Michel
Josh Witmer		

Mr. Eppig moved, Mrs. Wenger 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 REQUEST**

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

Administrative

Scott Kyper from Acting HS Assistant High School Principal/Coordinator of Alternative Education at Warwick High School, to HS Assistant Principal/Coordinator of Alternative Education at Warwick High School, effective December 21, 2016. Mr. Kyper is replacing Steve Szobocsan who received a change of status.

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the change of status request of the individual 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 REQUEST**

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

Instructional

Christina Casella is requesting an extension of her previously approved Child Rearing Leave, continuing through the end of the 2016/2017 school year. Mrs. Casella is anticipating returning to work on the first day of the 2017/2018 school year.

Mr. Eppig moved, Mr. Rucci seconded, the motion to approve the leave of absence request of the individual 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 – FIRST READING**

It was recommended that the Board approve, as a First Reading, the following policy revisions per [ATTACHMENT #2](#) (Policies: 007, 336, 810.2 and 827).

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve, as a First Reading, the policy revisions, 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 wished everyone a Happy Holiday and reviewed the upcoming district calendar.

**COMMITTEE REPORTS**

**Student Representative**

The student representative, Mr. Connor Wentworth, was unable to attend tonight's meeting, but provided an overview of student activities across the district for December. A copy of Mr. Wentworth's report has been attached to these Minutes.

**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 did not meet in December and did not have any recommendations for the Board at this time.

## Finance and Legal Committee

The Finance & Legal Committee met on Tuesday, December 6, 2016. The committee received the final 2015-16 audit report from John Bonawitz at Brown Schultz Sheridan & Fritz, and then reviewed a more in-depth presentation from Mr. Wertsch related to the 2015-16 audit, current 2016-17 financials, and the 2017-18 budget. The committee discussed passing the Act 1 accelerated opt-out resolution for 2017-18, and finished by reviewing budget transfers and obsolete equipment. The committee had the following recommendations for Board approval:

1. It was recommended that the Board accept the June 30, 2016 audit report presented by Brown Schultz Sheridan & Fritz, resulting in a clean opinion with no findings, as presented on [ATTACHMENT #3](#).

Mr. Landis moved, Mr. Peters seconded, the motion to approve the June 30, 2016 audit report presented by Brown Schultz Sheridan & Fritz, 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 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 3.0% (Warwick's Adjusted Act 1 Index for 2017-18) as presented on [ATTACHMENT #4](#).

Mr. Landis moved, Mr. 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 that the Board approve the 2016-17 budget transfers as presented on [ATTACHMENT #5](#).

Mr. Landis moved, Mr. Peters seconded, the motion to approve the 2016-17 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 that the Board approve the disposal of obsolete equipment as presented on [ATTACHMENT #6](#).

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 8, 2016. The meeting began with Connor Wentworth's report about all of the events in our buildings K-12. Many of our schools are in the spirit of giving this season through various programs. Mr. Landis shared that we are transitioning to the winter sports season and that it is going smoothly. A number of Sunday requests and out of state/overnight trips were then discussed for recommendation to the Board:

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

- a. Warwick Girls' Soccer to use the HS small gym for winter training from January 8, 2017 through February 26, 2017 from 1:30 – 4:00 p.m.
- b. Warwick Girls Softball to use the HS small and large gyms for Softball Skills Camp on February 12, 2017 from 1:30 – 4:30 p.m.
- c. Warwick Football to use multi-purpose field 3 and running track field 12 for Flag Football from March 26, 2017 through April 30, 2017 from 1:00 – 4:00 p.m.

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

2. It was recommended that the Board approve the following out of state/overnight field trip requests:

- a. HS Students and staff to ELCO High School to participate in the District Chorus Festival from January 13, 2017 to January 14, 2017.
- b. HS students and staff to Washington, DC on March 22, 2017. Students will tour museums on the mall and take the National Archive tour, which relates to AP US History curriculum.
- c. MS/HS students and staff to Washington, DC on May 12, 2017. Students will visit the African American Museum, the Newseum and the Smithsonian.
- d. All WSD Elementary School grade 6 students and staff to Washington, DC on June 5, 2017. Students will tour the mall and museums. This trip corresponds with the 6<sup>th</sup> grade curriculum.

Mr. Rucci moved, Mr. Sahd seconded, the motion to approve the out of state/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**

It was announced that there would be a meeting immediately following this Board meeting to discuss various personnel matters.

**Labor and Management Committee**

It was reported that no meeting was held in December. A meeting in January is pending.

**Lititz Recreation Center Representative**

It was reported that no meeting was held in December, but announcements coming soon about a partnership with Rock Lititz.

