

Warwick School District

Lititz, PA 17543

January 19, 2021

A meeting of the Warwick Board of School Directors of the Warwick School District convened virtually due to the current guidelines issued by Governor Wolf for gatherings/meetings and in consideration of the health and safety of the entire school community, on Tuesday, January 19, 2021 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; Nathan Wertsch; Mark Leidich; Janice Boyer, Board Secretary; Dr. Ryan Axe; Fred Griffiths; Dr. Ron Hallett; Kevin Martzall; Jackie Yanchocik; Amy Balsbaugh; Dr. Jennifer Murphy; Dr. Michelle Harris; Scott Kyper;; and Laura Knowles of Lancaster Newspapers/Lititz Record Express.

Members of the public were able to observe this virtual meeting, and the list of attendees is below.

Note – these individuals signed in using the link provided for sign in and for comment.

None

Note – these individuals appeared as attendees in Zoom.

Bob Fitz

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Sam Dickinson

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BOARD RECOGNITION

Dr. Hershey expressed thanks to the School Board Members for their countless hours in service to the students, staff, administration, and greater Warwick community. She acknowledged the gifts of appreciation from each of the buildings as part of National School Directors Recognition Month.

PSBA Resolution – Dr. Hershey shared a Resolution from PSBA with Board Members. *A copy of the Resolution is attached to these Minutes.*

Lisa Hochreiter, President of the Warwick Education Association, provided a video which was shared at the meeting. She expressed thanks to the Board for the service and support which they provide to the District.

RECOGNITION OF CITIZENS

Comments were accepted electronically from citizens on topics related to the meeting Agenda:

None

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES ([Regular meeting](#) of December 15, 2020)

Mr. Eppig moved, Mrs. Penkunas seconded, the motion to approve the minutes of the Regular meeting of December 15, 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	\$1,624,581.97
Wire Transfers	\$4,224,982.72
Construction Fund	None
Cafeteria Fund	\$132,510.84
Middle School Fund	None
High School Fund	\$1,536.72

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve payment of the bills 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

COMMUNICATIONS

Dr. Hershey shared a note which was received from RLPS Architects. The note included a donation in the amount of \$500.00 for the Warwick Education Foundation.

REPORT OF THE SUPERINTENDENT

1. PERSONNEL

A. Retirements

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

Instructional

Kathleen Remaley as a Science Teacher at Warwick High School, effective on the last day of the 2020/2021 school year.

Diane Shirk as a Social Studies Teacher at Warwick High School, effective on the last day of the 2020/2021 school year.

Cynthia Cislo as an Intervention Specialist at John Beck Elementary School, effective on the last day of the 2020/2021 school year.

Sue Ann Hummel as a Nurse at John Beck Elementary School, effective on the last day of the 2020/2021 school year.

Patricia Gassert-Lapp as a Sixth Grade Teacher at Lititz Elementary School, effective on the last day of the 2020/2021 school year.

Mr. Eppig moved, Mrs. Wenger 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:

Non-Instructional

Jason Simon as a Programmer for Warwick School District, effective January 29, 2021 (*effective date revised from January 31, 2021*).

Aaron Rowe as a Building Services employee at Warwick High School, effective January 5, 2021.

Deborah Dietrich as a Special Programs Assistant at Warwick Middle School, effective January 15, 2021.

Sharron Farish as a Guidance Secretary at Warwick Middle School, effective January 15, 2021.

Extra-Curricular/Extra Duty

Zachary Snyder as an Assistant Football Coach at Warwick High School, effective December 17, 2020.

Logan Stroh as an Assistant Wrestling Coach at Warwick High School, effective December 11, 2020.

Mr. Eppig moved, Mrs. Penkunas 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 – LTS

Emily Mader as a Long-Term Substitute (LTS) Grade 3 Teacher (2nd Semester) at Lititz Elementary School, at the annual salary of \$54,896.00, effective January 26, 2021, pending receipt of the appropriate paperwork. Ms. Mader is replacing Patty Appel who received a sabbatical leave for study.

Jessica L. Minnich as a Long-Term Substitute (LTS) Grade 2 Teacher (2nd Semester) at Lititz Elementary School, at the annual salary of \$54,896.00, effective January 26, 2021, pending receipt of the appropriate paperwork. Ms. Minnich is replacing Sandy Weismandel who received a sabbatical leave for study.

Non-Instructional

Samantha R. Buckwalter as a Student Support Assistant at Warwick High School, 5.5 hours/day, at the hourly rate of \$12.00, effective January 20, 2021, pending receipt of the appropriate paperwork. Ms. Buckwalter is replacing Kristina Merenda who resigned.

