

Warwick School District

Lititz, PA 17543

December 19, 2017

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the District Board room on Tuesday, December 19, 2017 at 7:00 p.m.

Mr. Michael Landis, 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: Michael R. Landis, Millard P. Eppig, Jr., Matthew Knouse, Leslie Penkunas, Nelson L. Peters, Todd L. Rucci, Benedict R. Sahd, Scott A. Shaub, and Debra J. Wenger, were present. Paige Bogda, Student Representative, was not present.

Others attending the meeting: Dr. April Hershey, Superintendent; Dr. Melanie Calender, Assistant Superintendent; Nathan Wertsch; Mark Leidich; Dr. Ryan Axe; Fred Griffiths; Jackie Yanchocik; Kevin Martzall; Janice Boyer; Dr. Ryan Berardi; Sydnor Harrison; Laura Knowles of Lancaster Newspapers/Lititz Record Express; Jay Ridinger; Alice Navadeh; Shohini Banerjee and Bob Banerjee.

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 21, 2017 and [Reorganization Meeting](#) of December 5, 2017)

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the minutes of the Regular meeting of November 21, 2017 and Reorganization Meeting of December 5, 2017. Motion passed 9-0.

TREASURERS REPORT

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

General Fund	\$1,391,840.62
Wire Transfers	\$1,567,719.97
Construction Fund	None
Cafeteria	\$172,120.93
Middle School Fund	\$146.00
High School Fund	\$20,494.43

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

On roll call vote:

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

Abstain: None

Nays: None
Absent: None

COMMUNICATIONS

None.

REPORT OF THE SUPERINTENDENT

1. PERSONNEL

A. **Resignations**

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

Finance & Legal Committee Member

Russel Dicks as a community member of this committee, effective December 5, 2017.

Instructional

Jaynie Korzi as Librarian at Kissel Hill Elementary School, effective upon release by the District.

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

On voice vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Knouse, 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:

Non-Instructional

Lynn Miller as a Student Support Assistant at Warwick High School, 5.7 hours/day (28.5 hours/week), at the hourly rate of \$11.50, effective pending receipt of the appropriate paperwork. Ms. Miller is replacing Kelly Hollinger who resigned.

Jessica Newswanger as a Student Support Assistant at Warwick Middle School, 5.5 hours/day, at the hourly rate of \$11.00, effective January 2, 2018, pending receipt of the appropriate paperwork. Ms. Newswanger is replacing David Snyder who resigned.

Jennifer Thompson as a Special Programs Assistant at John R. Bonfield Elementary School, 5.5 hours/day, at the hourly rate of \$12.25, effective pending receipt of the appropriate paperwork. This position is the result of restructuring and is needed to meet increasing class enrollment.

Non-Instructional - Rehire

Jodi Ruhl as a Student Support Assistant at Lititz Elementary School, 5.5 hours/day, at the hourly rate of \$11.95, effective December 20, 2017. Ms. Ruhl is replacing Stephanie Hironimus who resigned.

Extra Curricular/Extra Duty

Marni Van Grouw as Elementary Drama Director - JRB at John R. Bonfield Elementary School, at the annual salary of \$1,040.00, effective for the 2017/2018 school year. Ms. Van Grouw is replacing Kathy Seaber who resigned.

Independent Volunteers

It was recommended that the Board approve the election of the individuals listed as independent volunteers, effective December 20, 2017, until they submit their resignation or have their active status changed by the district.

Kevin Bomberger	Macaylah Mutchler	Susan Vassallo
Heather Fackler	John Vassallo	

District Approved Photographers

It was recommended that the Board approve the election of the individuals listed below as a district approved photographers, effective for the 2017/2018 school year, until they submit their resignation or have their active status changed by the district.

Jennifer Gerhart	Heather Groff	Jennifer Zimmerman
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Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the election of the individuals named above.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

2. CHANGE OF STATUS REQUESTS

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

Non-Instructional

Jacqueline Yanchocik as Public Relations Coordinator at Warwick School District, 25 hours/week, to Public Relations and Marketing Coordinator, 40 hours/week, at Warwick School District, at the annual salary of \$54,000.00, effective December 20, 2017. This change is necessary to due to the increased duties added to her position.

Stephanie Bollinger as Food Service Assistant Manager at Warwick Middle School, 29.5 hours/week, to Elementary Manager at Kissel Hill and Lititz Elementary Schools, 40 hours/week, at the hourly rate of \$15.00, effective January 2, 2018. Ms. Bollinger is replacing Amie Mull who resigned.

Blanca DePouli as a Food & Nutrition Services Assistant at John Beck Elementary School, 4.0 hours/day, to Elementary Lead at Lititz Elementary School, 5.95 hours/day, at the hourly rate of \$13.25, effective January 2, 2018. Ms. DePouli is replacing Michelle Minney who received a change of status.

Monica Gennace as a Food & Nutrition Services Assistant at John R. Bonfield Elementary School, 3.0 hours/day, to a Special Programs Assistant at Warwick High School, 5.5 hours/day, at the hourly rate of \$12.00, effective January 2, 2018. Ms. Gennace is replacing Deb Marks who resigned.

Janet Holdridge as a Food & Nutrition Services Assistant at Kissel Hill Elementary School, 4.0 hours/day, to a Food & Nutrition Services Assistant at Warwick Middle School, 3.0 hours/day, effective January 2, 2018. Ms. Holdridge is replacing Tracy Tarbet who resigned.

Michelle Minney as Elementary Lead at Lititz Elementary School, 29.75 hours/week, to Assistant Manager at Warwick Middle School, 29.75 hours/week, effective January 2, 2018. Ms. Minney is replacing Stephanie Bollinger who received a change of status.

