

November 07, 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 LGI Room at the Berks County Technology Center at 7:09 p.m. Pledge of Allegiance and opening Prayer followed.

PRESENT: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Chris Heck, Mr. Matthew Hetrick, Mr. Carl Kauffman, Mr. William T. Palmer Jr. (7:26 p.m.)
and Mrs. Kristan Rissmiller

ABSENT: Mr. Harry Fox, and Mrs. April Klopp

ADMINISTRATORS PRESENT:

Dr. Andrew Netznik, Superintendent
Dr. Dennis Quirk, Assistant to the Superintendent
Mr. Matthew Shirk, Chief Operating Officer
Dr. Timothy Matlack, Director of Teaching & Learning
Mr. Taylor Charles, Director of Pupil Services
Ms. Caitlyn Brice, Assistant Director of Pupil Services
Mr. Christopher Hamrick, HS Principal
Ms. Kristen Parsons, Assistant High School Principal
Ms. Mimi Shade, Recording Secretary

And the following interested citizens and staff: Ms. Lisa Hassler, Ms. Erika Kindoll, and Mr. Brian Foreman

Call to OrderPresident

Pledge of AllegiancePresident

Prayer Board Member

Roll CallRecording Secretary

I. Discussion Items

1. Superintendent's Report – Dr. Netznik

A. Homebound Instruction – Student #301979

Dr. Netznik informed the board that we will have the above student going out on homebound instruction due to surgery.

B. Chapter 339 K12 Guidance Plan – Mr. Charles

Mr. Charles informed the board we had to revise the Chapter 339 K12 guidance plan to the current information and update the format.

C. Special Education Plan – Mr. Charles

Mr. Charles informed the board that we need to develop a new special education plan every three years. This involves creating a steering committee comprised of students, staff, and one board member. He asked if anyone from the board would like to volunteer, if so to let him, Andy, or Mimi know.

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.**

The above motion was voted on as stated below:

3A A resolution was offered by Mr. Heck, seconded by Mr. Kauffman, to award the District Office carpeting project bid to Randy's Carpet, LLC. at a cost of \$36,747.00.

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

NAYS:

ABSENT: Mr. Harry Fox, Mrs. April Klopp, and Mr. William T. Palmer Jr.

ABSTAINED:

This motion was carried 6-0.

- B. Approve the agreement with QA+ for testing and commissioning related to MS/HS Construction Project pending solicitor review.**

The above motion was voted on as stated below:

3B A resolution was offered by Mr. Heck, seconded by Mr. Kauffman, to approve the agreement with QA+ for testing and commissioning related to MS/HS Construction Project pending solicitor review.

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

NAYS:

ABSENT: Mr. Harry Fox, Mrs. April Klopp, and Mr. William T. Palmer Jr.

ABSTAINED:

This motion was carried 6-0.

- 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.

The above motions were acknowledged and will be voted on at the November 21, 2023 board meeting.

- F. Equipment Items from Building & Grounds Committee Meeting – Mr. Matthew Shirk

Mr. Shirk presented the purchase of a Ventrak Tractor for mowing and snow removal as well as the Ventrak SSV for P-B sidewalk cleanup and the walker path. This will be voted on at the November 21, 2023 board meeting.

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 22, 2023. His employment shall be governed strictly and solely in accordance with the employment agreement dated November 21, 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.

The above motion was tabled until the November 21, 2023 board meeting.

B. Approve the following Resignations:

- **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.**

The above motion was voted on as stated below:

5B A resolution was offered by Mrs. Rissmiller, seconded by Mr. Heck, to approve the following Resignations:

- 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.

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Chris Heck, Mr. Matthew Hetrick, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller

NAYS:

ABSENT: Mr. Harry Fox, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

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.**

The above motion was voted on as stated below:

5C A resolution was offered by Mrs. Rissmiller, seconded by Mr. Heck, to 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.

