

# Warwick School District

Lititz, PA 17543

June 16, 2020

Due to the current emergency closure declared by Governor Wolf by Proclamation dated March 16, 2020, and in consideration of the health and safety of the school community, a meeting of the Warwick Board of School Directors of the Warwick School District convened virtually on Tuesday, June 16, 2020 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, C. Edward Browne, Millard P. Eppig, Jr., Lisa Miller, Leslie Penkunas, Nelson L. Peters, Todd L. Rucci, Debra J. Wenger, and Olivia Hartman, Student Representative, were present utilizing the Zoom application. Matthew Knouse was absent.

Others attending the meeting via the Zoom application: Dr. April Hershey, Superintendent; Dr. Melanie Calender; Dr. Ryan Axe; Nathan Wertsch, Treasurer; Mark Leidich; Jackie Yanchocik; Janice Boyer, Board Secretary; Fred Griffiths; Dr. Kristy Szobocsan; Dr. Ron Hallett; Laura Knowles, Lititz Record Express; Chief John Schofield; Bob Fitz; Jonathan Clausen; and Pete Carson.

### **RECOGNITION OF CITIZENS**

Comments were accepted electronically from citizens:

Pete Carson, 46 Pinewood Avenue – had questions regarding starting teacher salaries, the Special Education Consortium Services Agreement with the IU, public participation in virtual meetings, the emergency pay per day, the bid process, and the General Fund Budget.

### **APPROVAL OF AGENDA**

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the agenda as presented.  
Motion passed 8-0.

### **APPROVAL OF MINUTES** ([Regular meeting](#) of May 19, 2020)

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the minutes of the Regular meeting of May 19, 2020.  
Motion passed 8-0.

### **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 8-0 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	\$342,137.39
Wire Transfers	\$1,638,434.88
Construction Fund	None
Cafeteria Fund	\$96,551.23
Middle School Fund	\$101.00
High School Fund	\$13,900.00

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

**On roll call vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** Mr. Knouse

**COMMUNICATIONS**

None.

**REPORT OF THE SUPERINTENDENT**

**1. PERSONNEL**

**A. Retirements**

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

Instructional

Barbara Schober as a Language Arts Teacher at Warwick Middle School, effective at the end of the 2019/2020 school year.

Maureen Morell as a Grade 1 Teacher at John R. Bonfield Elementary School, effective at the end of the 2019/2020 school year.

Non-Instructional

Lynn Wright as an Administrative Assistant at Warwick Middle School, effective October 7, 2020.

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

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** Mr. Knouse

*Dr. Calender shared a message from Mrs. Morell.*

**B. Resignation**

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

Non-Instructional

Barbara Koser as a Food & Nutrition Services Assistant at Kissel Hill Elementary School, effective at the end of the 2019/2020 school year (*incorrectly listed on agenda at June 2, 2020*).

Mr. Eppig moved, Mrs. Penkunas seconded, the motion to approve the resignation of the individual named above.

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** 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:

Instructional

Tyler Clausen as a Grade 2 Teacher at Kissel Hill Elementary School, at the annual salary of \$66,071.00, effective on the first day of the 2020/2021 school year. Mrs. Clausen will be replacing Preze Watson who resigned.

Kirstin Loperena has previously been approved on May 19, 2020 as a Multiple Disabilities Support Teacher at John Beck Elementary School effective with the start of the 2020/2021 school year. In addition, it is requested that she be approved as a summer ESY Teacher, 2.0 hours/week, at the hourly rate of \$30.00 (the established curriculum rate), effective June 29, 2020 through July 30, 2020.

Summer Custodial Work Crew

It was recommended that the Board approve the election of the following individual to the Summer Custodial Work Crew for work to be performed between June 15, 2020 and August 21, 2020, 40 hours/week unless otherwise indicated:

<u>Name</u>	<u>Rate per hour</u>
Mickayla Harris	\$7.25

Independent Volunteers

It was recommended that the Board approve the election of the individuals listed below as independent volunteers, effective June 17, 2020, until they submit their resignations or have their active status changed by the district.

Caroline Keller

Maureen Morell

Rebecca Noon

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

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** Mr. Knouse

*Dr. Calender shared a message of thanks from Mrs. Clausen for the opportunity to become a part of the Warwick staff.*

2. **CHANGE OF STATUS REQUESTS**

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

Non-Instructional

Matthew Emrey from Landscaper at Warwick School District, at the hourly rate of \$17.58, to Lead Landscaper at Warwick School District, at the hourly rate of \$18.83, effective June 22, 2020. This change of status is due to restructuring and Mr. Emrey having received additional certifications.

