Quakertown Community School District

Board of School Directors
100 Commerce Drive
Quakertown, PA 18951
(215) 529-2002
FAX (215) 529-2042

A SPECIAL CALLED MEETING - Voting Meeting of the Board of Trustees of Quakertown Community School District will be held Tuesday, August 4, 2026, beginning at 7:00 PM QCSD District Service Center - Community Room, 100 Commerce Drive, Quakertown, PA 18951.

1. **CALL TO ORDER**

Speaker(s): Board President

1.A. Flag Salute

1.B. Roll Call

Description:

Board of School Directors

Mr. Jonathan Kern
Mr. Brian Reimers
Mr. Christopher Spear
Mr. Todd Hippauf
Mr. Joseph Lyons
Mr. David O'Donnell
Ms. Amanda Hahn
Ms. Rebecca Merola
Ms. Roberta Rogers

Non-Voting Members

Dr. Lisa Hoffman, Interim Superintendent (Non-Voting Member)
Ms. Terry San Angelo, Non-Member Board Secretary

Others Present

Mrs. Dawn Young, Chief Financial Officer, and Board Treasurer
Mr. Jeffrey P. Garton, Esquire, Begley, Carlin & Mandio, LLP

1.C. Announcements

Speaker(s): Board President

2. **MINUTES**

2.A. Approval of Minutes

3. **PUBLIC COMMENT ON AGENDA ITEM TOPICS**

3.A. Request to Address the School Board Directors

Description:

- Please use the attached form for all public comments.
- Hand your completed form to the Board Secretary before the start of the meeting, or before you make your public comment if the meeting is in progress.
- If there are multiple public comments, we will hold them until after our Board Business is completed to ensure we fulfill our obligations to the District.

4. **ITEMS FOR BOARD ACTION**

4.A. Selection of New Superintendent — ROLL CALL VOTE

The Quakertown Community School District does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or the presence of job-related medical conditions or physical challenges.

Description: Appointment of Dr. Lisa Hoffman as Superintendent for a 3-year term from July 1, 2026, to June 30, 2029.

4.B. Approval of New Superintendent Employee Agreement — ROLL CALL VOTE

Description: Approve the Superintendent Employment Agreement with Dr. Lisa Hoffman, for a term of three years.

5. **GENERAL PUBLIC COMMENT**

5.A. General Public Comment

6. **ADJOURNMENT**

6.A. Adjourn the meeting

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QUAKERTOWN COMMUNITY SCHOOL DISTRICT
100 Commerce Drive. Quakertown, Pennsylvania 18951

REQUEST TO COMMENT AT BOARD MEETING

The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.

In order to permit fair and orderly expression of such comments, the Board will provide a period for public participation and will formulate rules to govern such public participation in Board meetings.

Public participation shall be permitted as indicated on the order of business in the procedures of this Board.

The Board meeting agenda includes opportunities for residents of the school district without prior arrangements to address the Board. The portion of the meeting during which participation of the public is invited shall be managed by the presiding officer.

If you would like to address the Board of School Directors, please read the rules for public comment on the reverse side of this form and complete the following information:

Name: _____

Municipality of Residence: _____
(Borough or Township)

Email Address: _____

Telephone: Home _____ Work _____

Request: (Describe briefly): _____

_____

_____

Thank you for completing this information. Please deliver this form to the Board Secretary, who will record your request and direct it to the attention of the presiding officer.

Meeting Date: _____ Date of Request: _____ Order of Receipt/No.: _____

Whenever issues identified by the participant are subject to remediation under the policies and procedures of the Board, they shall be dealt with in accordance with these policies and procedures. The Board requires that public participants be residents or taxpayers of this district or anyone representing a group in the community or school district; any representative of a firm eligible to bid on material or services solicited by the board; any employee of the district; or pupil of the district.

1. The first public comment period is for agenda items only. A second public comment period will occur at the end of the meeting. The allotted total time for public comment shall not be less than 30 minutes.

2. Individuals wishing to speak on an agenda item shall register their intent with the Board Secretary in advance of the meeting and shall include their name and municipality of residence, topic to be addressed, and group affiliation, if applicable.

3. Participants must be recognized by the presiding officer and must preface their comments with an announcement of their name, municipality of residence, and group affiliation; if appropriate.

4. Each participant shall be given up to three (3) minutes to comment. The presiding officer may interrupt or terminate a participant's statement when the statement is too lengthy.

