#### **Warwick School District**

Lititz, PA 17543

May 18, 2021

A meeting of the Warwick Board of School Directors of the Warwick School District convened virtually due to the current guidelines for gatherings/meetings and in consideration of the health and safety of the entire school community, on Tuesday, May 18, 2021 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, Matthew Knouse, Lisa Miller, Leslie Penkunas, Nelson L. Peters, Todd L. Rucci, Debra J. Wenger, and Olivia Hartman, Student Representative, were present. C. Edward Browne and Millard P. Eppig, Jr. were absent.

Others attending the meeting: Dr. April Hershey, Superintendent; Dr. Melanie Calender; Nathan Wertsch; Mark Leidich; Janice Boyer, Board Secretary; Fred Griffiths; Kevin Martzall; Jackie Yanchocik; Dr. Ron Hallett; Dr. Michelle Harris; Dr. Scott Kyper; Dr. Jennifer Murphy; Michelle Dombach; and Laura Knowles of Lancaster Newspapers/Lititz Record Express.

Members of the public were able to observe this virtual meeting, and the list of attendees is below. *Note – these individuals signed in using the link provided for sign in and for comment.* 

Rory Glunt Ruth Glunt

*Note – these individuals appeared as attendees in Zoom.* 

Bob Fitz Christina Bracken Mary Hoffman Noelle Brossman Rachel Wilson-Snyder Sam Dickinson Sue Rigg Wendy Hoyer Ruth Glunt

#### RECOGNITION OF CITIZENS

Comments were accepted electronically from citizens on topics related to the meeting Agenda:

None

#### APPROVAL OF AGENDA

A motion was made by Mr. Peters, Mr. Rucci seconded, the motion to approve the agenda as presented. Motion passed 7-0.

#### **APPROVAL OF MINUTES (Regular meeting** of April 20, 2021)

Mrs. Wenger moved, Mrs. Penkunas seconded, the motion to approve the minutes of the Regular meeting of April 20, 2021.

Motion passed 7-0.

# **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 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 \$1,099,475.55 Wire Transfers \$1,605,852.42

Construction Fund None

Cafeteria Fund \$152,975.13

Middle School Fund None High School Fund \$6,630.28

Mrs. Wenger moved, Mr. Knouse seconded, the motion to approve payment of the bills as presented.

#### On roll call vote:

Ayes: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Nays: None

Absent: Mr. Browne, Mr. Eppig

#### **COMMUNICATIONS**

None

#### REPORT OF THE SUPERINTENDENT

#### 1. PERSONNEL

# A. Retirement

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

# Non-Instructional

Suzanne Carbonell-Lewis as a Student Support Assistant at John R. Bonfield Elementary School, effective at the end of the 2020/2021 school year.

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

#### On voice vote:

Aves: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Nays: None

Absent: Mr. Browne, Mr. Eppig

# B. Resignations

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

#### **Education Committee**

Jessica Gehman as a teacher representative of this committee, effective May 18, 2021.

#### Administration

Sydnor W. Harrison as an Assistant Principal at Warwick High School, effective June 30, 2021, as per Agreement presented on **ATTACHMENT #1**.

# Non-Instructional

Diane Miller as a Student Support Assistant at John Beck Elementary School, effective June 9, 2021.

Jocelyn Hirschfeld as a Behavior Support Assistant at John R. Bonfield Elementary School, effective April 28, 2021.

Amanda Richards as a Behavior Support Assistant at John R. Bonfield Elementary School, effective May 11, 2021.

#### Extra-Duty/Extra Curricular

Nicole Shaffer as Medical Nurse Practitioner for the School-Based Access Program for Warwick School District, effective May 31, 2021.

Brad McClain as Lead Teacher – Science Department at Warwick High School and Warwick Middle School, effective at the end of 2020/2021 school year.

Amy Hubler-Schweigert as Head Librarian at Warwick Middle School, effective July 1, 2021.

