

**Warwick School District**  
Lititz, PA 17543

June 3, 2025

A special voting meeting of the Board of School Directors of the Warwick School District convened in the Library located at Kissel Hill Elementary School on Tuesday, June 3, 2025 at 7:00 p.m. The meeting was not livestreamed.

**CALL TO ORDER**

Mrs. Zimmerman, President, called the meeting to order at approximately 7:07 p.m.

Mrs. Zimmerman noted that an Executive Session was held at 6:40 p.m. to discuss personnel related items.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

The Board Secretary called the roll of the Board: Michael Brown, James Koelsch, Scott Landis, Angie Lingo, Amy Martin, Reggie Weaver, Daniel Woolley, Emily Zimmerman, and Zoe Wiker, were present. Kirk Wolfe was absent.

Others attending the meeting in person: Dr. Steve Szobocsan, Acting Superintendent; Dr. Melanie Calender, Assistant Superintendent; Nathan Wertsch, Chief Financial Officer and Board Treasurer; Noelle Brossman; Dr. Fred Griffiths; Janice Boyer, Board Secretary; Carolyn Besjak; Kevin Martzall; Josh Barnas; Melissa Weitzel; and Tom Shumaker.

The following individuals were in attendance at the meeting and utilized the sign in sheets provided:

Lynn Brubaker	Penny Mason	Connie Buckwalter	Laura Knowles
Bret Fitzpatrick	Kimberly Regennas	Brian Wiker	Annie Wiker
Jennifer Snyderman			

**RECOGNITION OF CITIZENS**

*Board Policy 903 addresses public participation at meetings and can be found using this [LINK](#).*

*The following individuals contacted the school board secretary and indicated their desire to address the board. Individual addresses were verified by the school board secretary prior to the meeting.*

NONE

**APPROVAL OF AGENDA**

Mrs. Martin moved, Mr. Woolley seconded, the motion to approve the agenda as presented.  
Motion passed 8-0.

**APPROVAL OF MINUTES**

Mr. Woolley moved, Mrs. Martin seconded, the motion to approve the Minutes of the [regular meeting](#) of May 20, 2025, as presented.  
Motion passed 8-0.

**COMMUNICATIONS**

All communications to the Board were received through the established email accounts, and have been seen by all members of the Board.

**REPORT OF THE SUPERINTENDENT**

## 1. **PERSONNEL**

### A. **Retirement**

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

#### Instructional

Sharon Kraft as a Mathematics Teacher at Warwick High School, effective at the end of the 2024/2025 school year.

Mr. Weaver moved, Mrs. Martin seconded, the motion to approve the retirement of the individual named above.

#### **On voice vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

### B. **Resignations**

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

#### Instructional

Lisbeth Kelley as a Science Teacher at Warwick Middle School, effective June 12, 2025.

Brooke Langowski as a Learning Support Teacher at Warwick High School, effective at the end of the 2024/2025 school year. Mrs. Langowski was previously approved as a Social Studies Teacher at Warwick High School for the 2025/2026 school year.

#### Non-Instructional

Mireylis Figueroa as a Secretary at Warwick High School, effective June 10, 2025.

Mr. Woolley moved, Mr. Weaver seconded, the motion to approve the resignation of the individuals named above.

#### **On voice vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

### 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

Megan Handshew as an Autistic Support Teacher at Warwick Middle School, at the annual salary of \$63,977.00, effective June 23, 2025 pending completion of the appropriate paperwork. This is a new position due to restructuring/new enrollments.

#### Non-Instructional

Ray Johnson as a Lead Building Services employee at John R. Bonfield Elementary School, 8.0 hours/day, at the hourly rate of \$16.81, effective June 9, 2025. Mr. Johnson is replacing James Fisher who received a change of status.