5. No participant may speak more than once on the same topic in either public comment session unless all others who wish to speak on that topic have been heard.

6. Should the presiding officer fail to end public comment within a reasonable time, the remaining members of the Board may make and vote upon a motion to end public comment.

7. The presiding officer may in response to a disruption:

    - ❖ Request any individual to leave the meeting when the person does not observe reasonable decorum.
    - ❖ Request the assistance of law enforcement officers to remove a disorderly person when the person's conduct interferes with the orderly progress of the meeting.
    - ❖ Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
    - ❖ Respond directly to questions, refer questions to the appropriate person, or ensure they are answered in a timely manner when further research of the question is deemed necessary.

8. Electronic recording devices and cameras in addition to those used as official recording devices shall be permitted at open meetings under guidelines established by the Board.

9. The meeting agenda and pertinent documents shall be available to the press and public at the meetings.

10. All language in this document is pursuant to Board Policy 903. In the event of a conflict between this form and Policy 903, Policy 903 controls.

Revised 8/11/22
Revised 12/2/24

QUAKERTOWN COMMUNITY SCHOOL DISTRICT

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and concluded on this _____ day of _____, 2026, and effective as of July 1, 2026, between the BOARD OF SCHOOL DIRECTORS of the QUAKERTOWN COMMUNITY SCHOOL DISTRICT, with offices at 100 Commerce Drive, Quakertown, Pennsylvania (hereinafter referred to as "School District", "Board", or "Board of School Directors"), and DR. LISA HOFFMAN residing in Fountainville, Pennsylvania (hereinafter referred to as "Dr. Hoffman" or "Superintendent").

WHEREAS, the Board of School Directors of the District, at a regularly scheduled meeting, duly and properly called on the _____ day of _____, 2026, did appoint Dr. Hoffman to the office of Superintendent in accordance with the provisions of Sections 508, 1071, 1073 and 1073.1 of the Commonwealth of Pennsylvania's Public School Code of 1949, as amended (hereinafter referred to as "Public School Code"); and

WHEREAS, the parties have agreed upon certain terms and conditions of employment and desire to reduce said terms and conditions to writing;

NOW, THEREFORE, the parties hereto, intending to be legally bound hereby, and in consideration of the mutual covenants herein contained, do hereby agree as follows:

1. **Term.** The School District agrees to employ Dr. Lisa Hoffman as Superintendent for the term commencing on the 1st day of July 2026 and ending on the 30th day of June 2029, and Dr. Hoffman agrees to accept employment for said term. This Agreement shall terminate immediately upon the expiration of the aforesaid term unless the Agreement is sooner, modified, or terminated in accordance with this Agreement or allowed to renew automatically in accordance with Section 1073(b) of the Public School Code.

2. **Duties and Responsibilities.** During the term of this Agreement, the Superintendent shall perform the duties and responsibilities of the office and shall perform said

duties in accordance with the laws of the Commonwealth of Pennsylvania, the policies of the School District, the District's Administrative Regulations, and the directions of the Board of Directors. The Superintendent understands that the job description may be amended from time to time by the Board.

3. **Qualifications.** The Superintendent covenants and agrees that she possesses all of the qualifications that are required by law to serve as Superintendent. The Superintendent agrees to maintain, throughout the term of this Agreement, a valid and current commission or other legal credentials as may be required by applicable laws or regulations and to present the same to the Board of School Directors. She further agrees to subscribe to and take the proper oath of office before entering upon the duties.

4. **Additional Duties and Responsibilities.** The Superintendent shall be responsible for the day-to-day administration of the District. Board Members may have contacts with staff of the District; however, the Board shall notify the Superintendent about these contacts if they relate to official business of the District. Individual Board Members may not direct School District staff. Nothing in this section shall preclude the right of Board Members to exercise their responsibilities as individual Board Members in the areas of monitoring District operations, conducting oversight activities, or visiting schools. The Superintendent shall have a seat on the Board of School Directors and the right to speak on all issues before the Board but shall not have the right to vote. The Superintendent and/or her designee shall have the right to attend all regular and special meetings of the Board and all committee meetings thereof, excepting those relating to the Superintendent's own employment, and shall serve as advisor to the Board and its committees in all matters affecting the District.

