

Warwick School District

Lititz, PA 17543

May 15, 2018

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the District Board room on Tuesday, May 15, 2018 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, Debra J. Wenger, and Paige Bogda, Student Representative, were present. Benedict R. Sahd and Scott A. Shaub were absent.

Others attending the meeting: Dr. April Hershey, Superintendent; Dr. Melanie Calender, Assistant Superintendent; Dr. Ryan Axe, Director of Secondary Education; Nathan Wertsch; Mark Leidich; Fred Griffiths; Jackie Yanchocik; Kevin Martzall; Janice Boyer; Kristina Szobocsan; Karen Miller; Dr. Brian Barnhart, Executive Director of Lancaster-Lebanon IU 13; Laura Knowles, Lancaster Newspapers/Lititz Record Express; Rebecca Shipe; and John Schofield.

RECOGNITION OF CITIZENS

Dr. Brian Barnhart, Executive Director of the Lancaster-Lebanon Intermediate Unit 13, shared information regarding the collaborative efforts facilitated by the IU from an early head start program to continuing education for adult individuals. Mr. Eppig thanked Dr. Barnhart and the IU for their support in the search for a new Executive Director for LCCTC. Mr. Peters also thanked Dr. Barnhart for their support of Warwick School District and its students.

APPROVAL OF AGENDA

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the agenda as presented.
Motion passed 7-0.

APPROVAL OF MINUTES ([Regular meeting](#) of April 17, 2018)

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the minutes of the Regular meeting of April 17, 2018.
Motion passed 7-0.

TREASURER'S REPORT

Mr. Wertsch presented the Treasurer's Report. A copy of the report is attached to these minutes. The Treasurer's Report was accepted 7-0 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	\$886,924.03
Wire Transfers	\$1,797,373.75
Construction Fund	None
Cafeteria Fund	\$176,714.55
Middle School Fund	\$1,808.58
High School Fund	\$5,726.51

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, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Sahd and Mr. Shaub

COMMUNICATIONS

Dr. Hershey shared that a letter had been received regarding the use of pesticide by the district. The Building and Property Committee will address the concerns presented in the letter.

REPORT OF THE SUPERINTENDENT

1. PERSONNEL

A. Retirements

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

Non-Instructional

Mary Lou Berkey as a Student Support Assistant at Warwick High School, effective at the end of the 2017/2018 school year.

Pamela Martin as a Student Support Assistant at John Beck Elementary School, effective at the end of the 2017/2018 school year.

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

On voice vote:

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

Abstain: None

Nays: None

Absent: Mr. Sahd and Mr. Shaub

Mr. Knouse stepped out of the meeting at this time. (7:14 p.m.)

B. Resignations

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

Instructional

Kathryn Parker as a Psychologist (50%) at Kissel Hill Elementary School, effective June 13, 2018.

Non-Instructional

Madhurita Banerjee as a Student Support Assistant at John Beck Elementary School, effective June 13, 2018.

Extra-Duty/Extra Curricular

Robert Rhoads as an Assistant Jr. High Football Coach at Warwick Middle School, effective April 16, 2018.

Craig Wagaman as an Assistant JH Boys Basketball Coach at Warwick Middle School, effective May 4, 2018.

Wendy Kellogg as Elementary Drama Director JB at John Beck Elementary School, effective April 27, 2018.

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

On voice vote:

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

Abstain: None

Nays: None

Absent: Mr. Knouse, Mr. Sahd and Mr. Shaub

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

Kathryn Sutcliffe as a Math Teacher at Warwick High School, at the annual salary of \$52,062.00, effective on the first day of the 2018/2019 school year. Ms. Sutcliffe is replacing Gordy Cowher who retired.

Rebecca Shipe as an Autistic Support Teacher at Kissel Hill Elementary School, at the annual salary of \$52,293.00, effective on the first day of the 2018/2019 school year. This is a new position.

Non-Instructional

Riley Stadel as a Summer Programming Intern for Warwick School District, 8 hours/day, not to exceed 3 month summer period, at the hourly rate of \$12.00, effective upon receipt of the appropriate paperwork. Mr. Stadel is replacing Richard Vivola who resigned.

