

Warwick School District

Lititz, PA 17543

April 21, 2020

Due to the current disaster emergency 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, April 21, 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.

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; Kevin Martzall; 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

None.

APPROVAL OF AGENDA

A motion was made by Mr. Eppig, Mr. Peters seconded, the motion to approve the agenda as presented. Motion passed 9-0.

APPROVAL OF MINUTES ([Regular meeting](#) of March 17, 2020)

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the Minutes of the regular meeting of March 17, 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	\$789,221.10
Wire Transfers	\$7,045,842.79
Construction Fund	None
Cafeteria Fund	\$154,497.28
Middle School Fund	\$165.75
High School Fund	\$2,000.60

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

On roll call vote:

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

Abstain: None

Nays: None

Absent: None

COMMUNICATIONS

Dr. Hershey shared that donation of \$5,000.00 was received and placed in the Student Services Fund. This generous donation is greatly appreciated and will be used for various student needs throughout the time of the school closure.

REPORT OF THE SUPERINTENDENT

1. REMOTE PARTICIPATION IN MEETINGS

It was recommended that the board approve the motion to suspend the requirement in Warwick School Board Policy 006.1 in order to allow a majority of Warwick School Board members to remotely participate in scheduled public meetings during the Governor's declared state of emergency concerning the COVID-19 pandemic, so long as the following requirements are met: all Warwick school board members remotely participating in any public meetings must be able to simultaneously speak to and hear from all other attendees at such meetings.

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the motion to suspend the requirement in Warwick School Board Policy 006.1, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

2. COVID-19 EMERGENCY EXCEPTION

It was recommended that the board approve the motion to adopt the following revision to Warwick School Board Policy 006.1, which shall be effective, and add the following language at the end of Policy 006.1: "COVID-19 Emergency Exception - Notwithstanding any contrary provision in this policy, a majority of Warwick school board members shall be able to attend any public meeting of the Warwick School Board through electronic communications that are scheduled during the time covered by the Governor's disaster emergency declaration to combat the continued spread of COVID-19 pandemic, or September 1, 2020, whichever time period is longer. During this time period, the Warwick School Board may authorize the administration to utilize available technical resources to permit the public to observe and/or participate in public meetings remotely in order to comply with federal and state guidance that discourages large group meetings during the COVID-19 pandemic. The Superintendent shall post on Warwick School District's official website when and how public meetings may be observed remotely by the public."

Mr. Eppig moved, Mr. Knouse seconded, the motion to adopt the above revision to Warwick School Board Policy 006.1.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

3. PERSONNEL

A. Retirement

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

Non-Instructional

Shirley Weaver as a Student Support Assistant at Warwick High School, effective at the end of the 2019/2020 school year.

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

On voice vote:

Ayes: Mr. Browne, Mr. Eppig, Mr. Landis, Mrs. Miller, Mr. Knouse,
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:

Non-Instructional

John Ridinger as an Assistant Football Coach at Warwick High School, effective April 10, 2020.

Tyler Stief as an Assistant JH Boys Basketball Coach at Warwick Middle School, effective April 10, 2020.

Anthony Wolf as a Building Services/Custodian at Lititz Elementary School, effective March 20, 2020.

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

On voice vote:

Ayes: Mr. Browne, Mr. Eppig, Mr. Landis, Mrs. Miller, Mr. Knouse,
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

Amanda Myers as a Grade 5 Teacher at John Beck Elementary School, at the annual salary of \$64,551.00, effective on the first day of the 2020/2021 school year. This is a new position due to enrollment.

Independent Volunteers

It is recommended that the Board approve the election of the individuals listed below as independent volunteers, effective April 21, 2020, until they submit their resignations or have their active status changed by the district:

Tamara Bacon

Laura Lowe

Devin Redcay

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

On voice vote:

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

Abstain: None

Nays: None

Absent: None

4. **CHANGE OF STATUS REQUESTS**

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

Instructional

Courtney Ansel from a Grade 1 Teacher at John Beck Elementary School, to a Grade 3 Teacher at John Beck Elementary School, effective on the first day of the 2020/2021 school year. Mrs. Ansel is replacing Dana Myers who retired.

