

Warwick School District

Lititz, PA 17543

December 21, 2021

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the Warwick Middle School Auditorium on Tuesday, December 21, 2021 at 7:00 p.m. The meeting was made available virtually as well.

Mr. Millard Eppig, President, called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

READING OF ELECTION CERTIFICATE –

Mrs. Boyer, Board Secretary, read the Certificate of Election received from Lancaster County Board of Elections for Mrs. Emily K. Zimmerman.

SWEARING IN OF NEW BOARD MEMBER – *Honorable Edward Tobin*

Honorable Edward Tobin administered the oath to Mrs. Zimmerman. Mrs. Zimmerman then signed an Oath of Office, which was made a part of these minutes.

BOARD MEMBERSHIP LIST – *see attached [listing](#)*

ROLL CALL

The Board Secretary called the roll of the Board: C. Edward Browne, Millard P. Eppig, Jr., Matt Knouse, James B. Koelsch, Lisa Miller, Leslie Penkunas, Nelson L. Peters, Todd L. Rucci, Emily K. Zimmerman, and Liam Zee were present.

Others attending the meeting in person: Dr. April Hershey, Superintendent; Dr. Melanie Calender; Dr. Ryan Axe; Nathan Wertsch, Treasurer; Noelle Brossman; Janice Boyer, Board Secretary; Dr. Fred Griffiths; Dr. Scott Kyper; Jason Soule; Kevin Martzall; Chief John Schofield; and Officer Ken Wolfe.

The following Technology Staff were in attendance: Matt Jerchau.

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

Amy Martin	Larry Martin	Angie Lingo	Ella Lingo
Kerri Demmy	Bryan Zimmerman	Gail Watts	Renee Watts
Tammy Kratzer	Kellye Martin	Ryan Martin	Bonnie Ulrich
Nathan Myer	Ethan Brubaker	Donata Kline	Sharon Reiff
Courtney Stauffer	Melanie Truempy	Violet Weitzel	Tammy Charles
Courtney Dietrich	Nicole Miller	Adam Graybill	Lauren McMullen
Vince Rhinier	Keith Kratzer	Veronica Myer	Lynn Brubaker
Shawna Billek	Christina Smoker	Jason Widders	Teresa Goodhart
Karen Troxell	Gary Nolt	Becca Graham	Debora Lobb
Megan Nolt	Sara D'Onofrio	Mindy Miller	Heather Kline
Kayla Cook	Gina Rhinier	Loren Miller	Beth Tomassetti
Mark Tomassetti	Abby Barstow	Kari Zimmerman	Reggie Weaver
Christy Kramer	Arielle Miller	Michelle Helderman	Justin Kratzer
Janelle Cachelin	Bryan Lowe	Mark Mueller	Koelsch
Kelly Brandt	Cheryl G.	Sarah Miller	Amy Henschel
Faith Siegrist	Kerri Hample	Larry Swonger	Brooke Hartranft
Larry Gassart	Mike Landis	Mike Bennecoff	Chrissy Ovalle
Jaden Ovalle	Denise Keeler	Peggy Smith	Jim Smith
Jan Brown	Sue Rigg	Greta Stoner	Brandon Wenger
Sarah Wenger	Tannia Carpenter	Sara Bowen	Rachael Haverstick
Tracey Smith	Noel Garman	Leo Hegarty	Christa Smucker

Members of the public were able to observe this meeting via the Zoom application, and that list of attendees is below. *Note – these names are listed as they appeared in Zoom.*

