



**POTTSVILLE SCHOOL DISTRICT  
BOARD MEETING MINUTES  
February 17, 2022**

The Regular Board Meeting of the Board of School Directors of the Pottstown School District was held on Thursday, February 17 2022 6:30 PM via virtual communication with President, Ms. Katina Bearden, presiding. Upon roll call, the following members attended via virtual communication: Mr. John Armato, Mr. Kurt Heidel, Mr. Thomas Hylton, Mrs. Laura Johnson, Mrs. Phoebe Kancianic, Mr. Steve Kline and Ms. Deborah Spence. Absent was Mrs. Susan Lawrence. Also present were Superintendent, Mr. Stephen Rodriguez; Business Administrator, Ms. Maureen Jampo; Director of Human Resources, Mr. Matthew Boyer; Solicitor, Student Board Representatives, Jimi Chavalaporn and Mark Ellison, III.

**PRESENTATION**

Black History Month – Mr. Rodriguez shared a video celebrating Black History Month.

Performance Fact: Comprehensive Plan – Mutiu Fagbayi and Lauren Klaffly presented an overview of the core pieces of the comprehensive planning process. A four page executive summary was presented to the Board including an structure for working the plan on weekly, monthly, quarterly, yearly basis extending to a six-year plan.

**MINUTES**

Ms. Jampo presented the minutes from the Board Workshop held on January 13, 2022 and the Regular Board meeting held on January 20, 2022 for Board approval.

**LIST OF BILLS**

Mrs. Johnson presented the list of bills paid from the various funds for the periods of January 2022 to be approved as presented and a copy be filed in the Secretary’s office as **Addendum #2021-2022-054**.

**TREASURER’S REPORT**

Mrs. Johnson presented the Treasurer’s Reports for January 2022 to be approved as presented and a copy be filed in the Secretary’s office as **Addendum #2021-2022-055**.

**COMMITTEE REPORTS**

POLICY/PERSONNEL COMMITTEE – MR. KLINE

Policy/Personnel Committee met on February 3. Committee report is attached to the minutes.

CURRICULUM COMMITTEE – MRS. LAWRENCE

Curriculum Committee met on February 3. Committee report is attached to the minutes.

FACILITIES/FINANCE COMMITTEE – MR. HYLTON

Facilities/Finance Committee met on February 10. Committee report is attached to the minutes

PUBLIC RELATIONS/COMMUNITY ENGAGEMENT – MRS. JOHNSON

Public Relations/Community Engagement met on February 10. Committee report is attached to the minutes.

MONTGOMERY COUNTY LEGISLATIVE/PSBA REPRESENTATIVE – MRS. JOHNSON

Representative Report is attached to the minutes.

STUDENT BOARD REPRESENTATIVES – JIMI CHAVALAPORN, MARK ELLISON III

Student Board Representatives shared activities and events at the elementary schools honoring Black History Month , sharing acts of kindness and holiday events. High School events included the musical “Shrek”, positive behavior incentives, and sport & co-curricular highlights.

BOROUGH LIAISON – MS. SPENCE

Action items for approval at the February meetings included approval of a shuttle bus from Reading to Pottstown, repairs to the baseball field, and upcoming events.

**APPROVAL OF CONSENT ITEMS**

Mr. Rodriguez presented the consent items for Board discussion and approval. Administrators reviewed the consent items presented for Board approval.

**HEARINGS FROM PATRONS OF THE SCHOOLS (general and consent items):**

**BOARD ACTION: Minutes, List of Bills, and Treasurer’s Report**

It was moved by Mr. Hylton and seconded by Mr. Kline that the Board approve the minutes from the January 13 Board Workshop and January 20 Regular Board meeting, the List of Bills from the various fund for the period of January 2022 and the Treasurer’s Report for January 2022. All were in favor. None opposed. Motion carried.

**BOARD ACTION: CONSENT**

It was moved by Mr. Armato and seconded by Mrs. Johnson that the following consent items be approved in accordance with Policy 005, as recommended by the Superintendent of Schools:

**PERSONNEL**

RESIGNATIONS/TERMINATIONS

Professional

Ratify Gerard Johnson, Special Education Teacher, High School, resignation effective January 13, 2022; hire date August 23, 2021.

