

Warwick School District

Lititz, PA 17543

August 19, 2025

A regular meeting of the Board of School Directors of the Warwick School District convened in the Library located at Kissel Hill Elementary School, 215 Landis Valley Road, Lititz, PA on Tuesday, August 19, 2025 at 7:00 p.m. The meeting was not livestreamed.

CALL TO ORDER

Mrs. Emily Zimmerman, President, called the meeting to order at approximately 7:00 p.m.

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, Kirk Wolfe, Daniel Woolley, Emily Zimmerman, and Trent Goodhart were present.

Others attending the meeting in person: Dr. Jason Reifsnnyder, Superintendent; Dr. Melanie Calender, Assistant Superintendent; Dr. Steve Szobocsan, Assistant Superintendent; Mrs. Jennifer Snyderman, Chief Financial Officer and Treasurer; Dr. Fred Griffiths; Noelle Brossman; Janice Boyer, Board Secretary; Kevin Martzall; Carolyn Besjak; and Tom Shumaker.

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

Jerry Steinman
Lynn Brubaker

Teresa Goodhart
Leah Burnaford

Chris Epler

Laura Knowles

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 with comments regarding motions on the Agenda. Individual addresses were verified by the school board secretary prior to the meeting.

NONE

APPROVAL OF AGENDA

Mr. Woolley moved, Mrs. Martin seconded, the motion to approve the agenda as presented.

Motion passed 9-0.

APPROVAL OF MINUTES ([Special Voting Session](#) of August 5, 2025)

Mr. Weaver moved, Mr. Woolley seconded, the motion to approve the Minutes of the Special Voting Session of August 5, 2025.

On voice vote:

Ayes: Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo, Mrs. Martin,
Mr. Weaver, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

[TREASURERS REPORT](#)

Mrs. Snyderman 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 Mrs. Snyderman. A copy of the bills with wire transfer information is attached to these Minutes.

General Fund	\$1,168,857.44
Wire Transfers	\$2,227,369.89
Capital Reserve Fund	None
Capital Projects Fund	\$2,803,825.97
Cafeteria Fund	\$729.89
Middle School Fund	\$923.05
High School Fund	\$6,446.53

Mr. Woolley moved, Mr. Weaver seconded, the motion to approve payment of the bills as presented.

On roll call vote:

Ayes: Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo, Mrs. Martin,
Mr. Weaver, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

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. Resignations

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

Instructional

Name	Building	Position	Effective Date
Madison Duncan	KH Elementary	Autistic Support Teacher	8/8/2025

Non-Instructional

Name	Building	Position	Effective Date
Melissa Carder	Lititz Elementary	Student Support Assistant	7/30/2025
Debra Taylor	Lititz Elementary	Food & Nutrition Services Assistant	8/11/2025

Extra-Duty/Extra-Curricular

Name	Building	Position	Effective Date
Christina Fisher	WHS	Assistant Softball Coach	7/31/2025
Austen Lambert	WHS	Head Golf Coach	7/31/2025
Jennifer Joiner	WHS	Unified Track Co-Head Coach	7/30/2025

Mr. Woolley moved, Mrs. Martin 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, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman

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:

Instructional

Name	Building	Position	Salary	Effective Date	
Dr. Brian Booher	WHS	Emotional Support Teacher	\$100,065.00	8/20/2025	▲
Christopher Epler	WHS	Social Studies Teacher	\$100,065.00	8/20/2025	▲
Nancy Rufus	WHS	Language Arts Teacher	\$ 71,703.00	8/20/2025	▲

Instructional – LTS

Name	Building	Position	Salary	Effective Date
Leah Burnaford	JRB Elementary	Grade 2 Teacher (1 st Sem)	\$63,977.00	8/20/2025
Shirley Ocasio	KH Elementary	Grade 6 Teacher (1 st Sem)	\$63,677.00	8/20/2025

▲ = Pending release of current employer and receipt of paperwork

Non-Instructional

Name	Building	Position	Hourly Rate	Effective Date
Jennifer Cressman	WMS	Food & Nutrition Services Assistant (5.0 hours/day)	\$16.20	8/25/2025
Jennifer Schlegelmilch	WMS	Behavior Support Assistant (7.5 hours/day)	\$20.99	8/25/2025
Gabriela Martinez	JRB Elementary	Student Support Assistant (5.75 hours/day).	\$18.15	8/25/2025

