

Warwick School District

Lititz, PA 17543

September 18, 2018

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the District Board room on Tuesday, September 18, 2018 at 7:00 p.m.

Mr. Michael Landis, President, called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW BOARD MEMBER

District Justice Ed Tobin administered the oath to Dr. Timothy Quinn. Dr. Quinn signed the Oath of Office and took his seat on the Board.

ROLL CALL

The Board Secretary called the roll of the Board: Millard P. Eppig, Jr., Matthew Knouse, Michael R. Landis, Leslie Penkunas, Nelson L. Peters, Todd L. Rucci, Dr. Timothy Quinn, Scott A. Shaub, Debra J. Wenger, and Carson Garland, Student Representative, were present.

Others attending the meeting: Dr. April Hershey, Superintendent; Dr. Melanie Calender; Nathan Wertsch; Dr. Ryan Axe; Mark Leidich; Janice Boyer; Fred Griffiths; Dr. Ron Hallett; Dr. Ryan Berardi; Dr. Michelle Harris; Laura Knowles of Lancaster Newspapers/Lititz Record Express; Grant Hummer; Dr. Dan Doremus; Barb Mobley; Fernando Irizzary; and Adam Davis.

WEF CHECK PRESENTATION

Mr. Grant Hummer shared information on the activities of the Warwick Education Foundation, and presented a check from the Warwick Education Foundation in the amount of \$51,274.00, which was awarded for Innovative Education Grants and Expert in Residence programs.

RECOGNITION OF CITIZENS

None.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES ([Regular meeting](#) of August 21, 2018 and [Special Voting Session](#) of September 4, 2018)

Mr. Eppig moved, Mrs. Wenger seconded, the motion to approve the minutes of the Regular meeting of August 21, 2018 and Special Voting Session of September 4, 2018. 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	\$1,319,258.44
Wire Transfers	\$2,205,341.89

Construction Fund	None
Cafeteria Fund	\$49,753.54
Middle School Fund	None
High School Fund	None

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

On roll call vote:

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

Abstain: None

Nays: None

Absent: None

COMMUNICATIONS

None.

REPORT OF THE SUPERINTENDENT

1. PERSONNEL

A. Resignations

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

Non-Instructional

Ledora Martin as a Student Support Assistant at Warwick High School, effective August 30, 2018.

Jessica Hartman as a Food & Nutrition Services Assistant at Kissel Hill Elementary School, effective August 22, 2018.

Extra-Duty/Extra Curricular

Jeffrey Cusano as Holiday Concert Lighting Engineer at Warwick High School, effective September 6, 2018.

Michael Haines as Stage Craft Supervisor at Warwick High School, effective September 6, 2018.

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

On voice vote:

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

Abstain: None

Nays: None

Absent: None

B. 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

Trisha L. Backes as a Full-Year Long Term Substitute (LTS) Grade 5 Teacher at John R. Bonfield Elementary School (*incorrectly listed on Agenda as John Beck Elementary School*), at the annual salary of \$52,062.00, effective pending receipt of the appropriate paperwork. This position is necessary due to increased enrollment.

Monica M. Hough as a Full-Year Long Term Substitute (LTS) Grade 1 Teacher at Kissel Hill Elementary School, at the annual salary of \$52,062.00, effective pending receipt of the appropriate paperwork. This position is necessary due to increased enrollment.

Non-Instructional

Ainsley Zima as a Special Programs Assistant, 5.5 hours/day, at Warwick High School, at the hourly rate of \$13.75, effective upon receipt of the appropriate paperwork. This position is necessary to meet student needs.

Extra-Duty/Extra Curricular

Marielin Rottkamp as Director of Adult Education (50%) at Warwick School District, at the annual salary of \$955.00, effective for the 2018/2019 school year. Mrs. Rottkamp is replacing Judith Drager-McCoy who resigned.

Matthew Jerchau as Holiday Concert Lighting Engineer at Warwick High School, at the annual salary of \$750.00, effective for the 2018/2019 school year. Mr. Jerchau is replacing Jeffrey Cusano who resigned.

Jorge Mendez as Assistant Drama Director HS Fall (50%) at Warwick High School, at the annual salary of \$702.00, effective September 19, 2018, pending receipt of the appropriate paperwork. Mr. Mendez is filling a vacant position and he will be sharing this position with Tracey Davis.

Extra-Duty/Extra Curricular - Rehire

Tracey Davis as Assistant Drama Director HS Fall (50%) at Warwick High School, at the annual salary of \$1,151.50, effective for the 2018/2019 school year. Ms. Davis is filling a vacant position and she will be sharing this position with Jorge Mendez.

Independent Volunteers

It was recommended that the Board approve the election of the individuals listed below as independent volunteers, effective September 19, 2018, until they submit their resignation or have their active status changed by the district.

Cassandra Burkholder	David Gerhart	William Haught	Sara Wiggins
Ashley Crawley	Rebecca Getz	Jade Mainello	Kurtis Zimmerman
Ashley Elmer	Kiersten Hartman	Sandra Scheffey	Kayla Shirk
Ahna Fulmer	Sonja Haught	Kyle Schutt	Timothy Van Grouw
			Stephanie Vogg-Vandermolen

Volunteer Coach

It was recommended that the Board approve the election of the individuals listed below as volunteer coaches, effective for the 2018/2019 school year, until they submit their resignation or have their active status changed by the district.