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

#### On voice vote:

Ayes: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Nays: None

Absent: Mr. Browne, Mr. Eppig

#### C. Elections

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

#### Administration

Noelle Brossman as Director of Human Resources at Warwick School District, at the annual salary of \$110,000.00, effective July 1, 2021, pending receipt of the appropriate paperwork. Ms. Brossman is replacing Mark Leidich who retired.

#### Instructional

Devon Hearn as a Social Studies Teacher at Warwick High School, at the annual salary of \$56,031.00, effective on the first day of the 2021/2022 school year, pending receipt of the appropriate paperwork. Ms. Hearn is replacing Diane Shirk who retired.

Abigail Foster as an Emotional Support Teacher at Warwick Middle School, at the annual salary of \$56,887.00, effective on the first day of the 2021/2022 school year, pending receipt of the appropriate paperwork. This is a new position due to a new program which is being added at Warwick Middle School.

Kristen Bedger as a Nurse at John Beck Elementary School, at the annual salary of \$56,031.00, effective on the first day of the 2021/2022 school year. Ms. Bedger is replacing Sue Ann Hummel who retired.

#### Non-Instructional

Sarah VanCisco as a Behavior Support Assistant, at Warwick High School, 5.75 hours/day, at the hourly rate of \$16.15, effective May 19, 2021, pending receipt of the appropriate paperwork. Ms. VanCisco is replacing Brittany Magee who received a change of status.

David Fasano as a Behavior Support Assistant, at John R. Bonfield Elementary School, 7.0 hours/day, at the hourly rate of \$14.65, effective May 19, 2021, pending receipt of the appropriate paperwork. Mr. Fasano is replacing Jocelyn Hirschfeld who resigned.

Mark Phillips as a Behavior Support Assistant, at John R. Bonfield Elementary School, 7.0 hours/day, at the hourly rate of \$14.75, effective May 19, 2021, pending receipt of the appropriate paperwork. Mr. Phillips is replacing Amanda Richards who resigned.

#### Non-Instructional - rehire

Kristine A. Cole as a Student Support Assistant, at Warwick Middle School, 5.75 hours/day, at the hourly rate of \$13.04, effective on the first day of the 2021/2022 school year. Ms. Cole is returning to a position which she previously held.

Rhea A. Laroya as a Student Support Assistant at John R. Bonfield Elementary School, 5.5 hours/day, at the hourly rate of \$12.68, effective on the first day of the 2021/2022 school year. Ms. Laroya is returning to a position which she previously held.

#### Extra-Duty/Extra Curricular

Dr. Kimberly Slusser of Penn State Community Medical Group, as a Licensed Physician for the School-Based Access Program for Warwick School District, at the hourly rate of \$30.00, effective for the remainder of the 2020/2021 school year.

Douglas Balmer as Science Department Coordinator (7-12) at Warwick High School and Warwick Middle School, at the salary/rate as per agreement, effective July 1, 2021. Mr. Balmer is replacing Brad McClain who resigned.

Christina Bracken as English Language Arts (ELA) Department Coordinator (7-12) at Warwick High School and Warwick Middle School, at the salary/rate as per agreement, effective July 1, 2021. Ms. Bracken is replacing Elton Sturges who resigned.

Nicole Maney as Library Department Coordinator (K-12) at Warwick High School, Warwick Middle School, John Beck Elementary, John R. Bonfield Elementary, Kissel Hill Elementary, and Lititz Elementary Schools, at the salary/rate as per agreement, effective July 1, 2021. Ms. Maney is replacing Amy Schweigert who resigned.

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

#### On voice vote:

Ayes: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Navs: None

**Absent:** Mr. Browne, Mr. Eppig

Mr. Landis expressed thanks for Mark Leidich's service to the district. The hiring process provided many qualified candidates for the Director of Human Resources. Ms. Brossman is a wonderful addition to Warwick.

Dr. Calender shared letters from Devon Hearn, Abigail Foster, and Noelle Brossman. Each letter thanked the Board for the opportunity to become a part of the Warwick family.

#### 2. CHANGE OF STATUS REQUEST

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

#### Instructional

Julie Brubacher from an Autistic Support Teacher at Warwick Middle School, to an Autistic Support Teacher at Warwick High School, effective on the first day of the 2021/2022 school year. This change of status is due to the secondary Autistic Support program moving to Warwick High School.

