

Warwick School District

Lititz, PA 17543

May 19, 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, May 19, 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., Matthew Knouse, Lisa Miller, Leslie Penkunas, Nelson L. Peters, Todd L. Rucci, Debra J. Wenger, and Olivia Hartman, Student Representative, were present utilizing the Zoom application.

Others attending the meeting via the Zoom application: Dr. April Hershey, Superintendent; Dr. Melanie Calender; Dr. Ryan Axe; Nathan Wertsch, Treasurer; Mark Leidich; Jackie Yanhocik; Janice Boyer, Board Secretary; Fred Griffiths; and Chief John Schofield.

Members of the public were able to observe this virtual meeting, but a list of their names was not available.

RECOGNITION OF CITIZENS

Comments were received electronically from citizens and are included in their entirety below as submitted:

Pete Carson, 46 Pinewood Avenue – RE: Attachment 4 - TaxPayers of Lititz urge the Board & Administration to Stop this Recommendation and vote NO for the July 2020 Support Staff Pay Increase immediately and think about what TaxPayers are currently experiencing in this Global Pandemic. Have any of you realized the ongoing mental, physical and financial damage this Pandemic has created for the TaxPayers of Lititz? This Global Covid 19 Pandemic will be recorded as the most devastating Economic Depression we have experienced to date.

The Audacity that you all express in the height of this global pandemic is extremely irresponsible, arrogant and greedy! I again urge you to stop this egregious recommendation for a pay increase in July when possibly 70 - 80% of the Lititz Taxpayers lost a large portion of their income, savings and or their job. It is likely that a good percentage of Taxpayers have not received enough stimulus from the Fed or possibly unemployment from the state to meet their essential needs at home. I need you all to think about how many bills you have at home & work? Now, think about how many Taxpayers in Lititz who do not have the funds?

Over the last 11 months I have watched and listened to you in these meetings and only once did you decide to vote NO to sending the students to Europe because of the initial risk of this Virus. Now I recommend to all of you and the existing support staff that you vote No to protect us, the Taxpayers of Lititz, who have funded the school district for a very long time.

This topic can be revisited when we all know the economy of Lititz has returned to 2019 levels.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES ([Regular meeting](#) of April 21, 2020)

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the minutes of the Regular meeting of April 21, 2020.
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	\$813,284.48
Wire Transfers	\$1,653,642.17
Construction Fund	None
Cafeteria Fund	\$147,635.02
Middle School Fund	None
High School Fund	\$435.64

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

On roll call vote:

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

Abstain: Mr. Browne

Nays: None

Absent: None

COMMUNICATIONS

A video and email were received and shared with the Board. These items were received from the school nurses during Teacher Appreciation Week (May 4-8, 2020). National Nurses Day was celebrated on May 6, 2020.

REPORT OF THE SUPERINTENDENT

1. PERSONNEL

A. Retirements

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

Instructional

Sandra Yoder as a Life Skills Teacher at Warwick Middle School, effective at the end of the 2019/2020 school year.

Non-Instructional

Susan Bomberger as a Student Support Assistant at Lititz Elementary School, effective at the end of the 2019/2020 school year.

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, Mr. Knouse, Mrs. Miller,
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None

Nays: None

Absent: None

B. Resignations

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

Instructional

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

Preze Watson as a Grade 2 Elementary Teacher at Kissel Hill Elementary School, effective at the end of the 2019/2020 school year.

Extra-Duty/Extra Curricular

Jeff Dietrich as Head Girls Volleyball Coach at Warwick High School, effective April 17, 2020.

Diane Fund as Drama Costume Coordinator and Make-Up Artist Fall at Warwick High School, effective April 16, 2020.

Mr. Eppig moved, Mrs. Miller seconded, the motion to approve the resignation of the individuals named above.

On voice vote:

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

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

Maggie Karstetter as Learning Support Teacher at Warwick High School, at the annual salary of \$56,759.00, effective on the first day of the 2020/2021 school year. Ms. Karstetter is replacing Lisa Gleason who retired.

Georgia Lobb as a High School Math Teacher at Warwick High School, at the annual salary of \$54,896.00 (*incorrectly shown as \$58,846.00 on the Agenda*), effective on the first day of the 2020/2021 school year. Ms. Lobb is replacing Carl Keener who retired.

Hannah Barkey as a Language Arts Teacher at Warwick Middle School, at the annual salary of \$54,896.00, effective on the first day of the 2020/2021 school year. Ms. Barkey is replacing Roseanne Roberts who resigned.