Laurie Sceski as a Food & Nutrition Services Assistant at Lititz Elementary School, 3.0 hours/day, to a Food & Nutrition Services Assistant at John Beck Elementary School, 4.0 hours/day, effective January 2, 2018. Ms. Sceski is replacing Blanca DePouli who received a change of status.

Marry Win as a Food & Nutrition Services Substitute at Warwick School District, to a Food & Nutrition Services Assistant at Lititz Elementary School, 3.0 hours/day, at the hourly rate of \$9.75, effective January 2, 2018. Ms. Win is replacing Laurie Sceski who received a change of status.

Mr. Rucci moved, Mr. Peters seconded, the motion to approve the change of status requests of the individuals as presented.

On voice vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Knouse, 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

Marianne Brobst is requesting a Family and Medical Leave of Absence, to begin approximately April 3, 2018, and to continue through the end of the 2017/2018 school year. Mrs. Brobst is anticipating returning to work at the beginning of the 2018-2019 school year.

Non-Instructional

Stephanie Clark is requesting an unpaid Leave of Absence, to begin November 15, 2017, and to continue through December 22, 2017. Mrs. Clark is anticipating her return to work date as January 2, 2018, pending release by her doctor.

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

On voice vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Knouse, 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 and new policy per [ATTACHMENT #1](#) (Policy No. 103, 103.1, 104, 150 [new], and 819).

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

On voice vote:

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

Abstain: None

Nays: None

Absent: None

5. ELECTION OF BOARD SECRETARY

It was recommended that the Board elect Janice Boyer, Executive Assistant, as Board Secretary for the Warwick Board of School Directors, effective January 2, 2018 through June 30, 2020.

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the election of Janice Boyer, Executive Assistant, as Board Secretary, as presented.

On voice vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Knouse, 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 shared the following:

- Copies of policies were placed at each board member's seat. These policies will be reviewed at the next Committee of the Whole meeting.
- The student representative's report has also been forwarded to the board members electronically.
- Winters sports have begun.
- Graduate Alyssa Manley (Olympic Field Hockey player) will be at the basketball game Friday night.
- Wished everyone a safe and relaxing holiday.

COMMITTEE REPORTS

Student Representative

The student representative, Paige Bodga, was not present, however she provided an overview of student activities across the district for December. Her report was shared electronically with the board members.

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 5, 2017. The committee received the full 2016-17 audit report, reviewed the 2017-18 financial impact, and reviewed the status of the 2018-19 budget and associated opt-out resolution. The committee also reviewed its current banking/financing options, as well as 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, 2017 audit report presented by Brown Schultz Sheridan & Fritz, resulting in a clean opinion with no findings, as presented on [ATTACHMENT #2](#).

Mr. Peters moved, Mr. Eppig seconded, the motion to accept the June 30, 2017 audit report presented by Brown Schultz Sheridan & Fritz, as presented.

On voice vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Knouse, 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 by greater than 2.8% (Warwick's Adjusted Act 1 Index for 2018-19) as presented on [ATTACHMENT #3](#).

Mr. Peters moved, Mr. Eppig seconded, the motion to adopt the Act 1 Accelerated Budget Opt-Out Resolution, as presented.

On voice vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Knouse, 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 2017-18 budget transfers as presented on [ATTACHMENT #4](#).

Mr. Peters moved, Mr. Eppig seconded, the motion to approve the 2017-18 budget transfers, as presented.

On voice vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Knouse, 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 #5](#).

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

On voice vote:

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

Abstain: None

Nays: None

Absent: None

5. It was recommended that the Board approve the 2018-19 Lancaster County Career & Technology Center budget as presented on [ATTACHMENT #6](#).

Mr. Peters moved, Mr. Eppig seconded, the motion to approve the 2018-19 Lancaster County Career & Technology Center budget, as presented.

On roll call vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Knouse, 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 did not meet in December, but a Sunday Use Facilities Request and an Overnight Trip Request were discussed and approved via digital communication for recommendation to the Board. The Committee had the following recommendations for Board approval:

1. It was recommended that the Board approve the following Sunday use facilities request:
 - a. Warwick Wrestling Club to use the MS gym for a Youth Wrestling Quad Match on January 14, 2018 from 1:00 p.m. to 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: Mr. Landis, Mr. Eppig, Mr. Knouse, 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 request:
 - a. HS student to Kennard Dale HS, 393 Main Street, Fawn Grove, PA to participate in PMEA District 7 Band from January 12, 2018 to January 13, 2018.

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

On voice vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Knouse, 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 this month.

Lititz Recreation Center Representative

It was reported that no meeting was held this month.

Legislative Committee

It was reported that not much going on in Harrisburg, but will be keeping an eye on federal tax reform impact.

IU Representative

It was reported that a meeting was held on December 13, 2017, and a general meeting update was provided. New board member orientation will be in January and all board members are welcome.

Lancaster County Career and Technology Center Representative

It was reported that a meeting was held in December, and included the election of new officers. Dr. Leichliter from Penn Manor will be the Superintendent of record. A committee has been formed to search for an Executive Director. Other general meeting updates were also shared.

PRIOR BUSINESS

None.

NEW BUSINESS

None.

INFORMATION

None.

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

Mr. Landis thanked everyone for coming out to the meeting tonight. He expressed appreciation for the students who performed prior to the meeting and emphasized the many exciting things happening in the district.

ADJOURNMENT

There being no further business, Mr. Sahd moved to adjourn the meeting. Mrs. Wenger seconded the motion and the meeting adjourned at 7:26 p.m.

Respectfully submitted,



Nathan Wertsch, Board Secretary