Nikita L. Hackman as a Student Support Assistant at John R. Bonfield Elementary School, 5.5 hours/day, at the hourly rate of \$12.20, effective January 20, 2021, pending receipt of the appropriate paperwork. Ms. Hackman is replacing Coleen Funk who retired.

Extra-Curricular/Extra Duty

Devin Schnupp as an Assistant Wrestling Coach at Warwick High School, at the annual salary of \$3,202.00, effective January 20, 2021. Mr. Schnupp is replacing Logan Stroh who was released.

Volunteer Coaches

It was recommended that the Board approve the election of the individuals listed below as volunteer coaches, effective for the 2020/2021 school year, until a resignation is submitted or active status is changed by the district.

Ashleigh Bell
Mitchell Davis

John Schneider

Zachary Snyder

Brandt Zimmerman

Mrs. Penkunas moved, Mr. Eppig seconded, the motion to approve the election 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

2. **CHANGE OF STATUS REQUESTS**

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

Instructional

Ashley Driscoll from a Long-Term Substitute (LTS) Learning Support Teacher at Warwick High School, to a Learning Support Teacher at Warwick High School, effective February 8, 2021. Ms. Driscoll is replacing Kelli Kells who resigned.

Katie Mansey from a Liaison/Teacher for Elementary Virtual Academy at Kissel Hill Elementary School (25%), John Beck Elementary School (25%), John R. Bonfield Elementary School (25%), and Lititz Elementary School (25%), to a First Grade Teacher at John R. Bonfield Elementary School, effective January 26, 2021. This change of status is necessary due to enrollment changes.

Ashley Landers from a Liaison/Teacher for Elementary Virtual Academy at John Beck Elementary School (25%), John R. Bonfield Elementary School (25%), Kissel Hill Elementary School (25%), and Lititz Elementary School (25%), to a Fourth Grade Teacher at Lititz Elementary School, effective January 26, 2021. This change of status is necessary due to enrollment changes.

Non-Instructional

Michelle Minney from a Lead Elementary Food & Nutrition at Lititz Elementary School, 5.75 hours/day, to a Food & Nutrition Services Assistant Manager at Warwick Middle School, 5.75 hours/day, at the hourly rate of \$15.05, effective January 20, 2021. Ms. Minney is replacing Nichole Hawk who received a change of status.

Extra-Curricular/Extra Duty

Gary Schnupp from an Assistant Wrestling Coach (50%) at Warwick High School, to an Assistant Wrestling Coach at Warwick High School (100%), at the annual salary of \$5,251.00, effective January 4, 2021. Mr. Schnupp is replacing Eric Resch who resigned.

Dr. Calender shared a letter from Ashley Driscoll. Ms. Driscoll wished to introduce herself and to express her thanks for the opportunity to be a part of Warwick School District.

Mrs. Penkunas moved, Mrs. Wenger 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. LEAVE OF ABSENCE REQUEST

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

Instructional

Raymond Mount is requesting an unpaid Leave of Absence, beginning December 16, 2020, and continuing through January 25, 2021. Mr. Mount is anticipating his return-to-work date as January 26, 2021.

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the leave of absence request, 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. DISTRICT CALENDAR 2021/2022

It was recommended that the Board approve the District Calendar for the 2021/2022 school year, as set forth on [ATTACHMENT #1](#).

Dr. Hershey noted that a poll of families was taken to provide feedback on the start of school prior to Labor Day. Seventy (70%) percent of the respondents indicated that they were in favor of a start date prior to Labor Day. Based on a Memorandum of Agreement with the Warwick Education Association, in years where Labor Day falls on September 5, 6, or 7, the first student day may be scheduled prior to Labor Day on August 31, September 1, or September 2, but not before August 30.

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the District Calendar 2021/2022, 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. TEACHER TENURE

The following teacher has met the teacher tenure requirements as set forth by the Pennsylvania School Code and was recommended for tenure, effective January 19, 2021.

Kissel Hill Elementary School

Beth Kefer

Mr. Eppig moved, Mrs. Miller seconded, the motion to approve the teacher tenure, 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

6. **SEWER EASEMENT, CONSTRUCTION AND MAINTENANCE AGREEMENT APPROVAL**
It was recommended that the Board approve the sewer easement, construction, and maintenance agreement with the Lititz Community Center as presented on [ATTACHMENT #2](#).

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the sewer easement, construction, and maintenance agreement, 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. **SMart CENTER SM: SCHOOL TRAINING SERVICE AGREEMENT APPROVAL**
It was recommended that the Board approve the school training service agreement with SMart Center beginning January 20, 2021 through June 30, 2021, as presented on [ATTACHMENT #3](#).

Dr. Hershey shared that this was training which could be used by teachers, support staff, and coaches for working with students with selective mutism.