David Zimmerman from Landscaper at Warwick School District, at the hourly rate of \$16.13, to Lead Landscaper at Warwick School District, at the hourly rate of \$17.38, effective June 22, 2020. This change of status is due to restructuring and Mr. Zimmerman having received additional certifications.

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

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** Mr. Knouse

**3. LEAVE OF ABSENCE REQUESTS**

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

Instructional

Kendra Eby is requesting a Family and Medical Leave of Absence (FMLA), to begin on the first day of the 2020/2021 school year, and continuing through November 17, 2020. Mrs. Eby is anticipating her return to work date as November 18, 2020, pending release by her doctor.

Emily Badaracco is requesting a Family and Medical Leave of Absence (FMLA) with concurrent Child Rearing Leave, to begin on the first day of the 2020/2021 school year, and continue through the end of the first semester of the 2020/2021 school year. Mrs. Badaracco is anticipating her return to work date as the first day of the second semester of the 2020/2021 school year, pending release by her doctor.

Emily Nixdorf is requesting a Family and Medical Leave of Absence (FMLA) with concurrent Child Rearing Leave to begin August 26, 2020, and continue through the end of the 2020/2021 school year. Mrs. Nixdorf is anticipating her return to work date as the first day of the 2021/2022 school year, pending release by her doctor.

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

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** Mr. Knouse

**4. DISTRICT CALENDAR 2020-2021 REVISIONS**

It was recommended that the Board approve the revisions to the 2020-2021 District Calendar (addition of elementary trimester dates), as set forth on [ATTACHMENT #1](#).

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the revisions to the 2020-2021 District Calendar, as presented.

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** Mr. Knouse

**5. SPECIAL EDUCATION CONSORTIUM SERVICES AGREEMENT**

It was recommended that the Board approve the Special Education Consortium Services Agreement with the IU13 effective July 1, 2020 through June 30, 2021, as presented on [ATTACHMENT #2](#).

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the Special Education Consortium Services Agreement, as presented.

**On roll call vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** Mr. Knouse

**6. TEACHER TENURE**

The following teachers have met the teacher tenure requirements as set forth by the Pennsylvania School Code and were recommended for tenure, effective June 17, 2020.

**District**

Ashley Turton - Occupational Therapist

**High School**

Beth Lynch - Science  
Nicole Maney - Librarian  
Daniel Myers - Health/Physical Education  
Alina Rakiewicz - Language Arts  
Samantha Snyder - Business Education

**Middle School**

Emily Ferguson - Science  
Alyssa Heim - Mathematics  
Jeffrey Oberholtzer - Technology Education

**Elementary**

Jennifer Fry - JRB Librarian  
Linnea Martin - JRB/KH Gifted Support  
Jacqueline Hess - KH Grade 5  
Erin Myers - KH Grade 3

Mr. Eppig moved, Mr. Rucci seconded, the motion to approve tenure for the teachers listed above, as presented.

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** Mr. Knouse

**7. 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 #3](#).

<b><u>Policy No.</u></b>	<b><u>Title</u></b>
006.1	Attendance at Meetings Via Electronic Communications
335	Family and Medical Leaves
626	Federal Fiscal Compliance

Mr. Eppig moved, Mr. Peters seconded, the motion to approve, as a second reading, the policy revisions to the policies, as presented.

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger  
**Abstain:** None  
**Nays:** None  
**Absent:** Mr. Knouse

8. **RESCIND OF SABBATICAL LEAVE**

It was recommended that the Board approve the request by Sharon Conlin to rescind her request and subsequent approval for sabbatical leave for the 2020/2021 school year due to professional reasons.

Mr. Eppig moved, Mrs. Penkunas seconded, the motion to approve the request to rescind the request and approval for sabbatical leave, as presented.

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger  
**Abstain:** None  
**Nays:** None  
**Absent:** Mr. Knouse

9. **NON-RESIDENT TUITION STUDENT APPROVAL**

It was recommended that the Board approve the non-resident tuition student request for the 2020-2021 school year as per [ATTACHMENT #4](#).

Mr. Eppig moved, Mrs. Miller seconded, the motion to approve the non-resident tuition student request, as presented.

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger  
**Abstain:** None  
**Nays:** None  
**Absent:** Mr. Knouse

10. **SUMMER SUPPORT STAFF**

It was recommended that the Board approve the use of 10-month hourly support staff as needed in response to COVID-19 related needs in the Technology Department and for summer Food Service preparation and distribution.

Mr. Peters moved, Mrs. Wenger seconded, the motion to approve the use of summer support staff, as presented.