Jolie Martinez, Secondary Teacher, High School, resignation for the purpose of retirement, effective June 10, 2022; hire date August 22, 2007.

Scott Braunsberg, Secondary Teacher, High School, resignation for the purpose of retirement, effective June 10, 2022; hire date August 25, 1997.

Lori Freese, Elementary Teacher, Franklin Elementary, resignation for the purpose of retirement, effective June 10, 2022; hire date September 22, 1986.

Arden Moore, Secondary Teacher, High School, resignation for the purpose of retirement, effective March 11, 2022; hire date August 25, 2004.

Kelly Smale, Secondary Teacher, High School, resignation for the purpose of retirement, effective August 1, 2022; hire date August 25, 2003.

James Benfield, Secondary Teacher, High School, resignation for the purpose of retirement, effective August 1, 2022; hire date August 30, 2002.

Jayne Burke, Elementary Teacher, Rupert Elementary, resignation for the purpose of retirement, effective August 5, 2022; hire date August 25, 1997.

Stephanie Roethlisberger, Elementary Teacher, Barth Elementary, resignation effective when position is filled or April 13, 2022; hire date August 22, 2017.

Daniel Donahue, Long Term Substitute Teacher, High School, resignation effective February 25, 2022; hire date January 10, 2022.

#### Classified

Ratify Lokneca McNeill, Paraprofessional, High School, resignation effective January 26, 2022; hire date August 23, 2021.

Ratify Deborah Sheffer, Part-time Cafeteria Worker, High School, resignation effective January 19, 2021; hire date December 16, 2021.

Vanessa Cronin, Part-time Cafeteria Worker, High School, resignation for the purpose of retirement, effective June 10, 2022; hire date September 29, 2008.

Ratify Sharon Miller, Part-time Student Proctor, Barth Elementary, resignation effective February 11, 2022; hire date December 6, 2021.

Judy Bermudez, Elementary Cleaner, Barth Elementary, resignation for the purpose of retirement effective June 10, 2022; hire date December 2, 2004.

#### LEAVES

##### Professional

Amanda Figueroa, Secondary Teacher, Middle School, request for leave of absence covered by the Family Medical Leave Act, anticipated effective date June 6, 2022; end date tbd.

Ratify Denise Schleicher, Elementary Teacher, Lincoln Elementary, request for leave of absence covered by the Family Medical Leave Act, effective February 14, 2022; end date tbd.

Ratify Gerauldine Poulos, Elementary Teacher, Lincoln Elementary, request for leave of absence covered by the Family Medical Leave Act, anticipated effective date June 30, 2022; end date tbd.

##### Exempt

Shelby Gundling, Behavior Specialist, Administration Building, request for leave of absence covered by the Family Medical Leave Act, anticipated effective date June 4, 2022; end date tbd.

Ratify Cheryl Wambold, Occupational Therapist, Rupert Elementary, request for leave of absence covered by the Family Medical Leave Act, effective February 7, 2022; end date tbd.

##### Classified

Ratify Chelise Wilkerson, Paraprofessional, High School, request for leave of absence covered by the Family Medical Leave Act, effective January 31, 2022; end date tbd.

Darlene Fegley, Classroom Assistant, Middle School, request for leave of absence covered by the Family Medical Leave Act, effective March 24, 2022; end date tbd.

Ratify Joanne Rhoads. Executive Administrative Assistant to the Business Administrator, Admin. Bldg. request for intermittent leave of absence covered by the Family Medical Leave Act, effective February 7, 2022; end date tbd.

#### CHANGE IN POSITION/SALARY

##### Administrative

Mieke Mazur, from Interim Special Education Supervisor and School Psychologist to Supervisor of Special Education Middle Level, Admin Building/Middle School, effective date to be determined, \$102,000/yr (replacing R. Joyce).

##### Professional

Ratify Melanie Gniewoz, from Intervention Assistant to Long Term Substitute Teacher, Lincoln Elementary, effective February 14, 2022, \$194/day (coverage for D.Schleicher).

##### Classified

Ratify Saira Kanwal, from Pre-K Counts Assistant to Paraprofessional, Franklin Elementary, effective January 24, 2022, #13.80/hr.

Debbie Katch, from Attendance Clerk to Paraprofessional, High School, effective February 17, 2022, \$13.95/hr.