### Independent Volunteers

It was recommended that the Board approve the election of the individuals listed below as independent volunteers, effective June 4, 2025, until a resignation is submitted or active status is changed by the district:

Todd Adams      Kelley Hicks      Kenneth Larsen      Lynelle Mentzer  
Chasity Gingrich

Mrs. Martin moved, Mr. Woolley seconded, the motion to approve the election of the individuals named above.

**On voice vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

2. **CHANGE OF STATUS REQUESTS**

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

Non-Instructional

Amy Cappoli from an Administrative Assistant at John Beck Elementary School, to Transportation Coordinator for Warwick School District, 8.0 hours/day, at the annual salary of \$60,721.00, effective as of a date to be determined. Mrs. Cappoli is replacing Jamie Moyer who resigned.

James Fisher from a Lead Building Services employee at John R. Bonfield Elementary School, to a Building Services employee at John Beck Elementary School, 8.0 hours/day, at the hourly rate of \$15.89, effective June 16, 2025. Mr. Fisher is replacing Casey Zoll who resigned.

Mr. Weaver moved, Mr. Woolley seconded, the motion to approve the change of status request of the individuals named above.

**On voice vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

3. **LEAVE OF ABSENCE REQUESTS**

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

Employee No. 12800 is requesting a sabbatical leave for restoration of health (50% pay), beginning May 27, 2025 for the equivalent of one full school term. The return-to-work date is pending release by a doctor.

Employee No. 14219 is requesting an Unpaid Leave of Absence (UPLOA), beginning May 15, 2025 and continuing through June 11, 2025. The anticipated return-to-work date is first day of the first semester of the 2025/2026 school year.

Mr. Woolley moved, Mr. Weaver seconded, the motion to approve the leave of absence requests, as presented above.

**On voice vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None  
**Absent:** Mr. Wolfe

**4. APPROVAL OF TECHNOLOGY LEGAL CONSORTIUM SERVICES AGREEMENT**

It was recommended that the Board approve the Technology Legal Consortium Services Agreement with the IU13 effective for the 2025/2026 school year, as presented on [ATTACHMENT #1](#).

Mr. Woolley moved, Mrs. Lingo seconded, the motion to approve the Technology Legal Consortium Services Agreement with the IU13, as presented above.

**On roll call vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

**5. APPROVAL OF SPECIAL EDUCATION LEGAL CONSORTIUM SERVICES AGREEMENT**

It was recommended that the Board approve the Special Education Legal Consortium Services Agreement with the IU13 effective for the 2025/2026 school year, as presented on [ATTACHMENT #2](#).

Mr. Woolley moved, Mrs. Martin seconded, the motion to approve the Special Education Legal Consortium Services Agreement with the IU13, as presented above.

**On roll call vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

**6. APPROVAL OF NOTICE OF ADOPTION**

It was recommended that the Board approve the Notice of Adoption of Approved LEA Policies, Procedures and Use of Funds by School District, as presented on [ATTACHMENT #3](#).

Mr. Woolley moved, Mrs. Martin seconded, the motion to approve the Notice of Adoption of Approved LEA Policies, Procedures and Use of Funds by School District, as presented above.

**On roll call vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

**7. APPROVAL OF POSITION TITLE CHANGE**

It was recommended that the Board approve the position title change for Elementary Physical Education Teachers to be referenced as Elementary Health and Physical Education Teachers effective June 4, 2025. This title change is being updated to reflect the addition of health standards being taught by certified Health and Physical Education teachers. Health standards were previously taught by the grade level teachers at the elementary level.

Mr. Woolley moved, Mrs. Martin seconded, the motion to approve the position title change, as presented above.

**On voice vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,

Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

8. **APPROVAL OF WARWICK HIGH SCHOOL CHANGE ORDER RESOLUTION**

It was recommended that the Board approve this resolution to authorize Dr. Jason Reifsnyder, Superintendent, Dr. Steve Szobocsan, Assistant Superintendent, or Jennifer Snyderman, Chief Financial Officer, to approve and execute necessary change orders, not to exceed \$25,000, to timely facilitate the progression of the Warwick High School renovation/construction project.