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

#### On voice vote:

Ayes: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Browne, Mr. Eppig

# 3. LEAVE OF ABSENCE REQUESTS

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

#### Non-Instructional

Mary Bortner is requesting a Family and Medical Leave of Absence (FMLA), beginning April 7, 2021, and continuing through May 31, 2021. Mrs. Bortner is anticipating her return-to-work date as June 1, 2021, pending release by her doctor.

Linda Owens is requesting a Family and Medical Leave of Absence (FMLA), beginning June 4, 2021, and continuing through August 26, 2021. Mrs. Owens is anticipating her return-to-work date as August 27, 2021, pending release by her doctor.

Jessica Newswanger is requesting an unpaid Leave of Absence, beginning March 19, 2021, and continuing through June 9, 2021. Ms. Newswanger is anticipating her return-to-work date as the first day of the 2021/2022 school year.

Debra Shank is requesting an unpaid Leave of Absence, beginning May 14, 2021, and continuing through June 9, 2021. Ms. Shank is anticipating her return-to-work date as the first day of the 2021/2022 school year, pending release by her doctor.

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

#### On voice vote:

Ayes: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Nays: None

Absent: Mr. Browne, Mr. Eppig

# 4. BOARD POLICY REVISIONS - SECOND READING

It was recommended that the Board approve, as a second reading, the policy revisions to the policies listed below, and as presented on <u>ATTACHMENT #2</u>.

<u>Policy No.</u>	<u>Title</u>
137.1	Extracurricular Participation by Home Education Students
150	Title I – Comparability of Services
335	Family and Medical Leaves (removal of attachment)
810.1	School Bus Drivers and School Commercial Motor Vehicle
	Drivers

Mr. Knouse asked for clarification on the insurance coverage noted within Policy 137.1 section 3 – is this standard insurance coverage that families would already have?

*Dr. Hershey indicated yes to Mr. Knouse's question.* 

Mr. Peters moved, Mrs. Wenger seconded, the motion to approve, as a second reading, the policy revisions to the policies listed below, and as presented.

#### On voice vote:

Aves: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Nays: None

Absent: Mr. Browne, Mr. Eppig

#### 5. ELECTION OF BOARD TREASURER

It was recommended that the Board elect a Treasurer for the Warwick Board of School Directors effective July 1, 2021, through June 30, 2022.

Dr. Hershey stated that nominations were open for the office of Board Treasurer.

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

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

Dr. Hershey 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.

#### 6. 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 July 1, 2021, through June 30, 2024.

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

#### On voice vote:

Ayes: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Nays: None

Absent: Mr. Browne, Mr. Eppig

# 7. RIVER ROCK ACADEMY CONTRACT APPROVAL

It was recommended that the Board approve the contract with River Rock Academy for the 2021/2022 school year, as presented on <u>ATTACHMENT #3</u>.

Mr. Peters moved, Mrs. Wenger seconded, the motion to approve the contract with River Rock Academy for the 2021/2022 school year, as presented.

#### On roll call vote:

Ayes: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Nays: None

Absent: Mr. Browne, Mr. Eppig

#### 8. APPROVAL OF ADDITIONAL SCHOOL BUS DRIVERS

It was recommended that the Board approve the list of individuals as additional school bus drivers for the 2020/2021 school year, as presented on **ATTACHMENT #4**.

Dr. Hershey noted that a correction was necessary to one of the names on this listing. Under Faithful Transportation, Dewayne Johnson should have been Dewane Durante.

Mr. Rucci moved, Mrs. Penkunas seconded, the motion to approve the list of individuals as additional school bus drivers for the 2020/2021 school year, as presented.

#### On voice vote:

Ayes: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

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Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Nays: None

Absent: Mr. Browne, Mr. Eppig

#### 9. 2021-2022 SALARY RANGE AND SALARY INCREASE MATRIX

It was recommended that the Board approve the 2021-2022 salary range (SRI) guidelines and salary increase matrix, as per <u>ATTACHMENT #5</u>.