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger  
**Abstain:** None  
**Nays:** None  
**Absent:** Mr. Knouse

*The CARES Act funding will help to offset this cost as needed.*

11. **PAID LEAVE TIME**

It was recommended that the Board approve the changes to paid leave time as presented in [ATTACHMENT #5](#).

Mr. Eppig moved, Mr. Rucci seconded, the motion to approve the changes to paid leave time, as presented.

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** Mr. Knouse

**12. FINAL ADOPTION – 2020-21 WARWICK SCHOOL DISTRICT GENERAL FUND BUDGET**

It was recommended that the Board approve the final adoption for the 2020-21 Warwick School District General Fund Budget in the amount of \$75,505,927 as presented on [ATTACHMENT #6](#). The budget does not include any tax increase, which keeps the millage rate set at 16.3711. *(Note: The Finance & Legal Committee has reviewed and supports this recommendation)*

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the 2020-21 Warwick School District General Fund Budget, as presented.

**On roll call vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** Mr. Knouse

*Mr. Wertsch shared that this is the third year in a row that Warwick has had the lowest tax increase in the county. In both of the last two years, there has been no increase at all. He also noted that the CARES Act funding and the Health and Safety Grants are not included in the budget.*

**13. ANNUAL TAX LEVY RESOLUTION**

It was necessary to levy the required taxes to support the 2020-21 budget. It is recommended that the required Annual Tax Levy Resolution enacting the taxes as listed on [ATTACHMENT #7](#) be acted upon by the Board. *(Note: The Finance & Legal Committee has reviewed and supports this recommendation)*

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the annual tax levy resolution, as presented.

**On roll call vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** Mr. Knouse

**14. HOMESTEAD AND FARMSTEAD EXCLUSION RESOLUTION**

It was recommended that the Board approve the 2020-21 Homestead and Farmstead Exclusion Resolution as presented on [ATTACHMENT #8](#). *(Note: The Finance & Legal Committee has reviewed and supports this recommendation)*

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the Homestead and Farmstead Exclusion Resolution, as presented.

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

**Abstain:** None

**Nays:** None

**Absent:** Mr. Knouse

**15. FOOD AND NUTRITION SERVICES BUDGET**

It was recommended that the Board approve the 2020-21 Food and Nutrition Services budget, which reflects no change in breakfast and lunch prices, as presented on [ATTACHMENT #9](#). *(Note: The Finance & Legal Committee has reviewed and supports this recommendation)*

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the Food and Nutrition Services Budget, as presented.

**On roll call vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger  
**Abstain:** None  
**Nays:** None  
**Absent:** Mr. Knouse

**16. DISPOSAL OF OBSOLETE EQUIPMENT**

It was recommended that the Board approve the disposal of obsolete equipment as presented on [ATTACHMENT #10](#). *(Note: The Finance & Legal Committee has reviewed and supports this recommendation)*

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

**On voice vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger  
**Abstain:** None  
**Nays:** None  
**Absent:** Mr. Knouse

**17. 2019-20 BUDGET TRANSFERS**

It was recommended that the Board approve the 2019-20 budget transfers as presented on [ATTACHMENT #11](#). *(Note: The Finance & Legal Committee has reviewed and supports this recommendation)*

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

**On roll call vote:**

**Ayes:** Mr. Landis, Mr. Browne, Mr. Eppig, Mrs. Miller,  
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger  
**Abstain:** None  
**Nays:** None  
**Absent:** Mr. Knouse

**Information from the Superintendent**

Dr. Hershey shared the following:

- She read a statement regarding the events happening in our country at this time. The statement has been added to the website and can be accessed using this [link](#).
- An amazing and personalized graduation was held for the Class of 2020.
- The collection of devices and materials, as well as the return of student belongings, took place over the last few weeks (only 4% outstanding).
- Administration is working on plans for health and safety, summer learning, athletics, and extra-curricular activities. A survey was sent to families to provide feedback. As of today, there were approximately 1000 responses. A similar survey will be sent to staff by the end of this week.
- The board will need to hold a special voting session to review and approve the plan as mentioned above.



*Mr. Landis thanks the administration and staff for all the work they have put into this year's Graduation and will be putting forth in the creation of a plan to keep students and staff safe going forward. Congratulations to the Class of 2020.*

## **COMMITTEE REPORTS**

### **Student Representative**

The student representative, Olivia Hartman, will provide an overview of student activities across the district in June. A copy of her report is attached to these Minutes.