Courtney Weaver	Kenneth Wolfe
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Mr. Eppig moved, Mr. Rucci seconded, the motion to approve the election of the individuals named above.

On voice vote:

Ayes: Mr. Eppig, Mr. Knouse, Mr. Landis, Mrs. Penkunas, Mr. Peters, Dr. Quinn, Mr. Rucci, Mr. Shaub, 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

Tara McCarty from a Speech Language Pathologist (100%) at John Beck Elementary School, to a Speech Language Pathologist (75%) at John Beck Elementary School and a Speech Language Pathologist (25%) at Warwick Middle School, effective on the first day of the 2018/2019 school year. This change of status is a result of enrollment changes.

Kerry Lichty from a Speech Language Pathologist (100%) at John R. Bonfield Elementary School, to a Speech Language Pathologist (75%) at John R. Bonfield Elementary School and a Speech Language Pathologist (25%) at Warwick Middle School, effective on the first day of the 2018/2019 school year. This change of status is a result of enrollment changes.

Heidi Son from a Speech Language Pathologist (100%) at Kissel Hill Elementary School and Lititz Elementary School, to a Speech Language Pathologist (75%) at Kissel Hill Elementary School and a Speech Language Pathologist (25%) at Warwick Middle School, effective on the first day of the 2018/2019 school year. This change of status is a result of enrollment changes.

Sara Krause from a Speech Language Pathologist (100%) at Lititz Elementary School, to a Speech Language Pathologist (75%) at Lititz Elementary School and a Speech Language Pathologist (25%) at Warwick Middle School, effective on the first day of the 2018/2019 school year. This change of status is a result of enrollment changes.

Non-Instructional

Selena Caplinger from a Technology Support Assistant, 5.5 hours/day, at John R. Bonfield Elementary School, to a Technology Support Specialist, 8.0 hours/day, at Warwick School District, at the hourly rate of \$16.25, effective September 19, 2018. This change of status is necessary to meet student needs.

Blanca DePouli from a Food & Nutrition Services Elementary Lead at Lititz Elementary School to a Food & Nutrition Services Elementary Lead at John R. Bonfield Elementary School, effective October 1, 2018. Ms. DePouli is replacing Kelly Minnich who resigned.

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

On voice vote:

Ayes: Mr. Eppig, Mr. Knouse, Mr. Landis, Mrs. Penkunas, Mr. Peters,
Dr. Quinn, Mr. Rucci, Mr. Shaub, 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:

Non-Instructional

Deborah Morris-Good is requesting an unpaid Leave of Absence to begin September 4, 2018 and continue through October 19, 2018. Ms. Morris-Good is anticipating her return to work as October 22, 2018, pending release from her doctor.

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

On voice vote:

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

Abstain: None

Nays: None

Absent: None

4. **BOARD POLICY REVISION – FIRST READING**

It was recommended that the Board approve, as a first reading, the following existing policy revisions (Policies 006 – Meetings; 108 – Adoption of Textbooks; 210.1 – Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors; 246 – School Wellness; 311 – Reduction of Staff; 704 – Maintenance; 806 – Child Abuse; 808 – Food Services; 810 – Transportation; and 818 – Contracted Services Personnel) and new policies (Policies: 810.1 – School Bus Drivers and School Commercial Motor Vehicle Drivers and 832.1 – Confidentiality and Security of FBI Criminal History Record), as per [ATTACHMENT #1](#).

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

On voice vote:

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

Abstain: None

Nays: None

Absent: None

5. **PSBA OFFICERS AND PSBA INSURANCE TRUST ELECTION VOTES**

It was recommended that the Board approve the PSBA Officers and PSBA Insurance Trust election votes as presented on [ATTACHMENT #2](#).

Mr. Eppig moved, Mr. Peters seconded, the motion to approve the PSBA Officers and PSBA Insurance Trust election votes, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

6. **SCHOOL RESOURCE OFFICER (SRO) REPLACEMENT**

It was recommended that the Board approve the replacement of Officer P.J. Savage as School Resource Officer (SRO), with Officer Ken Wolfe, effective January 2, 2019. This change is needed as Officer Savage's duties have changed with the Lititz Borough Police Department.

Mr. Eppig moved, Mr. Rucci seconded, the motion to approve replacement of the School Resource Officer (SRO), as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

Information from the Superintendent

Dr. Hershey shared the following items:

- The start of school went extremely well.
- The deployment of the 1:1 initiative went smoothly.
- She clarified the reason for some of the new personnel (based on enrollment) – 50 new students were enrolled during the week right before school started.

COMMITTEE REPORTS

Student Representative

The student representative, Carson Garland, provided an overview of student activities across the district at the Education Committee meeting in September. A copy of his report is attached to these Minutes.