Mr. Knouse asked if it was something that an athletic coach could utilize if needed when working with and/or coaching a student. Dr. Hershey indicated that it would be available for them as well.

Mr. Eppig moved, Mr. Peters seconded, the motion to approve school training service agreement with SMart Center 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. **STATE MANDATED HALF-YEAR/HALF-PAY STUDY SABBATICAL 2020-2021 – SECOND SEMESTER**

It was recommended that the Board approve the State Mandated Half-Year/Half-Pay Study Sabbatical request for Raymond Mount to begin on the first day of the second semester of the 2020/2021 school year. Mr. Mount is anticipating his return-to-work date as the first day of the 2021/2022 school year.

Mr. Eppig moved, Mrs. Miller seconded, the motion to approve the state mandated half-year/half-pay study sabbatical, 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. **EXTRA-DUTY NON-BARGAINING POSITIONS – 2020/2021**

It was recommended that the Board approve the election and salaries of the extra-duty non-bargaining positions, as per [ATTACHMENT #4](#).

Mr. Eppig moved, Mr. Rucci seconded, the motion to approve the election and salaries of the extra-duty non-bargaining positions, 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

Information from the Superintendent

Dr. Hershey noted that there was no Committee of the Whole Meeting in January, so tonight's meeting was the first time the Board had been together since the start of the 2021. She shared the following items:

- We are just about half way through the 2020/2021 school year. January 26th is the floating in-service day. There is no school for students, but staff will be using the day to prepare for the start of the second semester at the secondary level. Should we have snow days between today and January 26th, the in-service day could change as it is designed to "float" as necessary.
- COVID cases – over the weekend, two (2) new cases were reported at Bonfield Elementary, and a third was reported on Monday (January 18). This brought the number of cases at JRB to 4 and prompted the shifting to virtual instruction at the building on January 19 and 20. We apologize for the late notice to families, but the process for determining the number of cases within a building is extensive and takes time to work through. As soon as it is determined that the switch is needed, a communication is sent out to families. Dr. Hershey visited JRB and found that there was almost 100% participation by students. Additionally, we were able to provide meals for these days to families. We are very proud of the teachers and staff for making the transition as smooth as possible for students and their families.
- Kissel Hill is currently sitting with three (3) cases and should a fourth happen, they could also go virtual for a few days.
- Otherwise, district numbers look very good. We are very grateful to the community and our families for their partnership in keeping students, staff and everyone safe. Keep practicing mask wearing, hand washing and social distancing. It is working.
- We are proud of and grateful for ALL our teachers and staff.

Mr. Landis reiterated the need for patience and grace as we continue to navigate through this time of COVID.

COMMITTEE REPORTS

Student Representative

The student representative, Olivia Hartman, provided an overview of student activities across the district in January. *A copy of the Student Representative Report is attached to these Minutes.*

Mrs. Penkunas inquired about the title of the book being read during One School, One Book program this year.

Dr. Calender provided the name: The Water Horse by Dick King-Smith.

Mrs. Penkunas shared that the One School, One Book program is a great way to have parents and students read together.

Building and Property Committee

The Building & Property Committee did not meet in January and does not have any recommendations for the Board at this time.

Education Committee

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

Finance and Legal Committee

The Finance & Legal Committee did not meet in January and does not have any recommendations for the Board at this time.

Student Activities Committee

(the items below are listed in anticipation of the scheduled meeting to be held on January 14th, and should any changes be necessary to this recap, they will be made at the Board meeting on January 19, 2021.)

The Student Activities Committee met virtually using the Zoom application on Thursday, January 14, 2021, and was open to the public. The meeting began with a welcome from Mr. Rucci to all SAC members and then Olivia Hartman gave a report about all of the events in our buildings K-12. Mr. Landis provided an update on extra-curricular activities. Dr. Axe shared information regarding a Sunday Use Facility Request for approval at this time and information regarding Out of State/Overnight Field Trips. 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 Girls' Soccer Program to use the Turf Football Field 14 for winter open gym from January 3, 2021 recurring weekly until February 28, 2021 from 1:00 – 4:00 p.m.

Mr. Rucci moved, Mr. Browne seconded, the motion to approve the Sunday use facilities request, 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

Mr. Rucci thanked the building & grounds and custodial crews for all the extra cleaning they are doing to help keep everyone safe. These people do an incredible job and should be recognized.

Mr. Rucci also shared that the Student Activities Committee is monitoring an Out of State/Overnight Field Trip very closely and will provide the Board with updates as they are available.

Executive Session/Personnel Committee

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

Labor and Management Committee

It was reported that no meeting was held in January.

Lititz Recreation Center Representative

It was reported that a meeting was held on Tuesday, January 19, 2021. The meeting included normal business items. It was highlighted that there has been increased activity at the recRock site since the Governor allowed reopening. Grants were noted as helping with cashflow at the recCenter.