Moriah Hopkins, from Front Desk Secretary to Attendance Clerk, High School, effective February 17, 2022, \$14.89/hr (replacing D. Katch)

#### ELECTIONS

##### Administrative

Kelly Reilly, Special Education Supervisor of High School, Admin. Building, anticipated effective date April 18, 2022, \$102,000/yr. (replacing L. D'Andrea).

##### Professional

Jessica Miller, School Counselor, Admin. Building, effective February 22, 2022, \$49,500/yr Step 1-Mast (contract of M. Felty)

Riley Mintzer, Virtual Teacher, Middle School, effective February 17, 2022, \$45,500/yr, Step 1-Bach (contract of L. Flint).

Jose Alvarez, School Counselor, Middle School, effective March 1, 2022, \$59,000/yr., Step 9- Mast.

Jennifer Manning, Special Education Teacher, ES, initial assignment High School, anticipated effective date February 23, 2022, \$49,500/yr. + Stipend in accordance with Professional Agreement, Step 1-Mast.(contract of G. Johnson).

Kayla Reeder, School Counselor, Franklin Elementary, anticipated effective date August 15, 2022, \$45,500/yr , Step 1-Bach. (ESSER grant)

Kylee Weidner, School Counselor, Barth Elementary, anticipated effective date August 15, 2022, \$50,000/yr., Step 2-Mast.(ESSER grant)

Kim Platchek, School Counselor, Lincoln Elementary, anticipated effective date August 15, 2022, \$50,500/yr., Step 3-Mast. (ESSER grant)

Ashlee Rodriguez, Long-Term Substitute Teacher, Middle School, anticipated effective date February 23, 2022, \$194/day (coverage for L. Kolb).

Classified

Ratify Paige Jones, Pre-K Counts Classroom Assistant, Franklin Elementary, effective January 24, 2022, \$13.80/hr.

Ratify Justin E. Pierce, Part-time Student Proctor, Rupert Elementary, effective January 31, 2022, \$12.00/hr.; Part-time Cleaner, Rupert Elementary, effective February 7, 2022, \$12.00/hr.

Ratify Noah Bartolucci, Part-time Cleaner, Franklin Elementary, effective February 7, 2022, \$12.00/hr.

Lemuel Brown, Virtual Learning Coach, Admin. Building, effective March 1, 2022, \$30/hr.

Dwayne Henry, Virtual Learning Coach, Admin. Building, effective February 23, 2022, \$30/hr. (replacing J. Springfield).

Homebound Instruction, \$30/hr

Ratify Kelly Smale, High School, from January 18, 2022 to anticipated end date March 1, 2022; assignment not to exceed 5 hours per week.

2022 "Shrek" Musical Stipends

Choreographer	Jenna Endy	\$ 2,000.00
Costume Designer	Beth Yoder	\$ 2,000.00
Hair & Make-up	Diane Shoffstall	\$ 750.00
Lighting Director	Nick Yashinsky	\$ 1,300.00
Producer/Stage Mgr.	Robert Decker	\$ 5,000.00
Properties Mgr.	Candi Haas Simmons	\$ 750.00
Set Designer	Candi Haas Simmons	\$ 2,500.00
Orchestra Dir.& Accompanist	Amy Anderson	\$ 2,500.00
Sound Director	Albert Garcia	\$ 1,300.00
Theatrical Director	Christopher Sperat	\$ 3,500.00
Construction Manager	Jen Mohr	\$ 1,000.00
Vocal Director	Ben Dipette	\$ 3,000.00
House Manager	Emma Spade	\$ 1,300.00
<b>Production Team</b>		<b>\$ 26,900.00</b>

Compensation for Missed Planning Time (\$24/hr per period) \* **Addendum 2021-2022-056.**

Co-Curricular Assignments: WINTER SPORTS UPDATE \* **Addendum 2021-2022-057.**

Horizontal Salary Movements \* **Addendum 2021-2022-058.**

## PROFESSIONAL LEAVES

The Superintendent recommends the Board approve/ratify the following professional leaves:

Bldg	Name	Conference Title/Location	Dates to Attend	Cost
Admin	Stephen Rodriguez	Superintendents 2022 Spring Conference Bethlehem PA	3/30/22 -4/1/22	\$520.00 pd by dept budget
Admin	Karen Crable	Beyond School Hours Conference, Orlando FL	2/22/22 – 2/25/22	\$2,229.00 pd by 21 <sup>st</sup> Century Grant
	Heather Dailey		2/21/22 – 2/26/22	\$2,400 pd by 21 <sup>st</sup> Century Grant
Rupert	Matthew Moyer	NAESP Summer Conference Louisville KY	7/14/22 – 7/17/22	\$2,655.00 pd by Conference/dept budget
PHS	Danielle McCoy	Annual ASCD Conference Social Emotional Needs Students / Educators , Chicago IL	3/17/22 – 3/21/22	\$1,414.00 ESSER grant

## CONTRACTS

The Superintendent recommends the Board approve/ratify the contracts as presented and copies be filed in the Secretary's office as **Addendum #2021-2022-059:**

- CHOR (Childrens Home of Reading)
- ePlus
- KIT Communications (E-Rate cabling)
- Dauphin DataCom (E-Rate wireless)
- The Lincoln Center (Gear-Up Grant)

## BID AWARD: ADVANCE ROBOTIC SCRUBBERS

The Superintendent recommends that a contracts be awarded to the company indicated, the award in being made to the lowest bidder meeting the required specifications:

- **Bid Award -(6) Advanced Robotic Scrubbers: Veritiv Operating Company \$ 380,424.00**

## CMD TRANSPORTATION DRIVERS

The Superintendent recommends the Board knowledge the updated list of CMD Services, Inc.'s bus drivers for the 2021/2022 school year, for the sole purpose of complying with applicable Pennsylvania Department of Education guidelines, and subject to adjustment, from time to time, by CMD Services, Inc. based upon its applicable employment considerations and a copy be filed in the Secretary's office as **Addendum #2021-2022-060.**

## REAL ESTATE TAX EXONERATION RESOLUTION

The Superintendent recommends the Board approve the real estate tax exoneration resolution as presented and a copy be filed in the Secretary's office as **Addendum #2021-2022-061.**

## SCHOOL DISTRICT FINANCIAL AUDIT

The Superintendent recommends the Board acknowledge receipt of the Pottstown School District audit for the year ending June 30, 2021 as prepared by Herbein + Company, Inc.

**Upon roll call vote, all members present vote aye for the above consent items. Ayes: Eight. Nays: None. Absent: One. Motion carried.**

**NON-CONSENT**

Mr. Rodriguez presented the MCIU Membership Services Budget for 2022/2023 for Board consideration.

**Hearings from Patrons of the School: none**

**MCIU MEMBERSHIP SERVICES BUDGET 2022/2023**

The Superintendent recommends the Board approve the MCIU Membership Service Budget as presented:

Pottstown School District’s contribution to the Montgomery County Intermediate Unit for the 2022-2023 fiscal year shall be as follows:

Office of Professional Learning	= \$ 813.00
Office of Community & Government Relations	= \$ 3,458.00
Office of Technical Services	= <u>\$15,047.00</u>
Total	= \$19,318.00

This would be a decrease in the Pottstown School District's contribution over the amount contributed for the 2021/2022 school year of \$393.00 which represents a -1.99% decrease.

It was moved by Mr. Armato and seconded by Mrs. Johnson that the Board approve the MCIU Membership Services Budget.

Upon roll call vote all members present voted aye. Ayes: Eight. Nays: None. Absent: One. Motion carried.

**INFORMATION**

Monthly Meeting Notice: March

**ROUND TABLE**

Mr. Heidel stated the Foundation for Pottstown Education seemed receptive to discussing an athletic scholarship program.

Mrs. Johnson commented on the Governor’s proposed budget and encouraged everyone to reach out to legislatures to support investing in education.

Mr. Armato recognized the administrations work to present a zero tax increase for the 2022/2023 budget. He encouraged residences to apply for the Homestead/Farmstead Exclusion. He encouraged everyone to contact legislatures to support fair funding.

Ms. Spence supports the Districts efforts to support student mental health. She encouraged everyone to participate in the Pottstown Children’s Discovery Center fundraiser on February 24<sup>th</sup>.

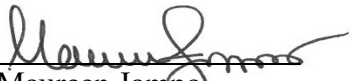
Mr. Rodriguez spoke on masks options throughout the state and county. He continues to monitor the Borough positivity rate and looks forward to recommending mask options in the near future.