Building and Property Committee

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

Education Committee

The Education Committee met on Monday, September 10, 2018. Carson Garland provided his first student representative report. Education Committee roles and responsibilities were reviewed. Mrs. Kate Rapp presented on a new PE course for students with long-term injuries called Personalized Physical Education. Dr. Melanie Calender reviewed the update to the Comprehensive Plan and an update to the service providers for School Based Counseling. The Committee had the following recommendation for board approval:

1. It was recommended that the board approve the request for the adoption of the new proposed course for students at Warwick High School entitled Personalized Physical Education. This course will be implemented during the 2018/2019 school year.

Mrs. Wenger moved, Mrs. Penkunas seconded, the motion to approve the adoption of the proposed new course, as presented.

On voice vote:

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

Abstain: None

Nays: None

Absent: None

Finance and Legal Committee

The Finance & Legal Committee met on Tuesday, September 4, 2018. The committee received an update on the 2017-18 audit, reviewed the 2019-20 budget calendar, had discussions on the 2019-20 preliminary budget, and reviewed the 2018-19 transportation rates. The committee did not have any recommendations for the Board at this time.

Student Activities Committee

The Student Activities Committee did not meet in September, but an Overnight/Out of State Trip Request and a Sunday Use Request were discussed and approved via digital communication for recommendation to the Board. The Committee had the following recommendations for Board approval:

1. It was recommended that the board approve the following Out of State/Overnight Trip Request:
 - a. Boys' Basketball to participate in a day-long basketball tournament in Virginia at Shenandoah University on September 22nd (not overnight).

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

On voice vote:

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

Abstain: None

Nays: None

Absent: None

2. It was recommended that the board approve the following Sunday Use Request:

- a. Lori Brown to use the MS auditorium for the Ticket to Broadway Dance Competition on April 28, 2019 from 1:00 – 11:00 p.m.

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

On voice vote:

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

Abstain: None

Nays: None

Absent: None

Executive Session/Personnel Committee

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

Labor and Management Committee

It was reported that no meetings was held in September.

Lititz Recreation Center Representative

It was reported that a meeting was held on September 17, 2018, and discussion included normal business items. It was noted that the Rec Center received a grant to be used for the community pool.

Legislative Committee

It was reported that both the House and the Senate will be in session next week. The Senate Education Committee is focused on a bill entitled the “Sunscreen” bill as well as school safety. The House is focused on Charter School Reform and Keystone Exams/Graduation Requirements.

IU Representative

It was reported that a brief meeting was held in September, and information from the meeting was shared with the other board members electronically.

Lancaster County Career and Technology Center Representative

It was reported that a meeting will be held on Thursday, September 27, 2018. At the August meeting, discussion topics included the removal of the Truck Driving program, the accreditation of the Dental Hygienist program, and the review of Policy 138.

PRIOR BUSINESS

None.

NEW BUSINESS

None.

INFORMATION

Dr. Hershey noted that at the October Committee of the Whole, RLPS Architects will be present to share the final 2 options with regard to the Feasibility Study.

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

Mr. Landis thanked everyone for coming out to the meeting. He also welcomed Carson Garland as the Student Representative to the Board and welcomed Dr. Quinn back to the Board.

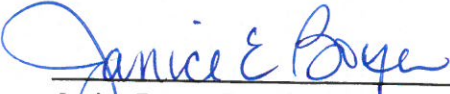
Dr. Quinn thanked the Board for having him back and shared that he looked forward to working with everyone. He thanked Laura Gibble and Ed Browne for their interest in being a part of this board.

Mr. Knouse expressed that is an exciting time for the teachers and students. He took part in Back-To-School Night at the High School. A thank you was also given to Officer Savage for adding calmness to our schools.

ADJOURNMENT

There being no further business, Carson Garland moved to adjourn the meeting. Mrs. Wenger seconded the motion and the meeting adjourned at 7:38 p.m.

Respectfully submitted,



Janice Boyer, Board Secretary

Student Report

Student Representative: Carson Garland

School Board

10 September 2018

Introduction:

Hello, my name is Carson Garland. I would like to start by thanking everyone here for allowing me to be a part of these meetings throughout this school year. I believe it's very important for the students of our district to have a voice, and I am extremely grateful for this opportunity. To offer a bit about myself, I am currently a Senior and I love to be active in various clubs involved with the High School. I have been in Student Council for the past four years, UNITE, PALS, Link Crew, and several Honors Societies. I enjoy being very active within our community as well, attending various events throughout the year.

Recap:

To begin, the school district is already off to a tremendous start as we all begin to settle in to the 2018-2019 school year. We started with welcoming events such as Popsicles on the Playground at Kissel Hill and Bonfield as well as Freshmen Orientation at the high school. Back to School Nights are approaching, giving parents and teachers the opportunity to discuss plans for the upcoming year. All Pro Dads breakfasts at Lititz El and Yankee Candle fundraisers at Bonfield will be starting this month. Furthermore, Picture Day will begin for all schools in the district from late September into early October.

All in all, I have high expectations for this upcoming year. Our students and staff, from what I can tell, are very eager to get into new lesson plans, projects, and everything this year has to offer. Again, I would like to thank you all for this opportunity of being a voice for the students.

I have to quit the meeting