Legislative Committee

It was reported that there is not much happening in Harrisburg at this time, but there is anticipation of budget information being released soon.

IU Representative

It was reported that a meeting was held on Wednesday, January 13, 2021, via Zoom. Committee meetings were held prior to an Executive Session at 6:30 p.m. Contracts were reviewed and approved. The

regular meeting was held beginning at 7:00 p.m. and relatively short. It was noted that there was 100% attendance at the meeting.

Lancaster County Career and Technology Center Representative

It was reported that a meeting will be held on Thursday, January 28, 2021. At this time, there was nothing to report.

PRIOR BUSINESS

None.

NEW BUSINESS

None.

INFORMATION

None.

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

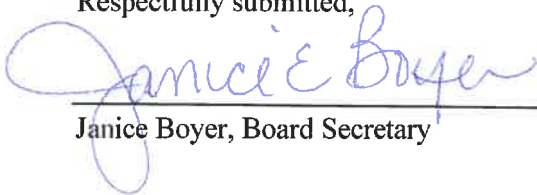
Mr. Landis thanked everyone for attending tonight's meeting. He expressed thanks to the Administration, students, staff, and community for their continued diligence.

Mr. Knouse congratulated those individuals who will be retiring at the end of the school year. He wanted all retirees in the Warwick community to know that they are valued and he encouraged them to share their story with him if they see him around Lititz.

ADJOURNMENT

There being no further business, Olivia Hartman moved to adjourn the meeting. Mrs. Wenger seconded the motion and the meeting adjourned at 7:46 p.m.

Respectfully submitted,



Janice Boyer, Board Secretary

School Director Recognition Month

January 2021

WHEREAS, the role of locally elected school officials has served the Commonwealth of Pennsylvania and local communities in meeting the needs of public education since the passage of the Free School Act in 1834; and

WHEREAS, these local boards have discharged their responsibilities to public education in a manner which has placed public education in the forefront of our educational systems; and

WHEREAS, locally elected officials have distinguished themselves and their communities in this nonpaid, volunteer public service commitment; and

WHEREAS, the contributions of these men and women should be recognized and appreciated by those who benefit from the workings of our public school system;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Pennsylvania School Boards Association hereby proclaims the month of January as School Director Recognition Month in this commonwealth; and

FURTHER RESOLVE that this proclamation be communicated to all school districts, school officials and local communities in a planned program which brings visibility and awareness of the role of locally elected school officials to the citizenry of this commonwealth.

Unanimously approved July 18, 1985
Reaffirmed - Thursday, December 3, 2020
Pennsylvania School Boards Association
Governing Board
Mechanicsburg, Pennsylvania

Student Representative Report

By Olivia Hartman

Reported at the January 19, 2021 Board of School Directors meeting.

- Warwick High School
 - Still offering face to face instruction for our students. Our musicians were able to share their talents through a virtual holiday concert. There also was a fall production of *It's a Wonderful Life*.

- Warwick Middle School
 - We are looking forward to this month's district-wide spelling bee. Students are excited that winter sports and clubs have started back up. With January being School Director Recognition Month, we would like to say a big thank you to each member of our school board. We appreciate all that you do for our students and staff. We have dedicated a book to our library in honor of each of you. Thanks for all that you do!

- Bonfield
 - Students and staff enjoyed their holiday "unsing" sharing in a collaborative video including a staff lip dub, student trivia, and staff read aloud. Families also brought in ornaments to represent their family and they were placed in the lobby on our new "family tree." We are excited to begin reading together for One School One book and look forward to our spirit days related to the reading we are doing as a learning community. We are also in the process of doing our mid year student assessment and we look forward to seeing student growth and planning to meet the needs of our learners.

- Kissel Hill
 - Kissel Hill's Spirit Week will take place during the week of January 11th.

- January 11th also kicks off Kissel Hill's One School, One Book reading event.
- January 11th begins Kissel Hill's second round of "A-Team." While the measurement of learning happens every day, these windows are important moments to assess learning and recalibrate our efforts to ensure we are providing "just right" instruction for all students.
- Lititz Elementary
 - Our students will be participating in mid-year benchmark assessments to measure their growth in both math and ELA. Thanks to our amazing testing teams that are comprised of support staff members, reading and intervention specialists, and our learning facilitator for organizing these to see how much our students have grown! In addition, our school is looking forward to welcoming back 25+ students from our Warwick Virtual Academy at the end of January!
- John Beck
 - One School, One Book, One Community event was revealed on January 11th. Students will participate in various activities related to the book and answer trivia questions each morning. The event will run for approximately 3 weeks!