a	Alisha	Allison	Alycia Hartmann
Amy Master	Anna Horst	April Norman	Balmer Family
abernstein	Adam	Alicia	aliddings
Barb Mobley	Becky	Beth Nolt	Bohan
Brooke	Caroline Ingalls	Cathleen Clausen	Chad Minnich
Christy	cmoore	Cynthia Kensinger	Dale Kline
Dana	David Houseknecht	dbowers	Derrick
C Hoover	Christian and Yorgos	Colleen Steinmetz	David
Diana Hoover	ET	Gary Minnich	gfamily
Gwen Wenger	Holly	J martin	Jackie
Jason Balsbaugh	jeff weber	Jen	Jen
Jenn	dgriffiths	Emily	esmith
gwenger	Jeff Class	Jenna	Jennifer Lugar
Jessica	Jessica Bigsby	Jill Kramer	Joanna Lynch
John Rigg	Jose Pereira	jpoletti	JS
jsturgis	julie	Julie	Juliet Ashton
JWile	karen hutchison	Kate Rapp	Keith Penkunas
Kellie Linares	Kelly Reber	Kelly Testa	Kim Woyurka
Krista	Jennifer Raspanti	Jess	Jessica Kilgore
jmusser	Johnna McCormick	Joseph strauss	josh
Kerri Porinchak	Kim Kline	Kim Woyurka	Kim Zimmerman
KRista Kramer	Kristen Bischoff	Kristina Merenda	Kristine Cole
Kristy Szobocsan	Lauren Melusky	Laurie Mumma	Lily
Lisa Hochreiter	Lisa Sangrey	Mallory Weber	Marni Van Grouw
Matt	Meg	Megan	Linda Carson
Lindsay	mdemianovich	Melissa...	MG
Michael Neuman	Michelle	Michelle Dombach	Michelle Harris
Mike Bowen	Mike miller	Miller	Mom
Mr. Miller	Nikki Lepisto	Nikki Stump	Nikki weaver
pheckman	Nancy Tassoni	Rachel Wilson-Snyder	rhallett
Sam Droke-Dickinson	Sandy	sandy	Sara
Sarah Bromirski	Shanna	Sonya	Stefanie Martin
SV	syunginger	Tonya	Valerie
William Maney	Sarah Holton	Simon	Teresa Goodhart
Thomas Cachelin	Tiana Webb	Valerie Martin	Zoom user
Amy Y	Rachel	Rebecca	Sabrina
Sara	Sara Abel Wiggins		

WEF CHECK PRESENTATION

No presentation was made at the meeting.

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.

Arielle Miller	Health & Safety Plan
Shawna Billek	Quarantining/Livestreaming
Violet Weitzel	ESSER Funds
Amy Martin	ESSER Funds
Karen Troxell	Health & Safety Plan
Faith Siegrist	Quarantine/Livestreaming
Christina Smoker	Health & Safety Plan changes
Reggie Weaver	Finance & Legal Committee, ESSER, & Reorganization
Jessica Musser	Mr. Landis' resignation & Committee Assignments
Justin Kratzer	ESSER Funding
Kayla Cook	Health & Safety Plan
Larry Gassert	Nomination for Committee
Dr. Sara Bowen	Health & Safety Plan
Christa Smucker	Health & Safety Plan, All American Boys, & Appreciation of Board and Admin

Ella Lingo		Health & Safety Plan
Kari Zimmerman		Health & Safety Plan
Greta Stoner		Quarantining for healthy kids
Brooke Hartranft		Health & Safety Plan - Letter of Dec. 15th
Bethany Tomassetti		ESSER Funds
Mark Tomassetti		ESSER Funds
Larry Swonger		Health & Safety Plan
Adam Graybill		Health & Safety Plan
Lauren McMullen		Health & Safety Plan
Tannia Carpenter		ESSER Fund, Health & Safety Plan, Quarantining, Solicitor
Courtney Dietrich		Committee Nominations
Michelle Helderman		Health & Safety Plan & ESSER Funding
Sue Rigg		Health & Safety Plan
Donata Kline		ARP ESSER

APPROVAL OF AGENDA

Mr. Peters moved, Mr. Penkunas seconded, the motion to approve the agenda as presented.
Motion passed 9-0.