Mr. Peters moved, Mr. Rucci seconded, the motion to approve the 2021-2022 salary range (SRI) guidelines and salary increase matrix, as presented.

# On roll call vote:

Ayes: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Nays: None

Absent: Mr. Browne, Mr. Eppig

# 10. EXTRA DUTY/EXTRA-CURRICULAR CBA ADDENDUM FOR 2020-2023 MEMORANDUM OF AGREEMENT (MOA) APPROVAL

It was recommended that the Board approve the Extra Duty/Extra-Curricular CBA Addendum for 2020-2023 Memorandum of Agreement (MOA), as per **ATTACHMENT #6**.

Mr. Rucci moved, Mrs. Penkunas seconded, the motion to approve the Extra Duty/Extra-Curricular CBA Addendum for 2020-2021 Memorandum of Agreement (MOA), as presented.

#### On roll call vote:

Ayes: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Nays: None

Absent: Mr. Browne, Mr. Eppig

### 11. BOARD COMMITTEE ELECTION

It was recommended that the Board approve the election of the following individual for the Board Committee listed below, effective July 1, 2021:

Education Committee – Teacher Representative

Kevin Krause

Mrs. Penkunas moved, Mrs. Wenger seconded, the motion to approve the election of the following individual for the Board Committee listed above, as presented.

#### On voice vote:

Ayes: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Nays: None

Absent: Mr. Browne, Mr. Eppig

#### **Information from the Superintendent**

Dr. Hershey shared the following items:

• She was reminded by some elementary friends that there are only about 14 ½ days of school left for this year. This seems surreal to everyone as the year went fast at times, and slowly at other times. Everyone is excited about the end of year events which will be taking place – from concerts, athletic events, and step-up day, to graduation and baccalaureate. We are grateful for the students, teachers,

- staff, and community for all they have done this year to keep us in school. Thank you to the Board as well for all their support.
- For the remainder of the 2020-2021 school year, we will continue to follow the guidance given from the PA Department of Education, the PA Department of Health, and the CDC the mask wearing and distancing measures will remain in place until the end of the year. These measures have made it possible for Warwick to remain in school with only minimal disruption throughout the year. The summer months will be used to evaluate the guidance and determine what measures will be utilized for the 2021/2022 school year.

#### **COMMITTEE REPORTS**

#### **Student Representative**

The student representative, Olivia Hartman, will provide an overview of student activities across the district in May. *A copy of the Student Representative Report is attached to these Minutes*.

Mr. Landis wished the best to Olivia in her future endeavors. Olivia has been the Student Representative to the Board for the past two years and has done an amazing job. The Board is very appreciative of her input during her time with the Board.

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

#### **Student Activities Committee**

The Student Activities Committee met virtually using the Zoom application on Thursday, May 13, 2021, and was open to the public. The meeting began with a welcome from Mr. Rucci to all SAC members and then Olivia Hartman gave a report about all of the events in our buildings K-12. Mr. Landis provided an update on extra-curricular activities. Dr. Axe shared information regarding a Sunday Use Facility Request for approval at this time and information regarding Out of State/Overnight Field Trips. The committee had the following recommendation for Board approval:

- 1. It was recommended that the Board approve the following Sunday use facilities request:
  - a. Lancaster Evangelical Free Church to use the HS Parking Lot and the MS Parking Lot on June 6, 2021 from 1:00 to 3:30 p.m. (Parking only not for an event in the parking lot)

Mrs. Wenger moved, Mr. Browne seconded, the motion to approve the Sunday use facilities request, as presented.

#### On voice vote:

Ayes: Mr. Landis, Mr. Knouse, Mrs. Miller, Mrs. Penkunas,

Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None Nays: None

Absent: Mr. Browne, Mr. Eppig

Mr. Rucci congratulated Olivia on her upcoming graduation. He shared that her input at Student Activities Committee meetings was greatly appreciated. Best wishes from the Committee.

#### **Executive Session/Personnel Committee**

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

#### **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 via Zoom today (5/18/2021). Mr. Peters noted that the Lititz recCenter has been operating very effectively throughout COVID. He also noted that they are in need of lifeguards for the upcoming season at the Lititz Springs Pool.