5. **Compensation.** Effective July 1, 2026, for services rendered pursuant to this Agreement, the District shall compensate the Superintendent at an annual rate of Two Hundred Thirty Thousand Dollars ($230,000.00), payable in accordance with the School District's normal

payroll policies and procedures. The salary shall become the Superintendent's "annual base salary." Thereafter, effective on July 1, 2027 and on July 1, 2028, the Superintendent shall receive an annual increase of three percent (3%), in addition to her base salary the preceding school year. Each increase will be added to and become part of her annual base salary. Such salary increases shall be awarded provided the Superintendent receives an overall rating of "proficient" or comparable rating on her annual performance assessment for the preceding year.

6. **Assessment of Performance.** The Board shall conduct a formal written evaluation of the Superintendent's performance no less than once per School Year using a mutually agreed upon evaluation instrument. The parties will mutually agree upon an evaluation instrument and objective performance standards for each year of the contract.

7. **Goals and Objective Performance Standards.** The goals and objective performance standards, as established pursuant to this Agreement, shall be posted on the School District website, and upon completion of the annual evaluation, the Board of School Directors shall post the date of the evaluation and whether or not the Superintendent has met the agreed-upon performance objectives, which said posting shall be in accordance with the provisions of the Pennsylvania School Code. No other information regarding the Superintendent's performance assessments shall be posted on the District website or in any other manner disclosed by the District unless expressly required to do so by state or federal law.

8. **Facilities and Equipment.** The Superintendent shall be provided a private office, secretarial support, the District's standard technology, and such other facilities and services as the School Board shall determine to be suitable to the position and adequate for the performance of the Superintendent's duties. The District shall have access to all technology provided to the Superintendent by the District.

9. **Expenses.** The Superintendent is authorized to incur reasonable expenses, including mileage, in the performance of her duties. The School District will reimburse the

Superintendent for such expenses upon presentation by the Superintendent, from time to time, of an itemized account of such expenditures. No personal expenses, except for the mileage reimbursement, shall be paid to the Superintendent unless said expenses were preapproved by the President of the Board of School Directors.

10. **Personal Time Off.** In lieu of vacation, personal days, and/or sick leave, the Superintendent shall accrue annually thirty-seven (37) personal time off ("PTO") days, which said days shall be credited in full on July 1, 2026 and July 1 of each subsequent year of this Contract. When the Superintendent elects to make use of any PTO days, the Superintendent shall report the utilization of said days to the Human Resources Director and the Board of School Directors. The Superintendent may carry over no more than ten (10) days from School Year to School Year, and any days remaining that exceed the ten (10) days, are lost and shall not be available to the Superintendent for utilization in subsequent years. At the end of each school year, during the term of this Agreement, the Superintendent, however, may sell back to the District seven (7) days at the then per diem rate. Furthermore, at the option of the Superintendent, she may convert up to twelve (12) days of PTO into a sick day bank, with the understanding that she will not be able to accumulate more than One Hundred Fifty (150) days in the sick bank. Any days in excess of One Hundred Fifty (150) days in her sick bank will be lost.

11. **Holidays.** The Superintendent shall be entitled to observe as holidays, without loss of compensation, the holidays scheduled and approved by the School District.

12. **Time and Attention to Duties and Responsibilities.** The Superintendent shall devote her time, attention, energy, skill, and labor to her employment during her term of office under the Agreement. Notwithstanding the foregoing, Superintendent agrees that she shall not engage in nor have any direct business or financial ties to any persons or organizations doing business with the Quakertown Community School District or employees of the District or the Board of School Directors. The Superintendent agrees to be cognizant and respect any conflicts

of interest that may occur during the performance of her duties and responsibilities as Superintendent. The Superintendent may attend appropriate professional meetings at the local level at the expense of the School District.

13. **403(b) Plan.** In addition to the base salary, as noted in Paragraph 5 of this Agreement, the District shall also contribute, on behalf of the Superintendent, five (5%) percent of her base annual salary, each year of this contract, to be an employer contribution to an eligible 403(b) account. The contribution will be made in two (2) equal sums, with the first deposit to be made in July and the second deposit in January. The Superintendent shall not be obligated to make any contributions, on her own, to her 403(b) plan as a condition precedent to receiving the five (5%) percent contribution from the District each school year.