APPROVAL OF MINUTES ([Regular meeting](#) of November 16, 2021 and [Reorganization Meeting](#) of December 7, 2021)

Mr. Knouse moved, Mrs. Penkunas seconded, the motion to approve the Minutes of the regular meeting of November 16, 2021 and Reorganization Meeting of December 7, 2021.
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	\$633,323.74
Wire Transfers	\$1,880,429.09
Construction Fund	None
Cafeteria Fund	\$189,666.38
Middle School Fund	None
High School Fund	\$4,208.48

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

On roll call vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller,
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

COMMUNICATIONS

Dr. Hershey indicated that 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:

Non-Instructional

Patricia Kohlasch as a Secretary at Warwick High School, effective July 29, 2022.

Mrs. Penkunas moved, Mr. Knouse seconded, the motion to approve the retirement of the individual named above.

On voice vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller,
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

B. Resignations

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

Non-Instructional

Stephanie Downs as a Secretary at Warwick High School, effective January 3, 2022.

Deborah Morris-Good as a Student Support Assistant at John Beck Elementary School, effective December 23, 2021.

Extra-Curricular/Extra Duty

Thomas Devenney as an Assistant Football Coach at Warwick High School, effective December 8, 2021.

Morgan Firestone as a Drama Assistant at Warwick High School, effective December 1, 2021.

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

On voice vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller,
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

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

Shea Carmany as an Intervention Specialist at Kissel Hill Elementary School, at the annual salary of \$80,843.00, effective upon release by her current employer. Ms. Carmany is replacing Emily Trees who received a change of status.

Extra-Curricular/Extra Duty

Matthew Jerchau as a Musical Lighting Technician at Warwick High School, at the annual salary of \$1,751.00, effective for the 2021/2022 school year. This position was not included on the extra-

curricular/extra-duty bargaining list for the 2021/2022 school year.

Independent Volunteer

It was recommended that the Board approve the election of the individuals listed below as an independent volunteer, effective December 22, 2021, until a resignation is submitted or active status is changed by the district:

Liesl Wolf

Volunteer Coaches

It was recommended that the Board approve the election of the individuals listed below as volunteer coaches, effective December 22, 2021, until a resignation is submitted or active status is changed by the district:

Hayden Benner
Lauren Pyle

John Schneider

Ryan Stewart

Emily Williamson

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

On voice vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller,
Mrs. Penkunas, Mr. Peters, Mr. Rucci, 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:

Non-Instructional

Sasha Care from a Food & Nutrition Services Assistant at Kissel Hill Elementary School, 3.5 hours/day, to a Food & Nutrition Services Assistant at Warwick Middle School, 3.5 hours/day, effective October 18, 2021. Ms. Care is replacing Janet Holdridge who received a change of status.

Jennifer Holden from a Food & Nutrition Services Assistant at John R. Bonfield Elementary School, 3.0 hours/day, to a Food & Nutrition Services Assistant at John R. Bonfield Elementary School, 5.0 hours/day, effective October 25, 2021. This change of status is necessary due to COVID requirements for food preparation and packaging.

Janet Holdridge from a Food & Nutrition Services Assistant at Warwick Middle School, 3.5 hours/day, to a Food & Nutrition Services Assistant at Kissel Hill Elementary School, 4.5 hours/day, effective December 6, 2021. Ms. Holdridge is replacing Sasha Care who received a change of status.

Julia Horne from a Food & Nutrition Services Assistant at Lititz Elementary School, 5.0 hours/day, to a Food & Nutrition Services Assistant at John Beck Elementary School, 5.0 hours/day, effective August 31, 2021. Ms. Horne is replacing Blanca Depouli who received a change of status.

Extra-Curricular/Extra Duty

Lyle Ressler from a JH Assistant Cross Country Coach at Warwick Middle School, to a JH Cross Country Head Coach at Warwick Middle School, at the annual salary of \$3,859.00, effective December 22, 2021. Mr. Ressler is replacing Tom Daly whose contract ended.

