

## **October 03, 2023 – Board Work Session Minutes**

President Mr. Kyle Batz called this Work Session of the Tulpehocken Area School District Board of Directors to order in the District Office Board Room at 7:00 p.m. Pledge of Allegiance and opening Prayer followed.

**PRESENT:** Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox, Mr. Chris Heck, Mr. Matthew Hetrick, Mr. Carl Kauffman, Mrs. April Klopp, and Mrs. Kristan Rissmiller (7:01 p.m.)

**ABSENT:** Mr. William T. Palmer Jr.

### **ADMINISTRATORS PRESENT:**

Dr. Andrew Netznik, Superintendent  
Dr. Dennis Quirk, Assistant to the Superintendent  
Mr. Thomas Kowalonek, Chief Financial Officer  
Mr. Matthew Shirk, Chief Operating Officer  
Dr. Timothy Matlack, Director of Teaching & Learning  
Mr. Taylor Charles, Director of Pupil Services  
Mr. Christopher Hamrick, HS Principal  
Mr. Nev Lynch, JH Principal  
Ms. Kristen Parsons, Assistant High School Principal  
Mr. Andrew Guers, Bethel Elementary Principal  
Ms. Lindsey Tinney, Penn-Bernville Elementary Principal  
Ms. Mimi Shade, Recording Secretary

**And the following interested citizens and staff:** Ms. Jennifer Kester, Ms. Lisa Hassler, Mr. Tom Moorhead, Ms. Diane Moorhead, Ms. Denice Dodge, Mr. Rodney Stauffer, Ms. Leslie Polyak, Mr. Adam Polyak, Mr. Owen Shane, Ms. Sarah Owen, Mr. Jeremy Lutz, Ms. Anna Lutz, The Dieffenbach Family, Mr. Brian Foreman, Ms. Barbara Connolly, Ms. Jessica Hoffert, Ms. Megan Hall, Mr. Joel Jackson, Ms. Sarah Jackson, Mr. Frankie Borrelli, Ms. Naida Borrelli, The Shifflett Family, The Kraatz Family, Ms. Kathy Judy, Mr. Dennis Judy, and Mr. Chris Kraemer

Call to Order .....President

Pledge of Allegiance .....President

Prayer ..... Board Member

Roll Call .....Recording Secretary

### **Students & Staff Recognition**

#### **Bethel Elementary – Mr. Andrew Guers, Principal**

- ***Grades K-2 Recognition***
  - Lucy Bartal
- ***Grades 3-4 Recognition***
  - Stella Dieffenbach
- ***Grades 5-6 Recognition***

- Darren Shifflett
- ***Staff Recognition***
  - Brian Foreman, Elementary Art Teacher

**Penn – Bernville Elementary – Mrs. Lindsey Tinney, Principal**

- ***Grades K-2 Recognition***
  - Anna Grace Lutz
- ***Grades 3-4 Recognition***
  - Maggie Miller
- ***Grades 5-6 Recognition***
  - Lorenzo Borrelli
- ***Staff Recognition***
  - Joel Jackson, Paraeducator

**Middle School – Mr. Nev Lynch, Principal**

- ***Grade 7 Recognition***
  - Charlotte Connolly
- ***Grade 8 Recognition***
  - Landen Hoffert
- ***Staff Recognition***
  - Leslie Polyak, Reading Specialist

**High School – Mr. Christopher Hamrick, Principal**

- ***Grade 9 Recognition***
  - Gabrielle Kraatz
- ***Grade 10 Recognition***
  - Owen Shane
- ***Grade 11 Recognition***
  - Britan Hall
- ***Grade 12 Recognition***
  - Dylan Rimby
- ***Staff Recognition***
  - Brad Ingraham, Mathematics Teacher

**District/District Office – Mr. Matthew Shirk, Chief Operating Officer**

- ***Staff Recognition***
  - Dennis Judy, District Operations

***The above students and staff were recognized before the board for all their hard work and dedication. They were thanked as well as their families for their support and dedication.***

