



# TULPEHOCKEN AREA SCHOOL DISTRICT

Expect. Believe. Achieve.

BOARD OF SCHOOL DIRECTORS  
**Work Session Board Meeting**  
**Berks Career & Technology Center – West Campus**  
**1057 County Road, Leesport, PA 19533**

November 7, 2023

7:00 P.M.

**AGENDA**

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Public Participation - Policy #006:

A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.

Presentations by members of the public are limited to a maximum of five (5) minutes per person, unless extended by majority vote of the Board.

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Recording of Meeting: Any recording of this meeting must be disclosed prior to the start of the meeting.

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Call to Order ..... President

Pledge of Allegiance ..... President

Prayer ..... Board Member

Roll Call ..... Recording Secretary

I. Discussion Items

**1. Superintendent's Report – Dr. Netznik**

A. Homebound Instruction – Student #301979

B. Chapter 339 K12 Guidance Plan – Mr. Charles

**2. Citizen/Student Participation (Pertaining to Agenda items only)**

**3. Buildings & Grounds/Technology**

**A. Award the District Office carpeting project bid to Randy's Carpet, LLC. at a cost of \$36,747.00.**

- B. Approve the agreement with QA+ for testing and commissioning related to MS/HS Construction Project pending solicitor review.**
- C. Approve the purchase of Viewsonic LED-LCD Touchscreens with Display from GovConnection, Inc., in the amount of \$123,823.00, for the MS/HS construction project per CO-STARs pricing to be paid from soft costs budget.
- D. Approve the purchase of Verkada cameras from GovConnection, Inc., in the amount of \$116, 601.59, for the Phase 1 of MS/HS construction project per CO-STARs pricing to be paid from soft costs budget.
- E. Approve the purchase of a Big Joe CB-22 forklift from Royal Forklift Service, Inc., in the amount of \$16,959.00.
- F. Equipment Items from Building & Grounds Committee Meeting – Mr. Matthew Shirk

#### **4. Finance**

#### **5. Personnel**

- A. Be it Resolved, by the Board of School Directors of the Tulpehocken Area School District that Denis P. Quirk be hired as the Assistant Superintendent effective November 8, 2023. His employment shall be governed strictly and solely in accordance with the employment agreement dated November 7, 2023 as attached, presented and executed by him. Be it further resolved that the appropriate officers of the Board are hereby authorized to execute this agreement as presented.**
- B. Approve the following Resignation:**
  - **Allyson Zimmerman as a part-time Speech Language Pathologist effective October 31, 2023.**
  - **Nina Kline as a learning support teacher at Penn-Bernville Elementary effective October 19, 2023.**
  - **Marie Switzer as a part-time cafeteria worker at the Middle School/High School effective October 19, 2023.**
  - **Marisol Gonzalez as a part-time lunch recess aide at Penn-Bernville Elementary effective October 16, 2023.**
  - **Cynthia Boyer for the purpose of retirement as a full-time custodian at Bethel Elementary effective February 7, 2024.**
  - **April Henwood as a part-time instructional paraeducator at Penn-Bernville Elementary effective October 25, 2023.**

- **Lynda Tomicich as a part-time emotional support paraeducator at Penn-Bernville Elementary effective October 27, 2023**
- **Adrienne Balthaser as a full-time administrative assistant to pupil services, technology and building and grounds effective November 3, 2023.**

**C. Approve the following Employment:**

- **Heather Spencer as a full-time ESL paraeducator at Bethel Elementary and Penn Bernville Elementary at an hourly rate of \$16.00 effective October 30, 2023.**
- **Denise Snyder as a part-time lunch recess aide at Penn-Bernville Elementary at an hourly rate of \$15.00 effective November 8, 2023.**

**D. Approve the following substitute classified staff/event staff for the remainder of the 2023-2024 school year:**

- **Lynda Tomicich                      Lunch Recess Aide/Paraeducator**

**E. Approve a supplemental contract for the following Coach position for the 2023-2024 sports season:**

- **Matthew Hoffert   Asst. MS School Boys' Basketball Coach                      \$1,350.00**

**F. Approve the position change for Michael Proitte from Assistant Middle School Boys' Basketball Coach to Head Middle School Boys' Basketball coach at a stipend of \$1,840.00.**

**G. Approve the following Volunteers for the remainder of the 2023-2024 School Year.**

- **Shannon Becker                      Field Trips/Classroom/School Events**
- **Ashley Billman                      Coaching/Field Trips/Classroom/School Events**
- **Katrin Pennypacker                      Athletics/Field Trips/Classroom/School Events**
- **Abigail Conrad                      Field Trips/Classroom/School Events**
- **Angela Escott                      Field Trips/Classroom/School Events**
- **Jeremy Christman                      Field Trips/Classroom/School Events**
- **Ashley Christman                      Field Trips/Classroom/School Events**
- **Angela Lawrence                      Field Trips**
- **Tricia Moody                      Athletics/Field Trips/Classroom/School Events**