Extra-Duty/Extra Curricular

Dr. Kevin Hicks, DDS, as a Dentist at Warwick School District, at the rate of \$3.40 per exam, effective pending receipt of the appropriate paperwork. Dr. Hicks is being contracted for dental services for Warwick School District.

Sherry Ruggiero as Head Teacher – Social Studies at Warwick High School at the annual salary of \$936.00, effective for the 2018/2019 school year. Ms. Ruggiero is replacing Nick DeRosa who retired.

Rebecca Cetkowski as Jr. High Head Girls Soccer Coach at Warwick Middle School, at the annual salary of \$2,458.00, effective April 30, 2018. Ms. Cetkowski is replacing Matt Kemble who resigned.

Carl Keener as a JH Assistant Boys Basketball Coach at Warwick Middle School, at the annual salary of \$3,886.00, effective May 16, 2018 for the 2018/2019 school year. Mr. Keener is replacing Craig Wagaman who resigned.

Summer Custodial Work Crew

It was recommended that the Board approve the election of the following individuals to the Summer Custodial Work Crew for work to be performed between June 18, 2018 and August 24, 2018, 40 hours/week unless otherwise indicated:

<u>Name</u>	<u>Rate per hour</u>
Jayna Class	\$7.25
Abigail Clawser	\$7.25
Noah Kauffman	\$7.25

In-House Substitute Teachers

It was recommended that the Board approve the election of the individuals listed below, effective May 15, 2018, until they submit their resignation or have their active status changed by the district:

Support Staff

Hannah Bollinger Lawanda McKay

Independent Volunteers

It was recommended that the Board approve the election of the individuals listed below as independent volunteers, effective May 16, 2018, until they submit their resignations or have their active status changed by the district.

Marie Abdallah	Joshua Cesavice	Nathan Gresh	Felicia Pagan
Nicholas Anderson	Timothy Charles	Israel Huss	Galen Payne
Jennifer Araugo	Todd Christophel	Wendi Keeney	Jason Roberts
Amanda Arduini	Wesley Clair	Carla Kulp	Jaime Shaak
Tom Ashcroft	Laura Deeghan	Leigh Maldonado	Leticia Valentine
Joyce Bomberger	Veronica Distefano-Didomenicis	Pamela Martin	Wheeler Walker
Bryan Buch	Noel Garman	Nicole Moyer	

Volunteer Coach

It was recommended that the Board approve the election of the individual listed below as a volunteer coach, effective for the 2017/2018 school year, until he submits his resignation or has his active status changed by the district.

Barry Van Scoten

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

On voice vote:

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

Abstain: None

Nays: None

Absent: Mr. Knouse, Mr. Sahd and Mr. Shaub

Ms. Rebecca Shipe thanked the board and administration for the opportunity to work as an Autistic Support Teacher in the Warwick School District.

2. CHANGE OF STATUS REQUEST

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

Non-Instructional

Sonya Heisey from Food & Nutrition Services Substitute for Warwick School District, to a Food & Nutrition Services Assistant at Lititz Elementary School, 3.0 hours/day, at the hourly rate of \$10.25, effective May 16, 2018. Ms. Heisey is replacing Laurie Sceski who received a transfer.

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

On voice vote:

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

Abstain: None

Nays: None

Absent: Mr. Knouse, Mr. Sahd and Mr. Shaub

3. LEAVE OF ABSENCE REQUESTS

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

Non-Instructional

April Norman is requesting a Family and Medical Leave of Absence (FMLA) to begin April 17, 2018 and continue through May 30, 2018. Mrs. Norman is anticipating her return to work date as May 31, 2018, pending release by her doctor.

Anne Chapman is requesting an unpaid Leave of Absence, to begin April 16, 2018, and to continue through May 9, 2018. Ms. Chapman is anticipating her return to work date as May 10, 2018, pending release by her doctor.