**I. Discussion Items**

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

- A. November 7<sup>th</sup> Board Work Session Board Meeting – BCTC West Campus

*Dr. Netznik informed the board that the November 7<sup>th</sup> board meeting will be held at BCTC West. The district office is being used as a polling place on November 7<sup>th</sup> so the boardroom will not be available.*

*Dr. Netznik informed the board that the MS/HS project has officially begun. The bond was officially sold. The sale went well.*

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

**3. Buildings & Grounds/Technology**

**4. Finance**

- A. Approve the commitment of the following fund balances in accordance with GASB 54 and Board Policy 620 effective June 30, 2023:

Special Education	\$
Curriculum	\$
Athletic Facility Improvements	\$

*The above numbers will be decided based on board discussion.*

- B. Approve the transfer \$2,000,000 from the General Fund to the Capital Reserve Fund as budgeted in the 2023/2024 fiscal year for the MS/HS Renovation Project and capital improvement project in accordance with the District Operational Plan.

*The above motions were recognized and will appear on the October 17, 2023 agenda.*

**5. Personnel**

- A. **Retroactively approve the change in status for Erin Mahoney from long-term substitute to temporary professional employee on an emergency certification. Future employment status is conditional on completion of steps outlined by PDE for emergency certificated employees, effective August 14, 2023.**

*The above motion was voted on as stated below:*

- 5A A resolution was offered by Mrs. Klopp seconded by Mr. Heck, to retroactively approve the change in status for Erin Mahoney from long-term substitute to temporary professional employee on an emergency certification. Future employment status is conditional on completion of steps outlined by PDE for emergency certificated employees, effective August 14, 2023.

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox, Mr. Chris Heck, Mr. Matthew Hetrick, Mr. Carl Kauffman, Mrs. April Klopp, and Mrs. Kristan Rissmiller

NAYS:

ABSENT: Mr. William T. Palmer Jr.

ABSTAINED:

This motion was carried 8-0.

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

- Sarah Shane Field Trips/Classroom/School Events
- Tanya Consugar Field Trips/Classroom/School Events
- Nina Schlegel Field Trips/Classroom/School Events
- Susan Beckwith Field trips/Classroom/School Events
- Robert Beckwith Field trips/Classroom/School Events
- Tmothy Sullivan Field Trips
- Ann Riegel Field Trips/School Events

*The above motion was voted on as stated below:*

5B A resolution was offered by Mrs. Klopp seconded by Mr. Heck, to approve the following Volunteers for the remainder of the 2023-2024 School Year.

- Sarah Shane Field Trips/Classroom/School Events
- Tanya Consugar Field Trips/Classroom/School Events
- Nina Schlegel Field Trips/Classroom/School Events
- Susan Beckwith Field trips/Classroom/School Events
- Robert Beckwith Field trips/Classroom/School Events
- Tmothy Sullivan Field Trips
- Ann Riegel Field Trips/School Events

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox, Mr. Chris Heck, Mr. Matthew Hetrick, Mr. Carl Kauffman, Mrs. April Klopp, and Mrs. Kristan Rissmiller

NAYS:

ABSENT: Mr. William T. Palmer Jr.

ABSTAINED:

This motion was carried 8-0.

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**6. Programs**

## 7. Policy

A. Give second reading and final approval following policies:

#321	Political Activities
#322	Gifts
#323	Tobacco & Vaping Products
#324	Personnel Files
#325	Dress & Grooming
#326	Complaint Process
#328	Compensation Plans/Salary Schedules
#330	Overtime
#331	Job Related Expenses
#332	Working Periods
#333	Professional Development
#334	Sick Leave
#335	Family & Medical Leaves
#336	Personal Necessity Leave
#337	Vacation
#338	Sabbatical Leave
#338.1	Compensated Professional Leaves
#339	Uncompensated Leave
#340	Responsibility for Student Welfare
#341	Benefits for Part-Time Employees
#342	Jury Duty
#343	Paid Holidays
#347	Workers' Compensation Transitional Return-to-Work Program – <i>New Policy</i>
#351	Drug & Substance Abuse
#616	Payment of Bills
#617	Petty Cash
#618	Student Activity Funds
#619	District Audit
#620	Fund Balance
#621	Local Taxpayer Bill of Rights
#622	GASB Statement 34 – <i>New Policy</i>
#624	Taxable Fringe Benefits – <i>New Policy</i>
#625	Procurement Cards – <i>New Policy</i>
#626	Federal Fiscal Compliance
#626.1	Travel Reimbursement
#827	Conflict of Interest