Katelyn Hipple as a MS Learning Support Teacher at Warwick Middle School, at the annual salary of \$54,896.00, effective on the first day of the 2020/2021 school year. This is a new position and is due to enrollment.

Hannah Edwards as a Grade 3 Teacher at John Beck Elementary School, at the annual salary of \$58,846.00, effective on the first day of the 2020/2021 school year. Ms. Edwards is replacing Amy Evans who received a change of status.

Kimberlee Fleming as a Speech and Language Pathologist at John Beck Elementary School, at the annual salary of \$74,977.00, effective on the first day of the 2020/2021 school year. Ms. Fleming is replacing Tara McCarty who resigned.

Ashley Landers as a Grade 2 Teacher at John Beck Elementary School, at the annual salary of \$54,896.00, effective on the first day of the 2020/2021 school year. Ms. Landers is replacing Courtney Ansel who received a change of status.

Kirstin Loperena as a Multiple Disabilities Support Teacher at John Beck Elementary School, at the annual salary of \$64,965.00, effective on the first day of the 2020/2021 school year. Ms. Loperena is replacing Sarah Chamberlain who retired.

Matthew Boyer as a Grade 4 Teacher at Kissel Hill Elementary School, at the annual salary of \$54,896.00, effective on the first day of the 2020/2021 school year. Mr. Boyer is replacing Louise Gerrity who retired.

Independent Volunteer

It was recommended that the Board approve the election of the individual listed below as an independent volunteer, effective May 20, 2020, until she submits her resignation or has her active status changed by the district.

Karen Miller

Summer Custodial Work Crew

It was recommended that the Board approve the election of the following individuals 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>	
Kylie Bender	\$7.25	
Dawson Forney	\$7.25	
Ian Jerchau	\$7.25	Pending receipt of the appropriate paperwork

Mr. Knouse moved, Mrs. Miller seconded, the motion to approve the election of the individuals named above.

On voice vote:

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

Abstain: Mr. Eppig

Nays: None

Absent: None

Dr. Calender shared messages from Mr. Boyer, Ms. Karstetter, Ms. Hipple, and Ms. Lobb. The messages expressed thanks to the Board. Each of these individuals is looking forward to being a part of Warwick. A few are even returning to their alma mater.

2. CHANGE OF STATUS REQUESTS

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

Instructional

Amy Evans from a Grade 3 Teacher at John Beck Elementary School, to a Reading Specialist at John Beck Elementary School, effective on the first day of the 2020/2021 school year. Mrs. Evans is replacing Rebecca Noon who retired.

Rebecca Cetkowski from a Grade 4 Teacher at John R. Bonfield Elementary School, to a Grade 5 Teacher at John R. Bonfield Elementary School, effective on the first day of the 2020/2021 school year. This change of status is due to decreased enrollment in Grade 4 and increased enrollment in Grade 5.

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, Mr. Knouse, Mrs. Miller,
Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Wenger

Abstain: None

Nays: None

Absent: None

3. **CHANGE OF RATE REQUEST**

It was recommended that the Board approve the temporary change of rate for the following individual:

Non-Instructional

Michelle Minney as Lead Elementary Food & Nutrition at Lititz Elementary School, 5.75 hours/day, from the hourly rate of \$14.25 to the hourly rate of \$16.55, effective beginning April 1, 2020 and continuing through the end of the 2019/2020 school year. Ms. Minney has been performing the duties of the Manager role during the current timeframe.

Mr. Eppig moved, Mrs. Miller seconded, the motion to approve the temporary change of rate, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

4. **BOARD POLICY REVISIONS – 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>
006.1	Attendance at Meetings Via Electronic Communications
335	Family and Medical Leaves
626	Federal Fiscal Compliance

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve, as a first reading, the policy revisions to the policies, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

5. **ELECTION OF BOARD TREASURER**

It was recommended that the Board elect a Treasurer for the Warwick Board of School Directors effective July 1, 2020, through June 30, 2021.

Mr. Landis stated that nominations were open for the office of Board Treasurer.

Mr. Eppig nominated Nathan Wertsch as Board Treasurer. Mr. Peters seconded this nomination.

Mr. Knouse moved that nominations be closed. Mr. Peters seconded the motion.
Motion passed unanimously.

Mr. Landis called for a vote and instructed the Board Secretary to cast a ballot for Nathan Wertsch as Treasurer of the Warwick Board of School Directors.