### **Building and Property Committee**

The Building & Property Committee did not meet in June due to the Emergency School Closure Order from Governor Wolf, and did not have any recommendations for the Board at this time.

### **Education Committee**

The Education Committee did not meet in June due to the Emergency School Closure Order from Governor Wolf, and did not have any recommendations for the Board at this time.

### **Finance and Legal Committee**

The Finance & Legal Committee did not meet in June due to the Emergency School Closure Order from Governor Wolf, and did not have any recommendations for the Board at this time.

### **Student Activities Committee**

The Student Activities Committee did not meet in June due to the Emergency School Closure Order from Governor Wolf, and did not have any recommendations for the Board at this time.

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

It was announced that there would be a meeting immediately following this Board meeting to discuss various personnel matters issues, and will include a district safety update.

### **Labor and Management Committee**

It was reported that no meeting was held in June.

### **Lititz Recreation Center Representative**

It was reported that no meeting was held in June. Mr. Peters shared that on Saturday, June 13<sup>th</sup>, the pool opened for the summer.

### **Legislative Committee**

It was reported that the state passed a level funded budget for the next five months. They will have to come up with a budget for the remainder of the year and may wait until January to do so.

### **IU Representative**

It was reported that a virtual meeting was held on Wednesday, May 20, 2020. Information from that meeting was shared with the Board electronically. There will be a virtual meeting on June 17, 2020 and information from that meeting will be shared with the Board electronically as well.

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

It was reported that a virtual meeting was held on May 28, 2020 via the Zoom application. A policy modification was made to allow juniors, seniors, and adults to drive to campuses beginning this year. Reports were received from the Superintendent of Record and the Director. A review of the finances indicated no significant losses except in Food Services. Boilers will need to be replaced and options were reviewed - looking at replacing just the boiler, not the burner, at a cost of approx. \$41,000. Updates to the school calendar were also reviewed.

**PRIOR BUSINESS**

None

**NEW BUSINESS**

On July 7<sup>th</sup>, a special voting session of the board will be held to approve the plan for health and safety, as well as athletics. This meeting will be advertised per the Sunshine Act in the Lititz Record Express and the Agenda will be posted approx. 6 days prior to the meeting.

Dr. Hershey shared that we will continue to hold meetings via Zoom for the time being.

**INFORMATION**

None

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

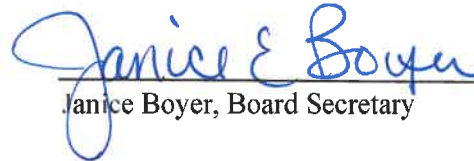
Mr. Landis thanked all those who attended and/or participated in this evening's meeting. He shared a huge THANK YOU to the administration, teachers and staff, students and parents who came together to support all Warwick students.

Pete Carson, 46 Pinewood Avenue – shared additional questions regarding grant money to be used for a vehicle, additional staff, benefits, etc. In addition, he requested information regarding the renovations of the High School locker room area.

**ADJOURNMENT**

There being no further business, Olivia Hartman moved to adjourn the meeting. Mrs. Wenger seconded the motion and the meeting adjourned at 7:48 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Janice Boyer, Board Secretary

**Student Representative Report**  
**June 16, 2020**

**High School** -We are so thankful for all of our teacher's hard work this marking period and the student's investment in learning.

**Middle School** - Students at staff at WMS did a great job completing the end of the year through their virtual platforms. We couldn't be more proud of their efforts. We successfully collected a majority of student devices and returned all the items students had left behind. We are looking forward to distributing yearbooks filled with great memories and planning for next year! We hope that everyone has a wonderful summer.

**Beck** - I want to share how proud I am of our students, families, and staff, for all of their work through the online learning journey. I hope everyone has time to relax and enjoy their well-deserved summer break!

**Bonfield** - Bonfield Elementary wrapped up the year with hard work and dedication. We wrapped up the year together with a virtual open house, celebrating the hard work done both in person and virtually. Students and families did a great job returning their devices to wrap up the school year!

**Kissel Hill** – 1. Kissel Hill would like to thank our School Board for their unwavering commitment and support to our staff, families, and (most importantly students). Your leadership was of paramount importance during our remote instruction.

2. KHE staff members engaged in weekly "virtual meetups" with their students to continue to foster a sense of community. These meetings were often filled with pets, favorite stuffed animals, and siblings (sometimes invited other times uninvited) and always included laughter. WSD's commitment to a one to one environment was a key variable in supporting this mental health component.

3. KHE concluded the year by honoring our 6th graders with a virtual student recognition and awards ceremony.

**Lititz Elem.** – NA

Submitted by Olivia Hartman