**6. Programs**

## 7. Policy

### A. Give second reading and final approval to the following policies:

#701	Facilities Planning
#702	Gifts, Grants, Donations
#702.1	Crowdfunding
#703	Sanitary Management
#704	Maintenance
#705	Facilities & Workplace Safety
#706	Property Records
#707	Use of School Facilities
#708	Lending of Equipment & Books
#709	Building Security
#710	Use of Facilities by Staff
#711	Naming Rights
#716	Integrated Pest Management
#717	Cellular Phones – <b><i>New Policy</i></b>
#718	Service Animals in Schools – <b><i>New Policy</i></b>

### B. Give first reading with the intent to give second reading and final approval on December 5, 2023 to the following policies:

#800	Records Management
#801	Public Records
#802	School Organization
#803	School Calendar
#804	School Day
#805	Emergency Preparedness & Response – <b><i>New Policy</i></b>
#805.1	Relations with Law Enforcement Agencies – <b><i>New Policy</i></b>
#806	Child Abuse
#807	Opening Exercises/Flag Displays
#808	Food Services
#810	Transportation
#810.1	School Bus Drivers & School Commercial Motor Vehicle Drivers – <b><i>New Policy</i></b>
#810.2	Transportation – Video/Audio Recording
#810.3	School Vehicle Drivers – <b><i>New Policy</i></b>
#811	Bonding
#812	Property Insurance
#813	Other Insurance
#814	Copyright Material
#815	Acceptable Use of Internet, Computers & Network Resources
#816	District Social Media – <b><i>New Policy</i></b>
#818	Contracted Services Personnel
#819	Suicide Awareness, Prevention & Response
#822	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
#823	Naloxone

#824	Maintaining Professional Adult/Student Boundaries
#827	Conflict of Interest
#830	Breach of Computerized Personal Information

C. Approve to retire the following policies:

#801.1	Disposal of Financial Records
#810.2	Use of Vehicles by Employees or Volunteers
#816	Staff Laptops
#826	Privacy of Health Information – (HIPPA)
#828.1	Provider Screening

## 8. Curriculum

- A. Literacy Partnership with Kutztown University Proposal – Dr. Matlack

## 9. Items for Board Action

- A. Approve the contract between Tulpehocken Area School District and Tulpehocken Township Police Department for Police Services, effective January 1, 2024.
- B. **Approve the K12 Chapter 339 Guidance Plan and its submission to the PA Department of Education.**
- C. **Approve an agreement with ANTHROMED LLC for speech and language pathology services. This service is for in-person services.**

## 10. Transportation

## 11. Legislative

## 12. Old Business

## 13. New Business

## 14. Public Comment

## 15. Adjournment

## 16. Calendar of Events

- Saturday, November 4, 2023 – S.A.T. Grades 11 & 12 – MS/HS Café – 7:45 a.m. – 2:00 p.m.
- Monday, October 23, 2023 – Friday, November 17, 2023 – FFA Citrus Sale
- Monday, November 6, 2023 – Monday, November 20, 2023 – Turducken Food Drive
- Tuesday, November 7, 2023 – Board Work Session Meeting – BCTC West – 7:00 p.m.
- Tuesday, November 7, 2023 – Bethel PTO Meeting – Library 4:00 p.m.

- Wednesday, November 8, 2023 – Penn – Bernville PTO Meeting – Café 6:30 p.m.
- Friday, November 10, 2023 – Veteran’s Day Breakfast/Assembly – MS/HS 9:00 a.m.
- Friday, November 17, 2023 – First Day of Winter Sports Practice – High School
- Friday, November 17, 2023 – Fall Play – MS/HS – Auditorium – 7:00 p.m.
- Saturday, November 18, 2023 – Fall Play – MS/HS – Auditorium – 11:00 a.m. & 5:30 p.m.
- Saturday, November 18, 2023 – Grad Project Presentations – TBD 9:00 a.m. – 12:00 p.m.
- Monday, November 20, 2023 – Wednesday, November 22, 2023 – Early Dismissal
  - Secondary – 11:30 a.m.
  - Elementary – 12:15 p.m.
- Monday, November 20, 2023 – Wednesday, November 22, 2023 – Parent/Teacher Conferences
- Tuesday, November 21, 2023 – General Board Meeting – District Office Board Room – 7:00 p.m.
- Wednesday, November 22, 2023 – MS Turducken Bowl – New Gym – 12:00 p.m. – 3:00 p.m.
- Thursday, November 23, 2023 – Thanksgiving Day – Schools Closed
- Friday, November 24, 2023 – Schools Closed
- Monday, November 27, 2023 - Schools Closed

#### **RIGHT-TO-KNOW REQUESTS:**

- Trisha Frassetto Nicholl – Charles Jones, LLC, Trenton, NJ – Tax Collector’s Report for the month of September 2023.
- Michael Rost – Allium Data – Property, Casualty, & Employee Benefits Insurance Renewal Summary
- Andrew Carlton – A listing of all Tulpehocken Area School District full time employees' first, middle and last names, including their title/position, email address, and building/office location.
- Michael Myers – Requesting active/current agreements (contracts, service contracts, leases, or otherwise) regarding copiers, printers, document solutions, and shred services.
- Michele Dickinson – Construct Connect – Requesting Bid Tabulation/Results from the District Office Carpeting Bid Opening.
- Lyza Klein – H & P Construction – Requesting Bid Tabulation/Results from the District Office Carpeting Bid Opening.