B. Give first reading with the intent to give second reading and final approval on November 21, 2023 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 – <i>New Policy</i>
#718	Service Animals in Schools – <i>New Policy</i>

C. Approve the Retiring of the following Policies:

#713	Prohibited Use of School Grounds
#713.1	Prohibited Use of Unlicensed or Unregistered Motor Vehicles
#715	Use of Fax Machines

*The above motions were recognized and will appear on the October 17, 2023 agenda.*

## **8. Curriculum**

## **9. Items for Board Action**

A. Approve the following Job Descriptions:

- Certified School Nurse
- School Nurse – RN/LPN
- Club & Class Advisor

*The above motion was recognized and will appear on the October 17, 2023 agenda.*

## **10. Transportation**

## **11. Legislative**

## **12. Administrative Reports**

- Mr. Christopher Hamrick – High School Principal

*Mr. Hamrick reported that we named in US News and World Report as one of the top school in the Country. They have been working on PBIS: POSITIVE-RESPECT-INTEGRITY-DETERMINATION-EFFORT. The high school PRIDE teacher of the month of the month is Holly Baer and the high school PRIDE student of the month is Ayden Gerena.*

- Ms. Kristen Parsons – Assistant High School Principal

*Ms. Parsons reported that Homecoming is this weekend. The Pep rally will be held on October 6<sup>th</sup> during the 7<sup>th</sup> & 8<sup>th</sup> period. The games start Friday evening at 3:45 p.m. with middle school girls' soccer ending with Boys' soccer at 7:30 p.m. with the Homecoming court being announced at half time. TTAA and student council pig roast is Friday, October 6<sup>th</sup> from 3:00 p.m. – 7:00 p.m. The cost is \$10.00 per meal for adults and \$7.00 for a sandwich. The meal includes a pork sandwich, chips or pretzels, applesauce, or coleslaw, and a drink. The Homecoming dance will be held on Saturday, October 7<sup>th</sup> from 6:45 p.m. – 10:00 p.m.*

- Mr. Nev Lynch, Middle School Principal

*Mr. Lynch gave an advisory update: A few weeks ago, Math and ELA teachers began actively pulling small groups of students, having used data to create rosters, both interventions, but also on-grade-level-remediation. The PRIDE students of the month are Gavin Grimm (7<sup>th</sup> grade) and James Morgan and Aiden Selby (8<sup>th</sup> grade). The PRIDE teacher of the month is Ms. Count. The middle school dance was successful. It was very well attended, and students seemed to have a great time. Our next dance is Friday, October 27<sup>th</sup> from 7:00 p.m. – 9:30 p.m.*

- Ms. Lindsey Tinney – Penn-Bernville Elementary School Principal

*Ms. Tinney reported that Penn-Bernville held data meetings where we discussed students' academic successes and areas of growth. Our coaching team led each grade level in creating action steps for all of our students to help continue their growth this school year in both ELA and math, looking not only at our Tier 2 and Tier 3 supports, but also at our Tier 1, classroom level instruction. Our Kindergarten team hosted parents at our Piggy Pancake Breakfast, where we celebrated the letter "P". I was positively pleased to be included, and we had great fun tasting a variety of pancakes made by several members of our staff, including our coaching team, Dr. Quirk, Dr. Matlack, and Dr. Netznik. We also had a donation from my sister Jayme Babczak, of a free little library that we will be going out by the playground and our outdoor classroom. We will be filling it with books for students to take and read outside. Mr. Foreman is working with students to give it some zazz before it is placed.*