14. **Memberships and Organizations.** The District shall pay the full cost of the Superintendent's annual membership and participation in up to three (3) professional organizations to include the Pennsylvania School Boards Association and AASA. The District recognizes the obligation to professional growth and development provided by these affiliations and encourages and permits the Superintendent to participate actively. The Superintendent may join additional professional organizations with the Board's preapproval.

15. **Conferences, Meetings, and Conventions.** The duties of the Superintendent may require her presence at meetings, conventions, and conferences in order that she can maintain awareness of current education-related issues and information. The Superintendent shall have the right to attend regional, state, and national meetings, conventions and conferences for the purpose of professional development at the District's expense with the prior approval of the Board of School Directors. The District considers the expenses involved in such activities to be directly related to her duties and appropriate for reimbursement.

16. **Benefits.** To the extent not specifically referenced in this Agreement, the Superintendent shall receive all other fringe and other benefits as enumerated in the Act 93

Quakertown Community School District Administrative Agreement. But the benefits that are identified in the Act 93 Agreement shall not be available to the Superintendent if the same benefits are afforded to her in accordance with the provisions of this Agreement. The specific benefits to which the Superintendent shall receive comparable benefits is noted in the Act 93 Agreement to be afforded to the Superintendent are the following:

- Healthcare
- Life Insurance
- Dental Insurance
- Physical Examinations
- Eye Examinations
- Prescription Plans
- Voluntary Benefits
- Professional Development and Growth
- Credit Reimbursement
- Service Increment
- Retirement Severance
- Leave for Urgent Reasons
- Jury Duty
- Funeral Leave
- Payroll Deductions
- Work Year
- Holidays
- Long Term Disability

In addition to receiving the same benefits, as noted in the Act 93 Agreement, Hoffman shall also be obligated for any costs imposed upon employees pursuant to Act 93 Agreement on the same basis as Act 93 employees, whether or not the basis is a percentage and/or a fixed amount. Furthermore, and in addition to, the School District shall make an annual employer contribution to the Superintendent's capital Flexible Spending Account (FSA) in the amount of Three Thousand ($3,000.00) Dollars. These funds may be used for any eligible medical, dental, orthodontic, vision, or other health-related expenses permitted under the applicable plan and law.

17. **Vacation.** The District shall, at the request of the Superintendent, pay her for the 22.75 days she has of accrued PTO time and unused as of June 30, 2026, at her then current per diem rate. In addition, on or about June 30th of each year of this Agreement, the District shall

permit the Superintendent, at her discretion, to "sell back", at her then current per diem rate, any unused PTO days, up to a maximum of seven (7) days.

18. **Adjunct Professor.** Upon prior approval by the Board of School Directors, the Superintendent shall be permitted to serve as an Adjunct Professor at any institution of high learning, provided that the service does not interfere with her duties to the School District.

19. **Executive Coach.** The Board of School Directors encourages the Superintendent to engage the service of an Executive Coach, which shall be approved by the Board of School Directors, and all costs shall be borne by the District, the cost of which shall not exceed Twelve Thousand Five Hundred Dollars ($12,500.00). The Executive Coach shall be mutually agreed upon by the Parties and shall not supervise or evaluate the Superintendent in any way.

20. **Miscellaneous.** The District and Superintendent hereby agree that the following provisions shall be applicable for the term of this Agreement, or any extension or renewal of this Agreement:

a. Notwithstanding the term of this Agreement, the Superintendent retains the right to retire and/or resign from employment without penalty. However, before doing so, the Superintendent shall give the District not less than ninety (90) days prior written notice. Absent extraordinary circumstances, such retirement would become effective only on July 30 of any year of the term hereof. If this Agreement is terminated in this manner, the District shall pay and provide to the Superintendent all of the aggregate compensation, salary, and benefits including, but not limited to, payment for unused leave that the Superintendent earned, accrued, and/or is entitled to receive in accordance with this Agreement through the effective date of her resignation and termination of this Agreement, plus any applicable post-employment and retirement benefits provided for in this Agreement;

b. In the event the Superintendent is complained against or sued in any court of record or before any administrative agency in her individual or official capacity as a result of

actions by her in the performance of her duties, the District will provide legal counsel in her defense and will hold harmless and indemnify the Superintendent harmless from any claims made against her as a result of any actions taken by the Superintendent in the performance of her duties, except if the claim arises from a criminal act or an intentional tort. This obligation shall survive the termination of this Agreement;