Ms. Bearden thanked the Board for the patience as she gets acclimated to the role of President. She looks forward to mask options.

**ADJOURNMENT**

Ms. Bearden reminded the Board there will be an executive session for the purpose of personnel immediately following tonight’s meeting. It was moved by Mrs. Johnson and seconded by Mr. Hylton that the meeting adjourns. All in favor. None opposed. The meeting adjourned at 8:07 pm.

**EXECUTIVE SESSION FOR THE PURPOSE OF PERSONNEL**

  
Maureen Jampo  
Board Secretary





**Pottstown School District  
Personnel/Policy Committee  
REPORT  
February 3, 2022**

Attendees: Steve Kline, Chair; John Armato, Susan Lawrence, Deborah Spence, Katina Bearden

**POLICY**

**Informational Items**

Removal of the existing prior format Policy 8621 Local Taxpayer Bill of Rights; replaced with new Policy 621 Board approved in December.

**PERSONNEL**

- Secondary Coordinator of Custodial Services (review from November committee meeting)  
Position is to help supervisor and manage High School and Middle School custodial staffing including training and daily custodial needs; hourly rate and hours are not yet defined.  
The Committee asked to see an exact job description.
- Special Education Supervisor Intern (Stipend)  
The Administration is looking at developing a program with Special Education teachers for shadowing, enabling them to move into a Supervisor position; will finalize the role and stipend (Special Education budget) to bring to the Committee. The Committee was in favor of reviewing the final program plan.
- Plan/proposal incentive paraprofessionals (Stipend)  
Administration is working on developing an incentive plan to retain and hire new Paraprofessionals. The Committee asked the Administration to include in the proposed plan PSD statistics look like (number of current, resigned and positions needed).



Pottstown School District  
**CURRICULUM COMMITTEE**  
**REPORT**

February 3, 2022

Attendees: Susan Lawrence - Chairperson; Steve Kline, Phoebe Kancianic, Thomas Hylton, Deborah Spence, Katina Bearden, Ryan Oxenford, Stephen Rodriguez, Matt Boyer

## **CURRICULUM**

- Comprehensive Plan Update - Stephen Rodriguez/Ryan Oxenford  
Performance Fact will give an update at the February 17 Board meeting. A four page center spread document was shared with the Committee. The Outward External Community Phasing is a snapshot of the essential information of the plan.
- American Red Cross: Pillowcase Education - Ryan Oxenford  
The goal of PillowCase project is to increase awareness of hazards, build skills & actions, build copying skills and increase household preparedness. The program will be presented to 3<sup>rd</sup> and 4<sup>th</sup> grade students in the beginning of May.
- Server to PHS - Stephen Rodriguez  
The servers for the District will be moved to the High School this summer. The High School has the capacity and all the necessary back-up systems. Cost to move the servers is significantly lower than installing back-up systems to serve electric and HVAC for the District.
- Anticipated eRate Expenditures - Stephen Rodriguez  
The e-rate funding allows cost saving options to purchase technology infrastructure (switches, cables, access points). Total cost is \$333,000; cost to the District is \$44,365.00.



**POTTSTOWN SCHOOL DISTRICT**  
**Facilities/Finance Committee**  
**REPORT**  
February 10, 2022

Attendees: Thomas Hylton- Chair; John Armato, Steve Kline, Kurt Heidel, Laura Johnson, Katina Bearden, John Connor, Maureen Jampo, Stephen Rodriguez

**PRESENTATION**

● Herbein + Company 2020/2021 Single Audit Review

Mr. Bieber provided an overview of the June 30, 2021 Single Audit. The audit qualified as a “low risk auditee” and concluded with no deficiencies in internal controls or on compliance within financial reporting and major federal programs. The actual revenues/expenses versus the budget netted an increase in the fund balance of \$5,941,345. Total revenues were over budget by 11% (COVID related grants; expenditures were 3% over budget (increases in Special Education and instructional staff for technology supplies and a decrease in outsourced transportation during COVID closure.