Kathy Royer is requesting an unpaid Leave of Absence, to begin May 8, 2018, and to continue through August 31, 2018. Ms. Royer is anticipating her return to work date as September 1, 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, Mrs. Penkunas,
Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Knouse, Mr. Sahd and Mr. Shaub

4. BOARD POLICY REVISION – FIRST READING

It was recommended that the Board approve, as a first reading, the following policy revisions to Policy 105-Curriculum (updated); Policy 138-Language Instruction Educational Program for English Learners (updated); Policy 239-Foreign Exchange Students (updated); and Policy 832-General Background Check and Related Requirements (new), as per [ATTACHMENT #1](#).

Mr. Eppig moved, Mr. Peters seconded, the motion to approve, as a first reading, the policy addition and revisions, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: Mr. Knouse, Mr. Sahd and Mr. Shaub

5. BOARD POLICY REVISION – SECOND READING

It was recommended that the Board approve, as a second reading, the following policy revisions to Policy 628-District Initiated Tax Assessment Appeals (new); Policy 918-Title I Parent and Family Engagement (updated); and Policy 310-Abolishing A Position (to be retired), as per [ATTACHMENT #2](#).

Mr. Eppig moved, Mr. Rucci seconded, the motion to approve, as a second reading, the policy addition, revisions and retirement, as presented.

On voice vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Peters,
Mr. Rucci, and Mrs. Wenger

Abstain: None

Nays: Mrs. Penkunas

Absent: Mr. Knouse, Mr. Sahd and Mr. Shaub

6. **TAX ASSESSMENT APPEAL SETTLEMENT APPROVAL**

It was recommended that the Board approve the settlement of a tax assessment appeal for tax parcel number 600-80371-0-0000 for a 2018 assessment of \$3,594,400.

Mr. Eppig moved, Mr. Rucci seconded, the motion to approve the settlement of a tax assessment appeal, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: Mr. Knouse, Mr. Sahd and Mr. Shaub

7. **DELEGATE APPOINTMENT FOR PSBA DELEGATE ASSEMBLY**

It was recommended that the Board appoint Millard Eppig as the voting delegate for the Delegate Assembly meeting on October 19, 2018, at Hershey, PA.

Mr. Peters moved, Mrs. Wenger seconded, the motion to approve the appointment of Millard Eppig as the voting delegate, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: Mr. Knouse, Mr. Sahd and Mr. Shaub

8. **ELECTION OF BOARD TREASURER**

It was recommended that the Board elect a Treasurer for the Warwick Board of School Directors effective July 1, 2018, through June 30, 2019.

Mr. Landis stated that nominations were open for the office of Board Treasurer.

Mr. Eppig nominated Nathan Wertsch as Board Treasurer. Mr. Peters seconded this nomination.

Mr. Rucci moved that nominations be closed. Mrs. Wenger seconded the motion. Motion passed unanimously.

Mr. Landis called for a vote and instructed the Board Secretary to cast a ballot for Nathan Wertsch as Treasurer of the Warwick Board of School Directors.

Mr. Wertsch was elected Board Treasurer unanimously.

Mr. Knouse returned to the meeting at this time (7:25 p.m.).

9. **PROPOSED FINAL 2018-19 GENERAL FUND BUDGET**

It was recommended that the Board approve the adoption of the 2018-19 Warwick School District proposed final budget in the amount of \$73,813,531. The tax increase needed for the proposed final budget equals 1.0%, which based off the current reassessment revenue neutral releveled millage rate of 16.2894 would set the millage rate at 16.4523 as presented on [ATTACHMENT #3](#). *(Note: The Finance & Legal Committee reviewed the proposed final budget and supports the direction the budget is headed in, and the releveled millage rate is subject to change up until final adoption)*

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the adoption of the 2018-19 Warwick School District proposed final budget, as presented.

On roll call vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Knouse,
Mr. Rucci, and Mrs. Wenger

Abstain: None

Nays: Mrs. Penkunas and Mr. Peters

Absent: Mr. Sahd and Mr. Shaub

10. **2018-2019 SALARY RANGE AND SALARY INCREASE GUIDELINES**

It was recommended that the Board approve the 2018-2019 salary range (SRI) guidelines and salary increase guidelines, as per [ATTACHMENT #4](#).