Mr. Wertsch was elected Board Treasurer unanimously.

6. **DIAMOND VISION THERAPY CONTRACT APPROVAL**

It was recommended that the Board approve the vision therapy contract with Desmond Vision Therapy, as presented on [ATTACHMENT #2](#).

Mr. Eppig moved, Mrs. Miller seconded, the motion to approve the vision therapy contract with Desmond Vision Therapy, as presented.

On roll call vote:

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

Abstain: None

Nays: None

Absent: None

7. **ADDITIONAL SERVICES AGREEMENT APPROVAL**

It was recommended that the Board approve the Additional Services Agreement with ELA Group related to the Bonfield pavement restoration project as presented on [ATTACHMENT #3](#).

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the Additional Services Agreement with ELA Group, as presented.

On roll call vote:

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

Abstain: None

Nays: None

Absent: None

8. **DELEGATE APPOINTMENT FOR PSBA DELEGATE ASSEMBLY**

It was recommended that the Board appoint Millard Eppig as the voting delegate for the Delegate Assembly meeting on November 7, 2020, at Mountain View Middle School, Cumberland Valley School District, or via Zoom.

Mr. Peters moved, Mr. Knouse seconded, the motion to approve the voting delegate for the Delegate Assembly meeting, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

9. **2020-2021 SUPPORT STAFF WAGE INCREASE MATRIX**

It was recommended that the Board approve the 2020-2021 wage increases based upon the Support Staff Wage Increase Matrix as per [ATTACHMENT #4](#).

Mr. Eppig moved, Mr. Rucci seconded, the motion to approve the 2020-2021 wage increases based upon the Support Staff Wage Increase Matrix, as presented.

On roll call vote:

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

Abstain: None

Nays: Mrs. Penkunas

Absent: None

Prior to the vote, Mrs. Penkunas expressed that the board should pause before approving the above motion and consider delaying this until next year.

Dr. Hershey shared that the above matrix determines raises for the support staff, which includes the paraprofessionals, office support staff, food services staff, building and grounds staff, and custodial staff. Neither Administration nor teaching staff are included in this matrix.

Mr. Eppig, Mr. Peter, and Mrs. Miller shared additional thoughts on this motion.

10. **TRANSPORTATION CONTRACT ADDENDUMS**

It was recommended that the Board approve the transportation contract addendums as presented on [ATTACHMENT #5](#).

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the transportation contract addendums, as presented.

On roll call vote:

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

Abstain: None

Nays:

Absent: None

Mr. Peters and Mr. Eppig thanked Mr. Wertsch for working with the transportation contactors to achieve these agreements, which ensure the continued safe transport of our students.

11. **DISPOSAL OF OBSOLETE EQUIPMENT**

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

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

On voice vote:

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

Abstain: None

Nays:

Absent: None

Information from the Superintendent

Dr. Hershey shared the following:

- Virtual learning is going very well thanks to the heroic efforts of our teachers and staff.
- June 9, 2020 will be the official last day of school.
- Coordination is being done for the return of computers/equipment and the return personal items left in lockers or in the classroom.
- We are preparing for Senior Awards, Baccalaureate, and Graduation. The Graduation ceremony can be viewed on Tuesday, June 9, 2020 on Blue Ridge Cable 11 at 6:30 p.m. or on our website. A big thank you to our tech team and, specifically, Matt Jerchau for all efforts in coordinating the video for Graduation.
- Thank you to the Dr.'s Szobocsan for driving to the homes of seniors to distribute caps and gowns.
- A huge thank you to the community for supporting the graduates through yard signs, goodie bags, etc. The students are feeling the love.
- Moving forward, plans for the Summer and Fall will be dependent upon state mandates and CDC guidelines. The priorities are 1) the safety of the students and their families, the staff and their families, and the community; 2) the nutrition of students; and 3) providing the best possible educational experiences for our students. And that means we will continue to serve meals until at least the middle

of June.

- Thank you to the community for their donations to the Student Services Fund. Over \$7,000 has been received.
- Thank you to the families who sent videos, cards, or emails to the teachers and staff during Teacher (and Staff) Appreciation Week. The Elementary parades were a great way for students and teachers to see each other.
- The district received a grant from PCCD in the amount of approximately \$489,000 to be used for additional staff, additional security, and for protecting the health and safety of our students through the addition of social workers, psychologists, etc. Press release can be found on the Warwick website.