- Mr. Andrew Guers – Bethel Elementary School Principal

*Mr. Guers gave a shoutout to all the ladies that work in our AS and LSS classrooms. I have spent some time in both classrooms this year helping with students and subbing when we are down staff. The planning for each individual student is outstanding. Students are engaged in leaning activities all throughout the day in their classroom as well as homerooms they push out into. The paraeducators know the schedule inside and out and run the classrooms in the absence of the teacher. Special shoutout to Mrs. Kershner for being so kind and patient with the learners. Exciting things are coming up at Bethel with the 2<sup>nd</sup> annual Race to Raise October 13<sup>th</sup>. Red Ribbon Week is October 23, 2023 – October 27, 2023. There were 44 students that received haircuts before picture day. PTO grandparents' night had over 300 participants. He is humbled by the overwhelming support as he navigated through a difficult time. He thanked everyone for their support and gave a shoutout to Dr. Netznik for being a great leader and friend.*

- Mr. Taylor Charles – Director of Pupil Services

*Mr. Charles reported regarding the Indicator 13 transition planning and the Indicator 14, post school outcomes survey that they are working with the BCIU and PATTAN as we review our current transition processes and supports for students. The monitoring is for compliance but is a great opportunity for us to examine our practices and ensure they are preparing students for success after graduation. This is a precursor for cyclical monitoring next year. The elementary life skills classroom transfer to Bethel has gone great and Mrs. Deller has done a great job helping the students with the transition. Thank you, Mr. Guers and the Bethel team for helping to support the teacher and students.*

- Dr. Timothy Matlack – Director of Teaching & Learning

*Mr. Matlack reported that the library spaces at both elementary buildings have been in full use for about the last month. In passing through, I've seen a lot of excitement from staff to be in the space and even more excitement from kids. As I was helping to unpack and shelves books at Bethel, I heard several classes pass by asking their teachers how soon they'd be able to get in and check out books. Makes me very happy. Two weeks ago we held our first MTSS data meetings for the year at Penn Bernville and Bethel. Our coaching team did a phenomenal job of preparing those meetings and then running them with their*

*colleagues. They also followed up with each team last week to support staff in planning interventions for T2 math and T1 literacy. For the next 8 weeks, we will have 60 learners receiving T2 support in reading between our reading specialists and our KU reading interns and an additional 28 learners receiving T3 support in reading with our reading specialists. For math, we will have be supporting 74 learners with T2 help between our math coaches and classroom teachers.*

Bethel							
	1	2	3	4	5	6	TOTAL
ELA T2	6	8	5	7	4	5	35
Math T2	9	6	8	4	6	3	36
ELA T3	3	1	2	4	1	0	11
Math T3	0	0	0	0	0	0	0
Penn Bernville							
	1	2	3	4	5	6	TOTAL
ELA T2	5	4	2	4	6	4	25
Math T2	9	7	3	7	6	8	38
ELA T3	3	5	2	2	2	3	17
Math T3	0	0	0	0	0	0	0

*The Literacy and Math Academic Planning teams met 2 weeks ago. Each team reviewed the goals that were established last year and which action steps has already been taken. Both teams evaluated the data that was gathered in the end-of-year survey for professional learning specific to literacy and math. We also explored potential professional learning partnerships should additional outside expertise be needed in either area. The math team also considered and gave feedback on a potential format for a district skill progression tool at each grade level. Both teams will meet again the last full week of October.*

- Mr. Matthew Shirk – Chief Operating Officer

*Mr. Shirk reported that the classroom turf is done at Penn-Bernville Elementary School, and it looks great with the furniture. They are now working on Bethel and will hopefully be done this week, and then he will be working on the Penn-Bernville playground and clearing that out. Thanked his team and how well they worked together.*

- Dr. Denis Quirk – Assistant to the Superintendent

*Dr. Quirk commended the instructional leadership team and coaching team for data meetings, intervention alignment related to MTSS, and Star implementation. He intends to present the plan for a curricular resource review for mathematics K-8, implementation of a new science standards (STEELS).*

### 13. Old Business

### 14. New Business

### 15. Public Comment

## II. Adjournment



*Mrs. Klopp made a motion to adjourn the meeting, seconded by Mr. Heck. The meeting adjourned at 7:46 p.m. Executive session followed for personnel.*

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*Mrs. April Klopp  
Board Secretary*