**Legislative Committee**

It was reported that all is quiet in Harrisburg at this time.

**IU Representative**

It was reported that a meeting was held in December, and the following items were noted from the meeting:

- Reviewed the audit report.
- Welcomed a new board member.
- Legislative Breakfast will be held March 13.
- General business meeting.

**Lancaster County Career and Technology Center Representative**

No report was given at this time.

**PRIOR BUSINESS**

None.

**NEW BUSINESS**

None.

**INFORMATION**

None.

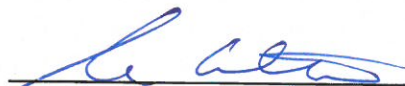
**COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS**

Dr. Quinn thanked everyone for coming out to the December meeting, and wished everyone a Merry Christmas and a Happy New Year on behalf of the Board.

**ADJOURNMENT**

There being no further business, Mr. Eppig moved to adjourn the meeting. Mr. Sahd seconded the motion and the meeting adjourned at 7:22 p.m.

Respectfully submitted,



---

Nathan Wertsch, Board Secretary

## **December Student Representative Report Connor Wentworth**

### **Warwick HS**

The Giving Tree is underway! It is an opportunity that allows students in need to request gifts to give to others and then other high school faculty and students can purchase the item for the student who requested it.

Link Crew is organizing several events throughout the month- cookies, crafts and cocoa, hour of code and a video game competition. These are just more fun ways for our freshman to get involved within the school.

We are looking forward to Winter Holiday Concert.

### **Warwick MS**

WMS had a lot going on during the month of November. To highlight a few events the male staff members, led by Mr. Olshan, participated in Beards for Birds to raise funds for the Lititz Warwick Community Chest. The participating teachers raised \$500 and challenged the students to match it. Throughout the month they donated change and more than met the challenge. We finished with a grand total of \$1,152.43! We also held our annual Holiday Concert showcasing the WMS Orchestra, Chorus and Choral Ensemble. Also on November 18<sup>th</sup> the students who raised the most money for Heart of a Warrior taped Mr. Szobocsan to a gym wall and silly stringed him in front of the entire 8<sup>th</sup> grade. Although December will go quick we are looking forward to a number of activities including the WMS Winter Play on December 16 and 17.

### **Bonfield**

Parent-teacher conferences were held November 21 & 22, with the majority of teachers reporting 90-100% attendance by parents.

Early December brought us another successful All Pro Dad's breakfast on the 1st, and a PTO Movie night at Penn Cinema featuring the new Disney movie "Moana" on the 6<sup>th</sup>. On the 7<sup>th</sup>, the Franklin Institute Traveling Science Show presented a fascinating assembly on the topic of flight to all students in grades 1 through 6. This Assembly was paid for through a WEF Expert in Residence Grant.

During the remainder of the month, students will be learning about customs, traditions, and holidays around the world, as well as sharing in a school-wide holiday sing along on December 23<sup>rd</sup>.

### **Kissel Hill**

1. KHE held its first quarterly safety meeting to ensure all aspects of our school maintain the commitment of keeping our students physically and emotionally safe.
2. Like our sister elementary schools, KHE teachers worked diligently to prepare and deliver detailed and productive parent teacher conferences last month.
3. Teachers continue to excitedly utilize technology, some provided by WEF, to enhance instruction and increase student excitement. Seesaw, a digital student portfolio has been used by a large number of primary teachers. Teachers received training on how to use this tool to enhance their lessons during our summer professional development days.



## **December Student Representative Report (Page 2)**

### **Connor Wentworth**

#### **Lititz El**

On November 30th and December 1, the families of Lititz Elementary School got into the holiday spirit with the annual PTO sponsored Holiday Breakfast. Over 600 students, parents and siblings attended the morning breakfast. A special thank you to Sauder's Eggs for not only donating the eggs, but having wonderful staff members who came and cooked scrambled eggs for all of our families! This month, during professional development the staff will be diving into working towards completion on our comprehensive goal plans focus on writing. In addition, Mrs. Kathy Steinour will be working with the staff to begin to share information related to students efforts and having growth mindsets.

#### **John Beck**

\* Our Character Building assembly on 12/2 emphasized the spirit of giving and gratitude. Students were encouraged to find ways that they could give to others through their words and actions. Students were also asked to be thankful for what they have, and thank others for their kindness. John Beck's 3rd grade students did their own version of the 12 Days of Giving for the entire school.

\* Mr. Balsbaugh and Mrs. Martin wrote a WEF grant related to STEM which is providing the funds for the Franklin Institute to come to each of the elementary schools and present an assembly for all students K-6.