Extra-Curricular/Extra Duty

Name	Position	Step
Stacey Yunginger	PK/K Grade Level Coordinator	Da1
Katie Mansey	1st Grade Grade Level Coordinator	Da1
Lynn Brubaker	2nd Grade Grade Level Coordinator	Da1
Dr. Holly Klock	3rd Grade Grade Level Coordinator	Da1
Jill Sturgis	4th Grade Grade Level Coordinator	Da1
Amy Griffith	5th Grade Grade Level Coordinator	Da1
Jacki Watkins	6th Grade Grade Level Coordinator	Da1

District Approved Photographer

It was recommended that the Board approve the election of the individual listed below as a district approved photographer, effective August 20, 2025, until a resignation is submitted or active status is changed by the district:

Alissen Orrego

Independent Volunteers

It was recommended that the Board approve the election of the individuals listed below as independent volunteers, effective August 20, 2025, until a resignation is submitted or active status is changed by the district:

Todd Bergman Alayne Klopp Cheryl Love Jessica Strubel Hollyann Yoder

Volunteer Coaches

It was recommended that the Board approve the election of the individuals listed below as volunteer coaches, effective August 20, 2025, until a resignation is submitted or active status is changed by the district:

Name	Sport	Name	Sport
Emily Carcella	Girls Soccer	Christina Madara	Girls Soccer
Matt Carlson	Girls Volleyball	Andrew Martin	Wrestling
Madison Carper	Girls Soccer	Jerry McKonly	Football
Isabella Chmil	Girls Basketball	Tyler Miller	Bowling
Todd Christophel	Football	Bill Moore	Girls Basketball
Ryan Fink	Football	Michael Sham	Football
Marisa Flowers	Girls Volleyball	Cameron Shertzer	Football
Madison Fulmer	Girls Soccer	Todd Shertzer	Baseball
Bronwyn Graeffe	Girls Volleyball	Anthony Smoker	Football
Sonja Hought	Girls Soccer	Matthew Snavelly	Girls Soccer
Ashtyn Heisey	Girls Soccer	Catie Stief	Field Hockey
Kevin Kahler	Bowling	Katie Vargas	Girls Soccer
Austen Lambert	Golf	Jessica Williamson	Girls Soccer
Foster Lobb	Girls Volleyball		

Mr. Woolley moved, Mrs. Martin 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, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman

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:

Instructional

Name	From	Building	To	Building	Effective Date
SC Wharton	Grade 4	KH Elementary	Grade 6	KH Elementary	8/20/2025

Non-Instructional

Name	From	Building	To	Building	Effective Date	Updated Rate
Dawn Larsen	Food & Nutrition Svcs Assistant (5.75 hours/day, 5 days/week)	WHS	Food & Nutrition Svcs Assistant (3.0 hours/day, 2 days/week)	WHS	8/20/2025	
Alicia Altenbach	Food & Nutrition Svcs Assistant (5.5 hours/day)	WMS	Food & Nutrition Svcs Assistant (5.5 hours/day)	WHS	8/20/2025	
Brianna Thompson	Student Support Assistant (5.75 hours/day)	JB Elementary	Behavior Support Assistant (5.75 hours/day)	JRB Elementary	8/20/2025	\$19.60

Extra-Duty/Extra-Curricular

Name	From	Building	To	Building	Effective Date	Annual Salary
Benjamin Hershey	Assistant Wrestling Coach (50%)	WHS	Assistant Wrestling Coach (100%)	WHS	8/20/2025	\$4,673.00
Chad Mitchell	Head Golf Coach (50%)	WHS	Head Golf Coach (100%)	WHS	8/11/2025	\$4,728.00
Gary Schnupp	Assistant Wrestling Coach (100%)	WHS	Assistant Wrestling Coach (50%)	WHS	8/20/2025	\$2,904.00

Mr. Woolley moved, Mrs. Lingo seconded, the motion to approve the change of status requests, as presented.

On voice vote:

Ayes: Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo, Mrs. Martin, Mr. Weaver, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

3. LEAVE OF ABSENCE REQUESTS

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

Employee No. 12199 is requesting a Family & Medical Leave of Absence (FMLA) beginning August 20, 2025, and continuing through November 18, 2025. The anticipated return-to-work date is November 19, 2025, unless released earlier.