Mr. Weaver moved, Mr. Woolley seconded, the motion to approve the resolution to authorize Dr. Jason Reifsnyder, Superintendent, Dr. Steve Szobocsan, Assistant Superintendent, or Jennifer Snyderman, Chief Financial Officer, to approve and execute necessary change orders, as presented above.

**On roll call vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

9. **APPROVAL OF INTERIM RIGHT-TO-KNOW OFFICER**

It was recommended that the Board approve Dr. Steve Szobocsan as the Interim Right-To-Know Officer for Warwick School District beginning June 4, 2025.

Mr. Woolley moved, Mr. Koelsch seconded, the motion to approve Dr. Steve Szobocsan as the Interim Right-To-Know Officer for Warwick School District, as presented above.

**On voice vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

10. **APPROVAL OF EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES AGREEMENT**

It was recommended that the Board approve the Employee Assistance Program (EAP) Services Agreement with Mazzitti and Sullivan Counseling Services, Inc. d/b/a Mazzitti & Sullivan EAP Services, Inc., effective July 1, 2025, as presented on [ATTACHMENT #4](#).

Mr. Woolley moved, Mrs. Lingo seconded, the motion to approve the Employee Assistance Program (EAP) Services Agreement with Mazzitti and Sullivan Counseling Services, Inc. d/b/a Mazzitti & Sullivan EAP Services, Inc., as presented above.

**On roll call vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

11. **APPROVAL OF ADDITIONAL WARWICK SUMMER EMPLOYMENT 2025**

It was recommended that the Board approve the additional Warwick Summer Employment as set forth on [ATTACHMENT #5](#).

Mr. Weaver moved, Mr. Woolley seconded, the motion to approve the additional Warwick Summer Employment as listed above.

**On roll call vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

**12. APPROVAL OF STIPEND AGREEMENT**

It was recommended that the Board approve the reassignment of the responsibilities and associated stipend for administrative oversight of the school district that was previously approved for Mr. Nathan Wertsch to Dr. Steve Szobocsan beginning June 5, 2025 through June 30, 2025.

Mrs. Martin moved, Mr. Woolley seconded, the motion to approve the reassignment of the responsibilities and associated stipend for administrative oversight, as presented above.

**On roll call vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

**13. APPROVAL OF MEMORANDUM OF AGREEMENT (MOA)**

It was recommended that the Board approve the Memorandum of Agreement with the Warwick Education Association (WEA), effective at the beginning of the 2025/2026 school year, and as set forth on [ATTACHMENT #6](#).

Mrs. Martin moved, Mr. Koelsch seconded, the motion to approve the Memorandum of Agreement with the Warwick Education Association (WEA), as presented above.

**On roll call vote:**

**Ayes:** Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo,  
Mrs. Martin, Mr. Weaver, Mr. Woolley, Mrs. Zimmerman

**Abstain:** None

**Nays:** None

**Absent:** Mr. Wolfe

**Information from the Acting Superintendent**

Dr. Szobocsan shared that we have made it to the first week of June and there are many activities happening in the buildings leading up to the end of the school year. He reminded everyone that June 10<sup>th</sup> is the last day of school and an early dismissal day – 10:00 a.m. dismissal for secondary students and 10:45 a.m. dismissal for elementary students. Graduation will be held on June 10, 2025 at Calvary Church. Congratulations to all of the Warwick graduates.

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

**Please note that public comment occurred following the Committee of the Whole meeting, which convened immediately after this voting session.**

Mrs. Zimmerman, Board President, presented a gift to Zoe Wiker, Student Representative to the Board of School Directors. Thank you to Zoe for all her time and input at Committee and Board meetings.

## **ADJOURNMENT**

There being no further business, Miss Wiker moved to adjourn the meeting. Mrs. Martin seconded the motion and the meeting adjourned at **7:40** p.m. (8-0)

Respectfully submitted,

**/S/**

---

Janice Boyer, Board Secretary