COMMITTEE REPORTS

Student Representative

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

Building and Property Committee

The Building & Property Committee did not meet in May 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 May 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 May 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 May 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.

Labor and Management Committee

It was reported that no meeting was held in May.

Lititz Recreation Center Representative

It was reported that no meeting was held in May. A reminder was given that the Rec Center remains closed.

Legislative Committee

It was reported that HB 703 has been proposed in the state legislature and includes a section that would require school districts and charters schools provide email addresses for each school board director.

Federal – in the Senate, a committee has been appointed to look at how schools and businesses should reopen following the coronavirus shutdown. The Secretary of Education is looking at funding for Every Child. A new funding formula is being considered.

IU Representative

It was reported no meeting was held in April. The May meeting will take place virtually on Wednesday, May 20, 2020. An update from that meeting will be provided at the June Board meeting.

Lancaster County Career and Technology Center Representative

It was reported that a meeting was held on April 23rd virtually. The Committee meetings were held virtually as well. The Agenda for the meeting was normal and included the review of policies. During the Director's Report, information was given regarding hiring and retirements. Updates on finances to date were provided – accounts were going to be closed out for the rest of the year. The Building and Property Committee reviewed the need for a boiler at the Brownstown Campus, which would be a \$400K to \$500K expenditure. Planning and Development approved OAC Committee Members for the 3 campuses and heard updates on enrollments (92-93% filled). In addition, the home, which was being built by the students at the CTC over the last 2 years has been sold.

PRIOR BUSINESS

None

NEW BUSINESS

Presentation: Financial Update
~ Mr. Wertsch, Chief Financial Officer

INFORMATION

Dr. Hershey shared that at the June Board meeting, the 2020-2021 budget will be approved. Please note that there will be no tax increase.

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

Mr. Landis thanked all those who attending and/or participated in this evening's meeting. Thank you to the community, Administration, teachers, staff, and parents who have come together to support all Warwick students and each other during these unprecedented times.

Mrs. Penkunas shared her thanks to the teacher and administration for all they have done during the COVID-19 closure. Both of her students have done well and the staff has gone above and beyond. Kudos to all for rising to the occasion and made the students a top priority.

Pete Carson, 46 Pinewood Avenue – *1) Why is Warwick SD suggesting the need for a 3rd full time Policeman when you could increase the staff with 2 new private Security guards for the price of one Police officer and Taxpayers do not have to incur the additional costs of Health, Dental, Vision, Life Insurance and Pension Benefits?*

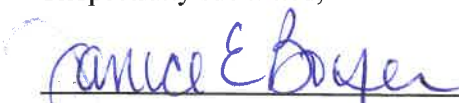
2) One time Grant? 450K for extra Security, please explain why does the Administration wants to buy a new police vehicle?

Dr. Hershey responded to the above questions: 1) the parameters of the grant can only be used for the health, safety and security of students. Currently Warwick has 1 Warwick employed police officer. The grant allows us to add an additional Warwick employed police office. 2) A vehicle would eliminate the need for the reimbursement of mileage and can be covered by the grant funds.

ADJOURNMENT

There being no further business, Olivia Hartman moved to adjourn the meeting. Mr. Eppig seconded the motion and the meeting adjourned at 8:00 p.m.

Respectfully submitted,



Janice Boyer, Board Secretary

STUDENT REPRESENTATIVE REPORT
MAY 19, 2020

HIGH SCHOOL

The National Honor Society held a virtual induction ceremony and the Unite Club held a virtual miniTHON. We are proud of the advisors and student leaders in these clubs for finding alternative ways to still hold these events.

MIDDLE SCHOOL

Our incoming 6th-graders were sent a virtual tour of WMS to supplement their traditional visit. The 7th and 8th-graders are doing a great job of persevering through their virtual learning.

KISSEL HILL

1. 50 KHE Staff Members joined in a KHE Community Parade on Friday, May 8th.
2. While KHE could not hold its traditional Open House, staff members recorded a total of 22 minutes of 2019 - 2020 "best memories" to share with their students and their families.

LITITZ EL

Last week, the Lititz Elementary Team was able to participate in the staff parade with over 40 cars. This month we have a team of teachers planning an at-home Field Day that families can do over Memorial Day weekend if they are interested, modeled after our field day we do each year.

BECK

The Teacher and Staff Parade held on Friday, May 8th with many students and their families holding up signs and cheering!

BONFIELD

n/a

Submitted By:
OLIVIA HARTMAN