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the 2018-2019 salary range (SRI) guidelines and salary increase guidelines, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: Mr. Sahd and Mr. Shaub

Information from the Superintendent

Dr. Hershey shared the following with the Board:

- The MS/HS Orchestra and Choir concerts recently took place
- The MS/HS Band concert is scheduled for Sunday, May 20, 2018.
- Congratulations to the spring sports teams who are making post-season runs in leagues and districts.
- A community forum meeting will be held on Tuesday, May 22, 2018 beginning at 6:30 p.m. in the Middle School Auditorium to discuss the Feasibility Study. RLPS will present at this meeting.

COMMITTEE REPORTS

Student Representative

The student representative, Miss Paige Bogda, provided an overview of student activities across the district.

Building and Property Committee

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

Education Committee

The Education Committee did not meet in May and did not have any recommendations for the Board at this time.

Finance and Legal Committee

The Finance & Legal Committee met on Tuesday, May 1, 2018. The committee reviewed the 2018-19 Food and Nutrition Services budget, reviewed Title II and IV application of funds, received an update on the possible bond refunding, and reviewed the 2018-19 Proposed Final General Fund Budget. The Committee does support the direction the 2018-19 Proposed Final General Fund Budget is heading to the Board, and had the following recommendation for Board approval:

1. It was recommended that the Board approve the 2018-19 Food and Nutrition Services budget as presented on [ATTACHMENT #5](#) (which reflects no changes in breakfast and lunch prices).

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the 2018-19 Food and Nutrition Services budget, as presented.

On roll call vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Knouse, Mrs. Penkunus
Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Sahd and Mr. Shaub

Mr. Landis gave kudos to Mrs. Miller and her staff for all their efforts.

Student Activities Committee

The Student Activity Committee did not meet in May, but a Sunday Use Facilities Request was discussed and approved via digital communication for recommendation to the Board. The Committee had the following recommendation for Board approval:

1. It was recommended that the board approve the following Sunday Use Request.
 - a. Warwick Youth Girls' Softball to use JB baseball field 21 for practice on June 3, 2018 from 4:00 – 7:00 p.m.

Mr. Rucci moved, Mrs. Wenger seconded, the motion to approve the Sunday Use Requests, as presented.

On voice vote:

Ayes: Mr. Landis, Mr. Eppig, Mr. Knouse, Mrs. Penkunus
Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Sahd and Mr. Shaub

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 May.

Lititz Recreation Center Representative

It was reported that a meeting was held today and followed a normal agenda. It was noted that a budget was presented and approved (2 months early) at this meeting.

Legislative Committee

It was reported that Senate Bill 2 (School Choice Bill) stalled in committee. A budget should be ready by June. Today was primary day.

IU Representative

It was reported that a meeting will be held next week and a report will be shared at the board meeting.

Lancaster County Career and Technology Center Representative

It was reported that a meeting was held on April 26, 2018 at the Brownstown Campus, and the following items were noted:

- Brief committee meetings were held.
- The nominee for Executive Director was introduced. There were a total of 18 candidates. Thank you was given to the IU for their support throughout the interview process. A vote to approve the nominee was held during the regular voting meeting.
- Vet Tech program received accreditation.
- Practical Nursing program test scores have been lower than usual. To help the program and boost test scores, a coach was utilized. As a result, the test scores have improved.

- The LCCT Foundation held an auction recently and was able to raise more than at last year's event.

PRIOR BUSINESS

None.

NEW BUSINESS

None.

INFORMATION

None.

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

Mr. Landis thanked everyone for attending the meeting tonight. He stated that there are many activities and events happening throughout the district as the school year winds down.

Mr. Rucci thanked the board and administration for their leap of faith to support the Unified Track program. It is a unique, special, and hard to describe experience for all involved. A special thank you to the Szobocsan family for their efforts toward making this program a success!

ADJOURNMENT

There being no further business, Miss Bogda moved to adjourn the meeting. Mrs. Wenger seconded the motion and the meeting adjourned at 7:41 p.m.

Respectfully submitted,



Janice Boyer, Board Secretary