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

On voice vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Abstain: None

Nays: None

Absent: None

3. APPROVAL OF REVISED COMMITTEE ASSIGNMENTS

It was recommended that the Board approve the revised Committee Assignments as set forth on [ATTACHMENT #1](#) for the year 2022.

Mrs. Penkunas moved, Mr. Koelsch seconded, the motion to approve revised Committee Assignments as presented.

After discussion of the updated took place, Mr. Knouse moved, Mr. Rucci seconded the revised Committee Assignments as presented on [ATTACHMENT #1A](#).

On voice vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

4. APPROVAL OF UPDATED HEALTH AND SAFETY PLAN; AND UPDATED ELEMENTARY AND SECONDARY INSTRUCTIONAL PLANS

It was recommended that the Board approve the updated Health and Safety Plan ([Link #1](#)); and the updated Elementary Instructional Plan ([Link #2](#)) and the updated Secondary Instructional Plan ([Link #3](#)), as presented.

Mr. Peters introduced a motion to table this item until further review can be done and to revisit this item at the January 18, 2022 meeting of the school board.

Mrs. Penkunas seconded this motion.

Discussion took place regarding the updates to the Health and Safety Plan as well as the Elementary and Secondary Instruction Plans.

Mr. Koelsch suggested the formation of a committee to review any proposed updates or changes. Dr. Hershey suggested including medical professionals on this committee.

With a properly supported motion and second, the board approved the tabling of this item.

On voice vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

5. APPROVAL OF CHIEF FINANCIAL OFFICER CONTRACT

It was recommended that the Board approve the contract of Nathan Wertsch, effective July 1, 2022 through June 30, 2027 as per [ATTACHMENT #2](#).

Mr. Rucci moved, Mr. Peters seconded, the motion to approve the contract of Nathan Wertsch, as presented.

On roll call vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller,
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

6. NON-RESIDENT TUITION STUDENT APPROVAL

It was recommended that the Board approve the non-resident tuition student request for the remainder of the 2021/2022 school year as per [ATTACHMENT #3](#).

Mr. Peters moved, Mr. Rucci seconded, the motion to approve the non-resident tuition student request, as presented.

On voice vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller,
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

7. BOARD MEMBER RESIGNATION

It was recommended that the Board approve the resignation of Michael R. Landis as a member of the Warwick Board of School Directors, effective December 21, 2021.

Mr. Peters moved, Mr. Rucci seconded, the motion to approve the resignation of Michael R. Landis, as presented.

On voice vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller,
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

Mr. Rucci offered thanks to Mr. Landis for his service to the Board and the Warwick community.

~~8. BOARD COMMITTEE ELECTION~~

~~It is recommended that the Board approve the election of the following individual for the Board Committee listed below, effective December 22, 2021:~~

~~Finance & Legal Committee~~

~~Michael R. Landis~~

Dr. Hershey proposed the striking of this motion from the Agenda.

Mr. Knouse moved, Mrs. Miller seconded, the motion to approve the removal of Item #8, as presented.

On voice vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller,
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

The district will update the website to indicate openings for community members to the four standing committees.

9. APPROVAL OF SCHOOL BUS DRIVERS

It was recommended that the Board approve the addition of the following individuals as school bus drivers for the transportation provider listed below, effective December 22, 2021.

Shultz Transportation:

Arthur Lavoie

Faithful Transportation

Harold Boden

Derek Glennon

Neil Pagano

Jill Turpack

Mr. Peters moved, Mrs. Miller seconded, the motion to approve the addition of the individuals as school bus drivers, as presented.

On voice vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

10. APPROVAL OF ARP ESSER FUNDING APPLICATION

It was recommended that the board approve the application for ARP ESSER III funding to be utilized as shown on [ATTACHMENT #4](#). (*note: board approval is not required for applications for federal funding, however, based on community feedback, we have brought this item for approval)

Mrs. Penkunas moved, Mr. Rucci seconded, the motion to approve the application for ARP ESSER III funding, as presented.

Following questions and discussion, and having a proper motion and second, approval to proceed with the application was given.