Erika Deeter from a Grade K Teacher at John R. Bonfield Elementary School, to a Grade 2 Teacher at John R. Bonfield Elementary School, effective on the first day of the 2020/2021 school year. Mrs. Deeter is replacing Stephanie Taylor who received a change of status.

Stephanie Taylor from a Grade 2 Teacher at John R. Bonfield Elementary School, to a Grade K Teacher at Lititz Elementary School, effective on the first day of the 2020/2021 school year. Mrs. Taylor is replacing Caroline Keller who retired.

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

On voice vote:

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

Abstain: None

Nays: None

Absent: None

5. **LEAVE OF ABSENCE REQUESTS**

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

Instructional

Megan Graupensperger is requesting a Family and Medical Leave of Absence (FMLA), beginning approximately March 30, 2020, and continuing the end of the 2019/2020 school year. Mrs. Graupensperger is anticipating her return to work date as the first day of the 2020/2021 school year, pending release by her doctor.

Ashley Mayer is requesting a Family and Medical Leave of Absence (FMLA), beginning ~~approximately~~ February 25, 2020, and continuing *through* June 1, 2020. Mrs. Mayer is anticipating her return to work date as June 2, 2020, pending release by her doctor.

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

On voice vote:

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

Abstain: None

Nays: None

Absent: None

6. **2020 UPSET TAX SALE - PETITION TO POSTPONE APPROVAL**

It was recommended that the Board approve the petition to postpone the 2020 Upset Tax Sale as presented in [ATTACHMENT #1](#).

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the petition to postpone the 2020 Upset Tax Sale, as presented.

On roll call vote:

Ayes: Mr. Browne, Mr. Eppig, Mr. Landis, Mrs. Miller, Mr. Knouse,

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

Abstain: None

Nays: None

Absent: None

7. **BOARD POLICY REVISION – 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>
222	Tobacco and Vaping Products
323	Tobacco and Vaping Products
707	Use of School Facilities
805.2	School Security Personnel
810.1	School Bus Drivers and School Commercial Motor Vehicle Drivers
904	Public Attendance at School Events

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

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

Abstain: None

Nays: None

Absent: None

8. **CHESTER COUNTY INTERMEDIATE UNIT (CCIU) ADVANCED CLINICAL SERVICES AGREEMENT**

It was recommended that the Board approve the clinical services agreement with the Chester County Intermediate Unit (CCIU), as presented on [ATTACHMENT #3](#).

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the clinical services agreement with the Chester County Intermediate Unit (CCIU), as presented.

On roll call vote:

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

Abstain: None

Nays: None

Absent: None

The next four (4) action items were reviewed electronically by the Finance & Legal Committee and approved for recommendation to the Board.

9. **2020-21 PROPOSED FINAL GENERAL FUND BUDGET**

It was recommended that the Board approve the adoption of the 2020-21 Warwick School District Proposed Final General Fund Budget in the amount of \$77,191,692. There is no tax increase needed for the proposed final budget, which would keep the millage rate at 16.3711 as presented on [ATTACHMENT #4](#).

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the adoption of the 2020-21 Warwick School District Proposed Final General Fund Budget, as presented.

On roll call vote:

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

Abstain: None

Nays: None
Absent: None

Mr. Landis thanked Mr. Wertsch and his team for their work in preparing the proposed budget for 2020-21.

10. **REPOSITORY SALE BID FOR PARCEL 370-39684-0-0000**

It was recommended that the Board **reject** the repository sale bid for parcel 370-39684-0-0000 as proposed in [ATTACHMENT #5](#).

Mr. Eppig moved, Mrs. Wenger seconded, the motion to **reject** the repository sale bid for parcel 370-39684-0-0000, as presented.

On roll call vote:

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

Abstain: None

Nays: None

Absent: None

11. **2020-21 IU13 CORE PROGRAM SERVICES AND INSTRUCTIONAL MEDIA SERVICES BUDGET**

It was recommended that the Board approve the 2020-21 IU13 Core Program Services and Instructional Media Services budgets as presented on [ATTACHMENT #6](#).

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the 2020-21 IU13 Core Program Services and Instructional Media Services budgets, as presented.