Employee No. 14102 is requesting an extension of a previously approved Family & Medical Leave of Absence (FMLA) with unpaid Child Rearing Leave (CRL), beginning August 20, 2025, and continuing through approximately November 20, 2025. The anticipated return-to-work date is November 21, 2025, pending release by a doctor.

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

On voice vote:

Ayes: Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo, Mrs. Martin, Mr. Weaver, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

4. BOARD POLICY REVISION – FIRST READING

It was recommended that the Board approve, as a first reading, the policy revisions to the policies listed below, and as presented on [ATTACHMENT #1](#).

<u>Policy No.</u>	<u>Title</u>
626	Federal Fiscal Compliance (Finances) with Attachments A - E
626.1	Travel Reimbursement – Federal Programs (Finances)
827	Conflict of Interest (Operations)

Mr. Weaver moved, Mrs. Martin seconded, the motion to approve, as a first reading, the policy revisions to the policies as presented above.

On voice vote:

Ayes: Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo, Mrs. Martin, Mr. Weaver, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman

Abstain: None

Nays: None
Absent: None

5. APPROVAL OF BOARD COMMITTEE APPOINTMENTS

It was recommended that the Board approve the appointment of the following individuals as Community Representatives for the Board Committee listed below, effective August 19, 2025:

Building & Property Committee

Keith Brunner
Mike Pluta

Mr. Weaver moved, Mr. Woolley seconded, the motion to approve the appointment of the following individuals as Community Representatives for the Board Committee as presented above.

On voice vote:

Ayes: Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo, Mrs. Martin,
Mr. Weaver, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman
Abstain: None
Nays: None
Absent: None

6. APPROVAL OF PROFESSIONAL CONTRACTS

It was recommended that the Board approve the professional contracts for the 2025-2026 school year, as presented on [ATTACHMENT #2](#).

Mr. Woolley moved, Mr. Weaver seconded the professional contracts for the 2025-2026 school year, as presented above.

On roll call vote:

Ayes: Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo, Mrs. Martin,
Mr. Weaver, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman
Abstain: None
Nays: None
Absent: None

7. APPROVAL OF SERVICE AGREEMENT

It was recommended that the Board approve the Service Agreement with Community Services Group, Inc. (CSG), Lancaster, PA, effective for the 2025/2026 school year, and as set forth on [ATTACHMENT #3](#).

Mr. Woolley moved, Mr. Weaver seconded the Service Agreement with Community Services Group, Inc. (CSG), as presented above.

On roll call vote:

Ayes: Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo, Mrs. Martin,
Mr. Weaver, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman
Abstain: None
Nays: None
Absent: None

8. APPROVAL OF AGREEMENT ADDENDUM WITH SUBSTITUTE TEACHER SERVICE (STS)

It was recommended that the Board approve the Agreement Addendum with Substitute Teacher Service, 2901 Dutton Mill Road, Suite 200, Aston, PA, as per [ATTACHMENT #4](#).

Mr. Koelsch moved, Mr. Weaver seconded the Agreement Addendum with Substitute Teacher Service, as presented above.

On roll call vote:

Ayes: Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo, Mrs. Martin,
Mr. Weaver, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

9. APPROVAL OF GAS METER UPGRADE

It was recommended that the Board review and approve the use of capital project funds in the amount of \$39,000 for a gas meter upgrade at the Warwick High School.

Mr. Woolley moved, Mr. Weaver seconded, the motion to approve the use of capital project funds in the amount of \$39,000 for a gas meter upgrade at the Warwick High School, as presented.

On roll call vote:

Ayes: Mr. Brown, Mr. Landis, Mrs. Martin,
Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: Mr. Weaver, Mrs. Lingo, and Mr. Koelsch

10. APPROVAL OF LANCASTER COUNTY HAZARD MITIGATION PLAN RESOLUTION

It was recommended that the Board approve the Lancaster County 2025 Hazard Mitigation Plan Resolution, as per [ATTACHMENT #5](#).

Mr. Woolley moved, Mrs. Martin seconded, the motion to approve the Lancaster County 2025 Hazard Mitigation Plan Resolution as presented above.

On voice vote:

Ayes: Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo, Mrs. Martin,
Mr. Weaver, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

Information from the Superintendent

Dr. Reifsnnyder shared the following:

(The highlights which were shared correlate with the photos seen in a slideshow playing concurrently with this update.)

