



**POTTSVILLE SCHOOL DISTRICT**  
**MINUTES OF THE BOARD WORKSHOP**  
**January 9, 2020**

Attendees: Mrs. Amy Francis, Ms. Katina Bearden, Mr. John Armato, Mrs. Bonita Barnhill, Mr. Thomas Hylton, Mrs. Laura Johnson, Mr. Steve Kline, Mrs. Susan Lawrence, Mr. Raymond Rose, Mr. Stephen Rodriguez, Mrs. Maureen Jampo, Mr. Stephen Kalis.

**Opening Activity:**

1. Group Picture

A group picture and individual photos were taken and will be placed on the district website under “Board of Education - Members”.

2. Calendar Approval

All members present were in agreement to place the proposed meeting calendar on the January 16 Board Agenda for approval. The Board and Committee meeting schedules will remain the same as followed in the past several calendar years. Committee meetings will take place on the 1<sup>st</sup> and 2<sup>nd</sup> Thursday of each month; Board Meetings will be held on the 3<sup>rd</sup> Thursday of each month.

3. Committee Assignment

Committee assignments were structured based on the interests shared by the Board Members. Mrs. Johnson will fill the vacancy of PSBA/Montgomery County Legislative Representative.

4. Public Release: Committee Agendas

The Board was in favor of posting committee meeting agendas on the district website. It was agreed to the committee agendas would be made public two days prior to the meetings (same as Board meeting agendas). A link will be made accessible to BoardDocs to view the agendas. All agendas are subject to change.

4. Act 55: Required Training for Newly Elected Board Members

Mr. Kalis reviewed the Act 55 training requirements for newly elected Board Members. Board Members are required to submit copies of the completed certificate to the district for record purposes. PSBA is a PDE approved provider for the required courses including additional courses of interest to the Board Members. Any fees associated to courses and webinars are reimbursable expenses.

**BoardDocs Access & Overview**

- BoardDocs: The procedures to access agendas and policies via BoardDocs were reviewed with all members present. Board Members participated in a short exercise on how to search key words in the policy menu.
- Budget Basics: Mrs. Jampo shared a basic budget outline that included where to find key information regarding the budget on the district’s website, PDE’s Chart of Accounts and Manual of Accounting & Financial Reporting and a brief summary of expenditures /revenues by “Object”. She explained the state’s Act 1 Index “base” calculation and factors that establish an “adjusted index rate”. The district’s adjusted index rate for 2020/2021 budget is 3.8%. The new allowable millage rate for the 2020/21 budget per Act 1 is \$43.56.

- Property Owners Right to Appeal Assessed Value: Mr. Kalis explained the difference between property assessed value versus sale price. The current assessed property value is slightly up from the previous year.

### **School Board Director Role**

➤ PA Sunshine Act: Mr. Kalis noted the guiding principle is the presumption that all meetings are public unless specifically excluded or permitted to be private. Exceptions are limited to executive sessions, statutory confidentialities, or matters that would disclose confidential information. All official action and deliberations by quorum of the Board be open to the public. He noted that it includes committee meetings that are advertised as public meetings, are live streamed and at times have a quorum present. A reminder to Board Members is to conduct themselves in the same manner as at a Board Meeting, noting that deliberations are discussions held for the purpose of making a decision.

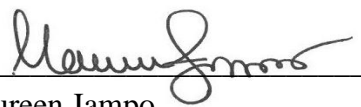
➤ The Do's & Don'ts of Executive Session: Mr. Kalis reviewed the topics applicable to Executive Sessions (employment, negotiations, litigation and any subject deemed confidential as a matter of law. Executive Sessions do not require advertising but must be announced at meetings with a bases for the session. Executive Session matters are only to be discussed among the members of the Board, not with members of the public. A question was asked if there are any codes or laws that prohibit Board Members from taking notes and/or recordings to refer back to when action is taken at a later time. Mr. Kalis will research and provide feedback to the Board and Administration.

➤ Office of Open Records: Mr. Kalis gave an overview of the Right-To-Know process. The Right-To-Know law guarantees all citizens access to certain public records for inspection or copying. Each school/agency is required to have a designated RTK officer. The district /agency is obligated to review and provide a response within a timeline outlined in the RTK law. The Open Records Officer, along with legal review when applicable, determines if the documents requested are accessible documents as public records. The requestor has the right to appeal a final determination. RTK requests can be a time consuming process. Copying fees, when applicable, are the only billable fees.

### **Presentation: A History of Facilities Decisions in PSD**

Mr. Hylton shared a Power Point on the history of facilities beginning with 1909 to present four elementary schools. The presentation included pictures, drawings, floor plans, information on the various facility studies and a summary of Board Members and Administrators who served during the time periods.

The workshop adjourned at 8:58 pm with a tour of the new academy.

  
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Maureen Jampo  
Board Secretary