c. The Superintendent shall, throughout the term of this Agreement, be subject to termination of contract for valid and just cause for reasons specified under Section 1080 of the Public School Code. However, the District shall not arbitrarily and capriciously call for her dismissal without first providing the Superintendent with written charges, adequate notice of a hearing, a fair and impartial hearing, all elements of due process, and the right to appeal to a court of competent jurisdiction. The Superintendent shall have the right to be represented by counsel at her sole cost and expense. If following such a hearing or appeal, the Superintendent is not dismissed or is reinstated, the District shall assume responsibility for payment of costs incurred by the Superintendent in her defense, including attorneys' fees;

d. This Agreement may be terminated by the mutual consent, in writing, of the Superintendent and the Board. If this Agreement is terminated in this manner, the District shall pay and provide to the Superintendent all of the aggregate compensation, salary, and benefits, including but not limited to payment for unused leave that the Superintendent earned, accrued, and/or is entitled to in accordance with this Agreement through the mutually agreed-upon effective date of the termination of this Agreement, and any additional amount mutually agreed upon by the Board and Superintendent; and

e. This Agreement shall be terminated upon the death of the Superintendent, at which time the District shall pay to the Superintendent's estate and/or heirs all of the aggregate compensation, salary, and benefits the Superintendent earned, accrued, and/or is entitled to receive under this Agreement through the date of the Superintendent's death.

21. **Additional Miscellaneous**:

a. All references to the Public School Code of 1949 contained herein shall also refer to any amendments to such Act or to any recodification of such Act;

b. If, in the opinion of legal counsel to the School District or counsel to the insurance carrier to the School District, a conflict exists with regards to providing a defense to the Superintendent under the School District's insurance policy and the insurance carrier does not provide and assign separate counsel to represent the Superintendent, the Superintendent may engage separate legal counsel for which the School District shall indemnify the Superintendent for costs and legal fees to such items for which the School District has agreed to provide indemnification as stated above. Those costs and legal fees shall not exceed reasonable rates and amounts, provided that such legal costs and fees are not recoverable by the Superintendent under any other insurance or professional association membership;

c. Any notice required by this Agreement shall be effective if mailed to the other party at the address shown herein or at such other address for which due notice has been given;

d. This Agreement or any provision thereof can only be terminated or modified by mutual consent of the parties, which shall be reduced to writing and signed by the parties;

e. In the event changes in Federal and State laws and/or regulations are modified so as to reduce the stated contractual benefit, the parties agree to reopen this contract, specifically to identify alternative benefits equal to the original terms; and

f. This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania.

g. In the event that the Board of School Directors directs that any investigation of the Superintendent's conduct or performance be undertaken, the Superintendent

shall be granted a meaningful opportunity to respond, verbally or in writing, to any non-privileged documents, findings or conclusions derived from such an investigation at an appropriate time in the investigation. Any investigation that is undertaken by the Board shall be completed in private without any public disclosure by the Board or the Superintendent of the commencement or progress of same, unless the outcome requires Board action in accordance with the law.

22. It is the intention of the parties hereto that the terms and conditions of this Agreement shall be consistent and in full compliance with the provisions of the School Code and the laws of Pennsylvania and the United States, that this Agreement shall be construed accordingly. If any provision of this Agreement is determined by any court to be invalid or inconsistent with the law, it is the intention of the parties hereto that all valid provisions that are severable from the invalid provisions shall remain in effect, and that this Agreement shall continue to be effective to the full extent that is consistent with the law.

23. This. Agreement contains the entire agreement between the parties, and supersedes all other agreements, discussions, negotiations and representations, written or oral, on the subject matter hereof, and shall be binding on the successors, assigns, and legal representatives of the parties hereto.

24. This Agreement supersedes any and all previous agreements between the School District and Superintendent.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties have caused this Agreement to be duly executed on the day and year first above written.

Attest:

QUAKERTOWN COMMUNITY SCHOOL DISTRICT

_____

By:_____
David O'Donnell, President
Board of School Directors

_____
Dr. Lisa Hoffman, Superintendent

QUAKERTOWN COMMUNITY SCHOOL DISTRICT
100 Commerce Drive. Quakertown, Pennsylvania 18951

REQUEST TO COMMENT AT BOARD MEETING

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(Borough or Township)

Email Address: _____

Telephone: Home _____ Work _____

Request: (Describe briefly): _____

_____

_____

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