

Warwick School District

Lititz, PA 17543

October 15, 2019

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the District Board room on Tuesday, October 15, 2019 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, Leslie Penkunas, Nelson L. Peters, Dr. Timothy Quinn, Todd L. Rucci, Scott A. Shaub, Debra J. Wenger, and Olivia Hartman were present. Millard P. Eppig, Jr. and Matthew Knouse were absent.

Others attending the meeting: Dr. April Hershey, Superintendent; Dr. Melanie Calender; Dr. Ryan Axe; Nathan Wertsch, Treasurer; Mark Leidich; Jackie Yanchocik; Janice Boyer, Board Secretary; Fred Griffiths; Dr. Kristin Testerman; Amy Balsbaugh; Chief John Schofield; Kevin Martzall; Robert Fitz; Kelly Testa; Chris Dickson; Grant Hummer; Barbara Mobley; Katie Donmoyer; Cynthia Kensinger; India Rao; Lana Makhoulouf; Pete Carson; and Laura Knowles of Lancaster Newspapers/Lititz Record Express.

WEF CHECK PRESENTATION

Mr. Grant Hummer and Mrs. Barb Mobley, Executive Director, presented a check from the Warwick Education Foundation in the amount of \$88,800.00, which was received from local business contributions through the Earned Income Tax Credit (EITC) program. These funds will be used to purchase ipads, laptops, and to enrich reading in the district. Mr. Hummer also shared two ways to contribute to WEF: 1) Raising Warwick initiative which is going on now, and 2) the Lancaster County Extraordinary Give event which will be held on November 22, 2019.

Mr. Landis and Dr. Hershey thanked the Warwick Education Foundation for the continued support of the students and programs within the Warwick School District.

RECOGNITION OF CITIZENS

None.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES ([Regular meeting](#) of September 17, 2019)

Mr. Peters moved, Mrs. Wenger seconded, the motion to approve the Minutes of the regular meeting of September 17, 2019.

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	\$1,027,702.07
Wire Transfers	\$4,296,281.17
Construction Fund	None
Cafeteria Fund	\$77,410.19
Middle School Fund	\$1,153.68
High School Fund	\$10,171.01

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

On roll call vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

COMMUNICATIONS

Dr. Hershey noted that she received an e-mail from a Wilson resident who wanted to commend our student section for their behavior at last Friday evening's football game held at Wilson School District. He was very impressed with our students.

REPORT OF THE SUPERINTENDENT

1. PERSONNEL

A. Retirements

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

Administration

Karen Miller as Director of Food & Nutrition Services at Warwick School District, effective March 13, 2020.

Instructional

Tina Barnhart as an English as a Second Language (ESL) Teacher at Lititz Elementary School, effective December 31, 2019.

Non-Instructional

Dianne Skilling as an Executive Assistant at Warwick School District, effective January 31, 2020
(incorrectly listed on agenda as January 17, 2020).

Marcia Styer as a Building Services employee at John Beck Elementary School, effective October 31, 2019.

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

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

B. Resignations

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

Instructional

Andy Chacon as an Autistic Support Teacher at Warwick Middle School, effective upon release from his contract.

Non-Instructional

Lena Crespo as a Food & Nutrition Services Assistant at John R. Bonfield Elementary School, effective August 28, 2019.

Lauren Risser as a Student Support Assistant at John R. Bonfield Elementary School, effective September 2, 2019.

Jennifer Shreiner as a Student Support Assistant at John R. Bonfield Elementary School, effective October 9, 2019.

Gina Dietrich as a Student Support Assistant at Lititz Elementary School, effective October 1, 2019.

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

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

C. **Elections**

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

Non-Instructional

Tara Sheaffer as a Student Support Assistant at John Beck Elementary School, 5.5 hours/day, at the hourly rate of \$11.25, effective pending receipt of the appropriate paperwork. Ms. Sheaffer is replacing Faye Zechman who resigned.

Kayla Ziegler as a Student Support Assistant at Lititz Elementary School, 5.5 hours/day, at the hourly rate of \$11.00, effective pending receipt of the appropriate paperwork. Ms. Ziegler is replacing Valerie Dorosz who resigned.

Non-Instructional-Rehire

Lynette Fasnacht as a Student Support Assistant at John R. Bonfield Elementary School, 5.5 hours/day, at the hourly rate of \$11.53, effective October 16, 2019 (*incorrectly listed on agenda as September 16, 2019*). Ms. Fasnacht is replacing Jennifer Shreiner who resigned.

Stephen Herman as a Building Services employee at John Beck Elementary School, 8.0 hours/day, at the hourly rate of \$13.06, effective pending receipt of the appropriate paperwork. Mr. Herman is filling a vacancy which was created from his resignation in September of 2019.

In-House Substitute

It was recommended that the Board approve the election of the individual listed below, effective October 15, 2019, until a resignation is submitted or active status is changed by the district:

Support Staff
Lena Crespo

Independent Volunteers

It was recommended that the Board approve the election of the individuals listed below as independent volunteers, effective October 16, 2019, until they submit their resignation or have their active status changed by the district.