On roll call vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller, Mrs. Penkunas, Mr. Peters, and Mr. Rucci

Abstain: None

Nays: Mrs. Zimmerman

Absent: None

11. APPROVAL OF PENSERV 403(b) PLAN DOCUMENT

It was recommended that the board approve the restated 403(b) plan document with PenServ as presented on [ATTACHMENT #5](#).

Mr. Peters moved, Mrs. Penkunas seconded, the motion to approve the addition of the individuals as school bus drivers, as presented.

On roll call vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

Information from the Superintendent

Dr. Hershey shared that everyone is excited for the upcoming holiday break. Please note that building offices will be open on Tuesday, December 28 and Wednesday, December 29, 2021, but call first to be sure as staff may utilize vacation time during these days. School will reopen on January 3, 2022. Have a safe and happy holiday break.

COMMITTEE REPORTS

Student Representative

The student representative, Liam Zee, provided an overview of student activities across the district in November.

Building and Property Committee

The Building & Property Committee met on Monday, December 13, 2021. In conjunction with RLPS and Fidevia, the committee reviewed the field house bids, building automation system upgrades needed across the district, and roofing options for John Beck. The committee 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 did not meet in December, but was able to review obsolete equipment via digital communication. The committee had the following recommendation for Board approval:

1. It was recommended that the Board approve the disposal of obsolete equipment as presented on [ATTACHMENT #6](#).

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

On voice vote:

Ayes: Mr. Eppig, Mr. Browne, Mr. Knouse, Mr. Koelsch, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None

Nays: None

Absent: None

Student Activities Committee

The Student Activities Committee did not meet in December due to lack of discussion topics for the month, but several Sunday Facilities Use Requests were discussed and approved via digital communication for recommendation to the Board for their approval at the December 7th Reorganization meeting. The Committee had no recommendations for Board approval at their December 21st meeting.

Executive Session/Personnel Committee

It was announced that there would be an Executive Session immediately following this Board meeting to discuss various personnel matters.

Labor and Management Committee

It was reported that no meeting was held in December.

Lititz Recreation Center Representative

It was reported that no meeting was held in December.

Legislative Committee

It was reported that the House and Senate are not in session at this time, but it was noted that the redistricting maps were out for public comment. Specifically noted was changes to the 97th and 37th House Districts.

IU Representative

It was reported that materials from the most recent meeting were shared with the board via email by Mr. Landis who attended his last IU meeting as Warwick's representative.

Dr. Hershey also noted that a new Executive Director has been appointed to take over for Brian Barnhart who will be retiring. Mr. Matt Stem will be step into this position.

Lancaster County Career and Technology Center Representative

It was reported that a meeting was held on December 13, 2021 and included a regular meeting agenda included hires, resignations, leaves of absence, financial reports, etc. Mr. Eppig was chosen as the Vice-Chair for the JOC.

PRIOR BUSINESS

Dr. Calender shared information regarding current book challenges. There are three challenges in process at this time. One is in the final stage while two additional challenges have been received.

NEW BUSINESS

None

INFORMATION

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.

Justin Kratzer		Solicitor Search	** declined this opportunity to speak
Christy Kramer		All American Boys & Book Challenge Process/Procedure	
Tannia Carpenter		Solicitor	** declined this opportunity to speak
Mark Mueller		"Christmas returns"	

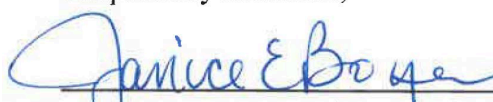
Mr. Eppig thanked all those who attended and/or participated in this evening's meeting and wished everyone a Merry Christmas and a Happy New Year.

Mr. Wertsch thanked the board for their renewed confidence in him and his team.

ADJOURNMENT

There being no further business, Liam Zee moved to adjourn the meeting. Mrs. Penkunas seconded the motion and the meeting adjourned at 9:58 p.m.

Respectfully submitted,


Janice E. Boyer, Board Secretary