On roll call vote:

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

Abstain: None

Nays: None

Absent: None

12. **2019-20 BUDGET TRANSFERS**

It was recommended that the Board approve the 2019-20 budget transfers as presented on [ATTACHMENT #7](#).

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

On roll call vote:

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

Abstain: None

Nays: None

Absent: None

Information from the Superintendent

Dr. Hershey shared her gratitude for the support of the Board and Community during this time. It was noted that all communication from the district can be found on our website (www.warwicksd.org). This page is updated shortly after a communication goes out to families from the district. Starting this week, we will be providing meals two times a week. Meals will be served on Mondays (3 breakfasts/3 lunches) and on Thursdays (2 breakfasts/2 lunches). Over 600 students are being served each week. The Ministerium is also providing meals for pick up on Saturdays between 10 a.m. – 12 p.m. Any left overs from the Saturday meals are brought to the school district and included in the school meals the next week.

Dr. Hershey shared that she has personally made phone calls to the seniors and was able to speak to most of them. They are staying positive and are very resilient. Also this week, the Student Advisory Council, made up

of students from the middle school and high school, met with Dr. Axe and other Leadership Team members to share their thoughts and ideas about what is happening in the district.

Dr. Hershey also gave a huge shout out to all the teachers and staff for working tirelessly these last weeks to provide online opportunities for our students.

May 20th will be “Light Up The Night” – the stadium lights will be lit for 20 minutes and 20 seconds to honor the Senior Class.

Dr. Hershey thanked those who reached out to the Administration with comments and suggestions regarding prom and graduation. The district is taking a measured approach to these events and will make decisions regarding them that make the most sense for Warwick and the students. Many other school districts have made decisions on these events, but please have patience and give grace as we work through the best options for our students and community.

COMMITTEE REPORTS

Student Representative

The student representative, Olivia Hartman, was able to provide an overview of student activities across the district in April, and a copy of her report is attached to these Minutes.

Building and Property Committee

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

Education Committee

Due to Coronavirus and our efforts to reduce the spread, the committee electronically reviewed the following scheduled items for April. Education Committee members had an opportunity to review the information and provide feedback. Most of the updates or new curriculum had been discussed in previous meetings of the Education Committee. The update for the standards-based elementary report card was reviewed in January 2020 and is a result of over 10 years of collaborative work by the committee. The Math K-2 curriculum update is a routine update of the K-2 curriculum. Our Math K-2 curriculum, approved in March 2018, required additional support for full implementation. The team reconvened to provide additional documentation and pacing that better meets the needs of our students. The elementary social, emotional and academic development (SEAD) curriculum is new and will enhance the counseling curriculum K-6 and provide a daily framework for all students to receive SEAD instruction. The School Counseling Curriculum is an update in the personal/social strand to provide more rigor and consistency K-12.

In addition to the recommendations below, the committee also reviewed the updated book titles for the ELA 7-12. Additional discussion of these items will occur at this committee when we are able to meet again.

The Education Committee requested board approval for the following items:

1. It was recommended the board approve the update to the Elementary Report Card for the 2020/2021 school year.

Mrs. Wenger moved, Mrs. Penkunas seconded, the motion to approve the update to the Elementary Report Card for the 2020/2021 school year, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

2. It was recommended the board approve the update to the Math Kindergarten - 2nd Grade Curriculum.

Mrs. Wenger moved, Mrs. Penkunas seconded, the motion to approve the update to the Math Kindergarten - 2nd Grade Curriculum, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

3. It was recommended the board approve a new curriculum for Social, Emotional and Academic Development Curriculum (K-6).

Mrs. Wenger moved, Mrs. Penkunas seconded, the motion to approve a new curriculum for Social, Emotional and Academic Development Curriculum (K-6), as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

4. It was recommended the board approve an update to the School Counseling Curriculum.

Mrs. Wenger moved, Mrs. Penkunas seconded, the motion to approve an update to the School Counseling Curriculum, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

Finance and Legal Committee

The Finance & Legal Committee did not meet in April due to the Emergency School Closure Order from Governor Wolf, but reviewed items via digital communication and approved them for recommendation to the Board. *See the general action items numbered 9, 10, 11, and 12 above.*

Student Activities Committee

The Student Activities Committee did not meet in April due to the Emergency School Closure Order from Governor Wolf, but a Sunday Use Facilities request was discussed and approved via digital communication for recommendation to the Board. The Committee had the following recommendation for Board approval:

1. It was recommended that the Board approve the following Sunday use facilities request:

- ~~a. Warwick Football to use Turf Football Stadium 14 for Manheim All Star Football Practices on May 10 and May 17, 2020 from 3:30 – 6:30 p.m. (pending the reopening of school facilities).~~

Mr. Rucci moved, Mr. Browne seconded, the motion to **strike** item 1.a. above under Sunday Use Facilities request, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

The motion was made to strike approval of the Sunday Facility Use request due to the fact that Warwick School District facilities will not be open during the requested time.

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 no meeting was held this month.

Lititz Recreation Center Representative

It was reported that no meeting was held this month. It was noted that the Lititz Rec Center is currently closed and will reopen upon approval by Governor Wolf.

Legislative Committee

It was reported that the government is working, but not working.

IU Representative

It was reported that no meeting was held in April, but a remote (virtual) session is planned for May.

Lancaster County Career and Technology Center Representative

It was reported that a meeting was held on Thursday, March 26, 2020 via electronic format. Committee meetings were held via the same format. The Planning and Development Committee received an update on the 2020-21 school calendar, an update on the applications received (88-89% have been filled with the 1st and 2nd choices), received information regarding matrixes on programs which will review and help to improve and enhance programs.

PRIOR BUSINESS

None.

NEW BUSINESS

1. BOARD POLICY UPDATES – REVIEW

PSBA has provided updates to the following board policies.

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

A First Reading will be done on these policies on May 19, 2020.

INFORMATION

No committee meetings will be held during the month of May. The next meeting scheduled is our regular School Board meeting on May 19, 2020.

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS


Mr. Landis expressed appreciation for the efforts put forth by the administration, Leadership Team, and staff during this difficult time. Many thanks to the teachers for providing online learning opportunities for the students. Staff, community, parents, and students are asked for continued grace and patience as we go through this time.

Mr. Landis also expressed thanks to the food service staff and all those involved in serving meals to students. Your efforts are greatly appreciated.

ADJOURNMENT

There being no further business, Miss Hartman moved to adjourn the meeting. Mrs. Wenger seconded the motion and the meeting adjourned at 7:44 p.m.

Respectfully submitted,



Janice E. Boyer, Board Secretary

STUDENT REPRESENTATIVE REPORT APRIL 21, 2020 - BOARD MEETING

Warwick High School

- Our teachers have been amazing in getting their classes up and running online. The students have seemed to adjust well to this new way of learning. Thankful for everyone's flexibility and patience during this unprecedented time.

Warwick Middle

- The last month for WMS has been very unique. The staff and students have done an incredible job adjusting to our new normal of online learning. Our teachers have created online resources and lessons for the students and the students have been hard at work.

Lititz EL

- One of the most exciting pieces of the transition to virtual learning has been getting to see students come along through videos and other communication strategies who may have been more on the quiet side in school! In addition, during the long holiday weekend, LE families took part in an 'egg' hunt through Lititz. Staff recorded video messages of inspiration and well-wishes. Paper 'eggs' designed like the 24 locations throughout town they were hidden at were hung up, with QR codes for families to scan to see the staff videos once they solved the location riddles that were on a website.

Kissel Hill

- 1. Kissel Hill has seen an increase in volunteers who have been eager to pack food and serve families in need throughout our community.
- 2. The Kissel Hill Staff has been collaboratively planning via digital platforms to provide virtual learning that is engaging and rich for their students.
- 3. Most importantly, our staff members are working hard to make personal connections with students, their families, and their colleagues.

Bonfield

- Several hundred student devices were handed out to students, with amazing support from JRB teachers, support staff, and the Warwick tech team. In April, the JRB staff created a virtual dance party, sharing their video with students, and challenging them to join the dance party by sending in their own videos, which were posted on twitter. Students and staff also participated in a fun, virtual fire drill, going outside at the same time to practice our emergency meet up locations at home

Beck

- Staff is collaborating to provide engaging lessons for our students and working to stay connected with our families! The Tech Dept. has been amazing in all of their work getting our families connected! School teams across the district have also stepped up to pack and distribute meals.