Porsha Barbosa	Natalie Green	Ashley Luckenbaugh	Robert Noble
Katherine Cox	Jessica Guevara	Gina Martin	Nutan Patel
Rachelle Das	Jason Hall	Jody Mateyak	MaryJo Platt
Julie Flores	Bethany Harnish	Alexandra (Ali) Mauro	Kimberly Rivera-Gracia
Silmara Fry	Leanne Hoffman	Arielle Miller	Tara Ross
Jason Garman	Barnaby Holmes	Brittany Morgan	Carmen Walton
Kate Gomez	Ashley Jacobs	Tracy Motz	Kiley Ziegler
Nicole Grecco			

Volunteer Coaches

It was recommended that the Board approve the election of the individuals listed below as volunteer coaches, effective October 16, 2019, until they submit their resignation or have their active status changed by the district.

Laurel Etter-Longenecker	Joe Narkiewicz
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District Approved Photographers

It was recommended that the Board approve the election of the individuals listed below as district approved photographers, effective for the 2019/2020 school year, until they submit their resignation or have their active status changed by the district.

Ed Campbell	Kathryn Christy	Katrina Weiss
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Mr. Peters moved, Mrs. Wenger seconded, the motion to approve the election of the individuals named above.

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

2. CHANGE OF STATUS REQUESTS

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

Non-Instructional

Patricia Ketner from a Building Services Substitute at Warwick School District, to a Building Services district-wide floater at Warwick School District, 4.0 hours/day, at the hourly rate of \$12.20, effective October 16, 2019. This position was added to address coverage needs.

Ryleigh Rachiele from a Behavior Support Assistant at Warwick Middle School, 5.75 hours/day, to a Student Support Assistant at Warwick Middle School, 5.5 hours/day, at the hourly rate of \$11.00, effective September 16, 2019. Ms. Rachiele will be replacing Heather Gouse who resigned.

Catherine Rivera from a Food & Nutrition Services Substitute at Warwick School District, to a Food & Nutrition Services Assistant at John R. Bonfield Elementary School, 3.0 hours/day, at the hourly rate of \$11.10, effective November 4, 2019. Ms. Rivera is replacing Lena Crespo who resigned.

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

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

3. LEAVE OF ABSENCE REQUEST

It was recommended that the Board approve the leave of absence request for the following individual:

Non-Instructional

Stacy McSparran is requesting an unpaid Leave of Absence to begin October 9, 2019 and continue through October 31, 2019. Ms. McSparran is anticipating her return to work date as November 1, 2019, pending release from her doctor.

Mr. Peters moved, Mr. Rucci seconded, the motion to approve the leave of absence request, as presented.

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

4. 2020-2021 CALENDAR - START OF SCHOOL

It was recommended that the Board approve the calendar for the start of school only for the 2020-2021 school year as per [ATTACHMENT #1](#).

Mr. Peters moved, Mrs. Wenger seconded, the motion to approve the calendar for the start of school only for the 2020-2021 school year, as presented.

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

Dr. Hershey clarified that this change was a part of the most recent Collective Bargaining Agreement (CBA) Contract Extension with the Warwick Education Association (WEA). This allows school to start prior to Labor Day, if Labor Day falls on September 5th, 6th, or 7th. It should be noted that when this scenario happens, school would not start before August 30th. This will be beneficial for students who are doing early admission to college, attending camps, etc.

5. 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 [ATTACHMENT #2](#).

<u>Policy No.</u>	<u>Title</u>
004	Membership
201	Admission of Students
204	Attendance
208	Withdrawal From School
209	Health Examinations/Screenings
808	Food Services

Mr. Rucci moved, Mr. Peters seconded, the motion to approve the revisions to the policies, as presented.

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

Information from the Superintendent

Dr. Hershey shared the following items:

- Ryan Landis was named District III Athletic Director of the Year. We are very proud of him for earning this honor.
- Field House Project update – RLPS and ELA Group informed the district that the Department of Environmental Protection (DEP) is about 9 months behind in reviewing and approving requests. We need to wait for their approval before moving forward and obtaining bids.
- Warwick Strong Letter – A letter was sent to staff and parents regarding a November 25th event. Dr. Hershey read the letter to all present. It will also be posted on our website.

COMMITTEE REPORTS

Student Representative

The Student Representative, Olivia Hartman, provided an overview of student activities across the district.

Building and Property Committee

The Building & Property Committee met on Monday, October 14, 2019. The committee welcomed new members, reviewed some non-repetitive requests, discussed the status of the current turf field and potential replacement, and discussed the possible use of a construction manager (*incorrectly listed on committee meeting agenda posted October 9, 2019 as General Contractor Discussion*) related to the potential field house project. The committee did not have any recommendations for the Board at this time.

Education Committee

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

Mr. Pete Carson arrived at 7:28 p.m.