#### **Legislative Committee**

No report was given at this time.

#### **IU Representative**

It was reported that the next meeting is scheduled for May 19, 2021. A report will be shared at the next board meeting.

# **Lancaster County Career and Technology Center Representative**

It was reported that the meeting is scheduled for next week. A report will be shared at the next board meeting.

#### **PRIOR BUSINESS**

Dr. Hershey shared that beginning June 1<sup>st</sup>, board and committee meetings will be held in person, but there will also be a virtual option available for those who prefer that choice. There will also be an option to submit comments online.

#### **NEW BUSINESS**

None.

#### **INFORMATION**

None.

# COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

Mr. Rory Glunt, 1909 Laurel Avenue, shared concerns about the placement of his student at a specific elementary school and the handling of his request for placement at another elementary school.

Mr. Landis thanked everyone for joining tonight's meeting. He expressed thanks to everyone (staff, administration, teachers, students, community) for their efforts to stay healthy and keep our students in school. We look to close out the school year successfully and are looking forward to Graduation on June 7<sup>th</sup>.

Mr. Knouse wanted to thank Olivia Hartman for her service to the Board and sharing all of the activities going on throughout the District. Best Wishes!

Olivia Hartman shared her appreciation for the opportunity to be a part of the Board. Through her experience, she was able to what goes on behind-the-scenes to keep the District running smoothly, and truly appreciated the privilege of working with the Board.

# **ADJOURNMENT**

There being no further business, Olivia Hartman moved to adjourn the meeting. Mrs. Penkunas seconded the motion and the meeting adjourned at 7:43 p.m.

Respectfully submitted,

lanice Boyer, Board Secretary

# Student Representative Report By Olivia Hartman

Reported at the May 18, 2021 Board of School Directors meeting.

# Warwick High School

We are moving into the end of the year testing with Keystone Exams and finals occurring. Our spring athletic teams continue to excel and are looking forward to post-season play. We held our first live music concert in over a year with Jazz Band and String Synergy performing. We are looking forward to our full Band, Choir, and Orchestra concerts later this month. The Class of 2021 end of the year celebration plans has been finalized and shared with students and families. We are looking forward to celebrating all of their accomplishments.

#### Warwick Middle School

During the last month, we were able to successfully proctor PSSA exams to both our in-person and WVA pandemic students. We are recognizing our top scholars with our academic award certificates and silver plates later this month. We also welcomed 6th graders from each elementary building for tours. It was awesome to get to meet our rising 7th graders.

#### **Lititz Elementary**

On May 4th the 6th grade students were able to take a tour of the middle school following COVID protocols, and then had a slushy celebration sponsored by the PTO afterwards to signify this exciting step for our 6th grade students! We are also preparing for a field day for our students K-6 that focuses on teamwork, encouragement, and sportsmanship!

#### Kissel Hill

- 1. Kissel Hill Elementary successfully navigated our PSSA exams during the month of April and the first week of May.
- 2. Kissel Hill's 6th-grade students had the opportunity to visit Warwick Middle School on May 7th in preparation for a move to this learning environment next year.
- 3. Kissel Hill's Parent Teacher Organization (PTO) held its final virtual meeting of the year on May 3rd. We are so appreciative of this group of parent leaders for the support they've provided to our students and staff...even from afar.

#### John Beck

- Our students and families are looking forward to the virtual Open House on May 27th. Students and staff are eager to share what our students have learned by sharing their work from throughout the year
- Students in grades K-6 are excited for the virtual assembly Forgotten Friends assembly about reptiles.
- Our 6th grade students are looking forward to visiting the middle school for a tour of the building, as they prepare for their transition next year.

#### John R. Bonfield

Students and staff worked hard to complete this year's PSSA testing. Camo or Tie dye day was held with great participation from students and staff. 6th graders were excited to have a chance to tour the middle school in preparation for their transition next year. We are looking forward to wrapping up the year well, with a homeroom outdoor games opportunity, end of the year assessments, and other fun learning activities.