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Chris Heck, Mr. Matthew Hetrick, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller

NAYS:

ABSENT: Mr. Harry Fox, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

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

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

The above motion was voted on as stated below:

5D A resolution was offered by Mrs. Rissmiller, seconded by Mr. Heck, to approve the following substitute classified staff/event staff for the remainder of the 2023-2024 school year:

- Lynda Tomicich Lunch Recess Aide/Paraeducator

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Chris Heck, Mr. Matthew Hetrick, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller

NAYS:

ABSENT: Mr. Harry Fox, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

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**

The above motion was voted on as stated below:

- 5E A resolution was offered by Mrs. Rissmiller, seconded by Mr. Heck, to 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

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Chris Heck, Mr. Matthew Hetrick, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller

NAYS:

ABSENT: Mr. Harry Fox, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

The above motion was voted on as stated below:

- 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.**

- 5F A resolution was offered by Mrs. Rissmiller, seconded by Mr. Heck, to 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.

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Chris Heck, Mr. Matthew Hetrick, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller

NAYS:

ABSENT: Mr. Harry Fox, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

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

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| • 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 |

The above motion was voted on as stated below:

5G A resolution was offered by Mrs. Rissmiller, seconded by Mr. Heck, to 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

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Chris Heck, Mr. Matthew Hetrick, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller

NAYS:

ABSENT: Mr. Harry Fox, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

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 – ***New Policy***
- #718 Service Animals in Schools – ***New Policy***

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

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| #801 | Public Records |
| #802 | School Organization |
| #803 | School Calendar |
| #804 | School Day |
| #805 | Emergency Preparedness & Response – <i>New Policy</i> |
| #805.1 | Relations with Law Enforcement Agencies – <i>New Policy</i> |
| #806 | Child Abuse |
| #807 | Opening Exercises/Flag Displays |
| #808 | Food Services |
| #810 | Transportation |
| #810.1 | School Bus Drivers & School Commercial Motor Vehicle Drivers – <i>New Policy</i> |
| #810.2 | Transportation – Video/Audio Recording |
| #810.3 | School Vehicle Drivers – <i>New Policy</i> |
| #811 | Bonding |
| #812 | Property Insurance |
| #813 | Other Insurance |
| #814 | Copyright Material |
| #815 | Acceptable Use of Internet, Computers & Network Resources |
| #816 | District Social Media – <i>New Policy</i> |
| #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:

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| #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 |

The above motions were acknowledged and will be voted on at the November 21, 2023 board meeting.

8. Curriculum

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

Dr. Matlack informed the board that we have an opportunity to team up with Kutztown University and have Literacy Instruction Assessment and personalized support from them. The

need for this will be assessed every year. This will be voted on at the November 21, 2023 board meeting.

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.

The above motion was acknowledged and will be voted on at the November 21, 2023 board meeting.

- B.** Approve the K12 Chapter 339 Guidance Plan and its submission to the PA Department of Education.

The above motion was voted on as stated below:

- 9B A resolution was offered by Mrs. Rissmiller, seconded by Mr. Heck, to approve the K12 Chapter 339 Guidance Plan and its submission to the PA Department of Education.

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Chris Heck, Mr. Matthew Hetrick, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller

NAYS:

ABSENT: Mr. Harry Fox, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

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- C.** Approve an agreement with ANTHROMED LLC for speech and language pathology services. This service is for in-person services.

The above motion was voted on as stated below:

- 9C A resolution was offered by Mrs. Rissmiller, seconded by Mr. Heck, to approve the K12 Chapter 339 Guidance Plan and its submission to the PA Department of Education.

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Chris Heck, Mr. Matthew Hetrick, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller

NAYS:

ABSENT: Mr. Harry Fox, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

10. Transportation

11. Legislative

12. Old Business

13. New Business

Mr. Kauffman asked what the fall play. It is Tinker Bell.

14. Public Comment

II. Adjournment

Mrs. Rissmiller made a motion to adjourn the meeting, seconded by Mr. Heck. The meeting adjourned at 8:05 p.m.

Mrs. April Klopp
Board Secretary