Finance and Legal Committee

The Finance & Legal Committee met on Tuesday, October 1, 2019. The committee welcomed new members, reviewed the 2019-20 transportation contracts, heard an update on the audit and discussed suggested fund balance commitments and a capital reserve transfer for 2018-19, reviewed 2019-20 budget transfers, and reviewed obsolete equipment. The committee had the following recommendations for Board approval:

1. It was recommended that the Board approve the 2019-20 transportation contracts as presented on [ATTACHMENT #3](#).

Mr. Peters moved, Mrs. Wenger seconded, the motion to approve the 2019-20 transportation contracts, as presented.

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None
Absent: Mr. Eppig, Mr. Knouse

2. It was recommended that the Board approve the transfer of \$2,000,000 to the Capital Reserve fund for 2018-19.

Mr. Peters moved, Mrs. Wenger seconded, the motion to approve the transfer of funds to the Capital Reserve for 2018-19, as presented.

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

3. It was recommended that the Board approve the general fund balance commitments for 2018-19 as presented on [ATTACHMENT #4](#).

Mr. Peters moved, Mr. Rucci seconded, the motion to approve the general fund balance commitments for 2018-19, as presented.

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

4. It was recommended that the Board approve the 2019-20 budget transfers as presented on [ATTACHMENT #5](#).

Mr. Peters moved, Mrs. Wenger seconded, the motion to approve the 2019-20 budget transfers, as presented.

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

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

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

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

Student Activities Committee

The Student Activities Committee did not meet in October due to lack of discussion topics for the month, but a Sunday Use Facilities Request and several Overnight/Out of State Field Trip requests were discussed

and approved via digital communication for recommendation to the Board. The Committee had the following recommendations for Board approval:

1. It was recommended that the board approve the following Sunday Use Facilities request:
 - a. Ephrata Thunder to use the MS gym on November 17, 2019, January 5, 2020, January 26, 2020 from 1:00 – 4:30 p.m. for basketball games.

Mr. Rucci moved, Dr. Quinn seconded, the motion to approve the Sunday Use Facilities request, as presented.

On voice vote:

Ayes: Mr. Landis, Mrs. Penkunas, Mr. Peters,
Mr. Rucci, Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: None

Absent: Mr. Eppig, Mr. Knouse

2. It was recommended that the board approve the following Out of State/Overnight Trip requests.
 - a. HS students and staff to Hood College, Frederick, MD on September 22, 2019. Students participated in a basketball tournament.
 - b. Students and staff at John Beck, John R. Bonfield, Kissel Hill and Lititz Elementary schools to Washington DC on June 3, 2020. Students will tour the mall and Smithsonian Museums. This trip corresponds with the 6th grade curriculum.
 - c. HS students and staff to Port Canaveral and Bahamas – Nassau Great Stirrup Cay – from April 5 – 12, 2020. Students will experience societal, cultural and historical context deepening the understanding of daily life experiences while performing live onboard ship. Professional staff onboard will provide a question and answer sessions to help students and relate artistic ideas.

Mr. Rucci moved, Dr. Quinn seconded, the motion to approve the Out of State/Overnight Trip requests, as presented.

On voice vote:

Ayes: Mrs. Penkunas, Mr. Peters, Mr. Rucci
Dr. Quinn, Mr. Shaub, and Mrs. Wenger

Abstain: None

Nays: Mr. Landis

Absent: Mr. Eppig, Mr. Knouse

Executive Session/Personnel Committee

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

Labor and Management Committee

It was reported that a meeting was held on Thursday, September 19, 2019 at 3:15 p.m.

Lititz Recreation Center Representative

It was reported that no meeting was held this month.

Legislative Committee

No report was given at this time.

IU Representative

It was reported that a meeting is scheduled for Wednesday, October 16, 2019. A report will be given in November.

Lancaster County Career and Technology Center Representative

It was reported that a meeting was held two weeks ago. A regular business meeting was held following a Board Appreciation Dinner.

PRIOR BUSINESS

None.

NEW BUSINESS

None.

INFORMATION

None.

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

Mr. Landis shared that it has been an exciting start to the school year. He congratulated Ryan Landis on being awarded the District III AD of the Year. He also thanked everyone for coming out to tonight's meeting.

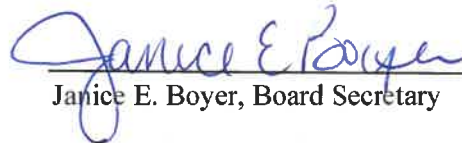
Dr. Quinn wanted to thank the Marching Band for their performance this evening prior to the board meeting. This is why we (the board members) do what we do. Their performance was outstanding! Thank you!

Pete Carson, 46 Pinewood Avenue – shared his continued concerns about the sharing of information with regard to the Feasibility Study and the proposed field house.

ADJOURNMENT

There being no further business, Miss Hartman moved to adjourn the meeting. Mrs. Wenger seconded the motion and the meeting adjourned at 7:39 p.m.

Respectfully submitted,


Janice E. Boyer, Board Secretary