**FACILITIES** – John Connor

- Scrubber Bid: bid opens on Friday for (6) Automatic Scrubbers. The automated scrubbers are easily programmed and give the custodian the flexibility to do other custodial duties.
- 2022 Building Envelope Work : 2022 is the 7<sup>th</sup> year of the 10yr plan; the proposed envelope project will address façade repairs and preventative maintenance at the Middle School, High School and Franklin Elementary. Cost for the proposed repairs is \$793,000.
- Work on High School Heat Exchanger: recommendation to replace the heat exchanger and sanitary pipe at a cost of \$287,000.  
An annual budget for the repairs and a separate line item for the mechanicals (approx.. \$400,000) was proposed at a total cost of \$1.6 million to \$1.9 million to catch up on deferred repairs/replacements as a result of annual budget constraints. The Committee asked for a breakdown of the high priority items so as not to defer on the critical needs.
- Tree Work: cost for tree removal addressing the high priority safety issues was approximately \$10,000; Cost for trimming and pruning the remaining 80 trees is \$87,520. The work could be done by building over a period of time. The Committee asked for a budget consisting of an evaluation and a recommendation.

**FINANCE** - Maureen Jampo

- ESSER III Update: funding allocation over \$10 million; requirements include after school programs, summer school and learning loss. Some mechanical and electrical work may be applicable to the grant funds. The full component of the application is due March 1.
- Board Approval Items: MCIU Membership Services Budget 22/23, RE Tax Exoneration Resolution, contracts, PDE required acknowledgement of CMD drivers, bid awards(e-rate, Gear-Up grant and Automated Scrubbers.

**Information Item:**

PAHWF Grant- Fitness Center: grant funds in the amount of approximately \$140,000 to completely revamp fitness equipment; includes fitness center design, programming, product usage, staff training, branding & personalization.

**2022/2023 Budge First Look**: recommendation - no tax increase; First look assumptions include a State Subsidy increase of 3%, a slight increase in Certified Tax Duplicate, and projected medical /prescription rate.



POTTSTOWN SCHOOL DISTRICT  
Public Relations/Community Engagement Committee  
REPORT  
February 10, 2022

Attendees: Laura Johnson, (Chair); Katina Bearden, Kurt Heidel, Phoebe Kancianic, Deborah Spence, John Armato, Stephen Rodriguez

### **Information**

Child Tax Credit: Families are eligible regardless of income level; if the parent or guardian didn't receive monthly payments last year, they must file a tax return this year to access the CTC; for assistance with filing go to [www.getyourrefund.org](http://www.getyourrefund.org).

### **Guest Presenter**

YWCA - Kelly Grosser shared a presentation on the various programs offered and supported by the YWCA.

### **Discussion**

Topic: Family and Community Engagement

How do we encourage and build a strong sense of community?

Some key themes were:

1. Food brings people together, provides opportunity for relationship building
2. Co-curriculars are good for increasing a sense of community
3. Positive/celebratory events are great for turnout and culture building.

The topic has been put on the agenda for next month, in order to discuss ways we can act on these takeaways.

### **Advocacy**

1. Trial and PA Budget Updates: trial is still going on; budget has lots of potential
2. Advocacy Opportunities- March 15th Vigil

### **Other Updates**

Athletic Scholarship Idea- Kurt Heidel

focus on getting PSD Athletic program competitive; take the lead in setting up an Athletic Scholarship fund; reach out to community groups to assist with registration costs; Scholarship could be managed by Foundation for Pottstown Education; District role to promote citizenship, meet financial need, etc.; seek sponsorships to get 5th /6th graders engaged in sports. First step to reach out to the Foundation.



POTTSTOWN SCHOOL DISTRICT  
**Montgomery County School District Legislative Committee**  
**and**  
**Pennsylvania School Board Association Liaison**  
**REPORT**  
February 17th, 2022

**MCS DLC-**

This meeting was held on 2/16/22 and included school board members from around Montgomery County.

Sandra Miller from Education Voters presented information on funding and mandated costs and shared how the governor's budget would mean real progress. We discussed ways to share information and advocate for funding and charter reform with our communities.

We also heard from Tina Viletto about the new charter regulations, which are small but meaningful because they highlight the need for transparency and accountability for how taxpayer dollars are spent.

**PSBA-**

The meetings this month covered issues related to healthy board leadership and the budget process. New and returning board members from around the state are getting to know each other, develop connections, and discuss how to advocate for students.

Submitted by: Laura Johnson 2/16/22