- The countdown is on; the first day of school is almost here! Students in grades 1 through 12 return on Tuesday, August 26th, and our youngest learners in Pre-K and Kindergarten start on Wednesday, August 27th. We can't wait to welcome everyone back!
- And, don't forget to mark your calendars for our annual Back-to-School Nights. These dates and times are posted on our district calendar and will also be shared on our social media channels in the coming weeks.

As summer winds down, our buildings are coming back to life with energy and excitement!

- Our Marching Band has been hard at work preparing this year's show, *A Night in the Cathedral*. You can read more about it on our website and, of course, catch them performing at games and competitions this fall.
- Our Fall sports teams are also gearing up for their seasons. Schedules are posted on our athletics website, so be sure to come out and cheer on our student-athletes.
- Earlier this summer, 32 French students traveled abroad to study in France! Their adventure took them through Monaco, Provence, the Loire Valley, Paris, and Normandy. What an unforgettable experience!
- Finally, our annual orientations welcomed students at every level. Kindergarteners learned bus safety and took their first rides, while middle and high school students explored clubs, teams, and new course options.

It's shaping up to be a great start to the school year!

COMMITTEE REPORTS

Student Representative

The Student Representative, Trent Goodhart, attending his first school board meeting, and provided an overview of student activities across the district in August.

Budget & Finance Committee

The Budget & Finance Committee did not meet in August and did not have any recommendations for the Board at this time.

Building & Property Committee

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

Education Committee

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

Student Activities Committee

The Student Activities Committee did not meet during the month of August due to a lack of discussion/agenda items for the month, but one Out of State/Overnight Trip Request was discussed and approved via digital communication for recommendation to the Board. The next meeting of the committee will be held on Thursday, September 4, 2025. The committee had the following recommendation for the Board at this time:

1. It was recommended that the board approve the following Out of State/Overnight Trip Request as presented below:
 - a. HS students and staff to Altötting, Germany from June 8, 2026 to June 29, 2026. Students will experience a real-life view of the culture and have the opportunity to use their German language skills.

Mr. Koelsch moved, Mr. Brown seconded, the motion to approve the Out of State/Overnight Trip Request as presented above.

On voice vote:

Ayes: Mr. Brown, Mr. Koelsch, Mr. Landis, Mrs. Lingo, Mrs. Martin,
Mr. Weaver, Dr. Wolfe, Mr. Woolley, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

Executive Session/Personnel Committee

Mrs. Zimmerman announced that the Executive Session which is usually held after the board meeting has been cancelled.

Labor and Management Committee

Mrs. Zimmerman reported that no meeting has been scheduled at this time.

Lititz Recreation Center Representative

Mr. Koelsch shared that there was nothing to report at this time.

Legislative Committee

Mr. Weaver shared that state budget talks are ongoing and that nothing definitive has occurred at this time.

IU Representative

Mr. Woolley shared that a meeting was held last Wednesday, August 12th at the Lebanon facility. He attended this meeting virtually. \$25 million was approved for programs at the IU; 5 early childhood special education contracts were approved; and hiring, benefit packages, salaries, etc. were reviewed at this meeting. He stated that the IU will be holding a Community Yard Sale at their Burle location on September 27, 2025 beginning at 7:00 a.m. until 1:00 p.m. Additional information can be found on their website: www.iu13.org

Lancaster County Career and Technology Center Representative

Mrs. Zimmerman reported that a no meeting was held in July. The next meeting will be held on August 28, 2025 beginning at 7:00 p.m. at the Brownstown Campus.

PRIOR BUSINESS

WHS Renovation Change Orders – [LINK](#)

NONE

NEW BUSINESS

NONE

INFORMATION

Right-To-Know Database – [LINK](#)

NONE

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

The following individuals contacted the school board secretary and indicated their desire to address the board with comments regarding items not specific to the Agenda. Individual addresses were verified by the school board secretary prior to the meeting.

Public Comment:

NONE

Comments from Board Members:

Mrs. Lingo encouraged everyone to follow the district's social media accounts for each building. A lot of useful and exciting information is shared through these accounts.

Mrs. Zimmerman welcomed staff back to the buildings.

ADJOURNMENT

There being no further business, Trent Goodhart moved to adjourn the meeting. Mr. Koelsch seconded the motion and the meeting adjourned at 7:25 p.m. (9-0)

Respectfully submitted,

/s/

Janice E. Boyer, Board Secretary