



**POTTSTOWN SCHOOL DISTRICT
BOARD MEETING MINUTES
March 17, 2022**

The Regular Board Meeting of the Board of School Directors of the Pottstown School District was held on Thursday, March 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. Thomas Hylton, Mrs. Laura Johnson, Mrs. Phoebe Kancianic, Mr. Steve Kline, Mrs. Susan Lawrence and Ms. Deborah Spence. Absent was Mr. Kurt Heidel. 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

International Women's Month – Ms. Bearden and Mr. Rodriguez recognized School Board Director Laura Johnson, recipient of PSBA 2021 Allwein Society Inductee.

Musical: Shrek Video: Mr. Rodriguez shared a brief video of the musical.

COMMUNICATION

Mr. Rodriguez shared a thank you letter from Operation 143 for the support of the District.

MINUTES

Ms. Jampo presented the minutes from the Regular Board meeting held on February 17, 2022 for Board approval.

LIST OF BILLS

Mrs. Johnson presented the list of bills paid from the various funds for the periods of February 2022 to be approved as presented and a copy be filed in the Secretary's office as **Addendum #2021-2022-062**.

TREASURER'S REPORT

Mrs. Johnson presented the Treasurer's Reports for February 2022 to be approved as presented and a copy be filed in the Secretary's office as **Addendum #2021-2022-063**.

COMMITTEE REPORTS

POLICY/PERSONNEL COMMITTEE – MR. KLINE

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

CURRICULUM COMMITTEE – MRS. LAWRENCE

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

FACILITIES/FINANCE COMMITTEE – MR. HYLTON

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

PUBLIC RELATIONS/COMMUNITY ENGAGEMENT – MRS. JOHNSON

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

MONTGOMERY COUNTY INTERMEDIATE REPRESENTATIVE – MRS. LAWRENCE

No report for March. January meeting was organizational issues and continues to assist districts with staffing shortages.

MONTGOMERY COUNTY LEGISLATIVE/PSBA REPRESENTATIVE – MRS. JOHNSON

No Montgomery County Legislative meeting. PSBA encourages school board directors to join multiple monthly meetings open to all school board directors.

STUDENT BOARD REPRESENTATIVES – JIMI CHAVALAPORN, MARK ELLISON III

Student Board Representatives shared activities and events at the elementary schools celebrating March Madness, Reading across America, Student Recognition month and new inductees to the Junior National Honor Society. Co-Curricular events at the Middle School and High School included DECA competition awards, a NHS fundraiser, Interact Club speech competition, recognition of student athletic awards.

BOROUGH LIAISON – Ms. SPENCE

March Borough Council meetings included an announcement of a new library director, the adult daycare application was put on hold, changes to trash collection as a result of complaints from residents and upcoming car shows for the summer.

Mr. Heidel entered the meeting at 6:59 pm.

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 Regular Board meeting, the List of Bills from the various fund for the period of February 2022 and the Treasurer’s Report for February 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

POSITIONS *ADDENDUM 2021-2022-064

Classified

- (1) Custodian III-Secondary Coordinator of Custodial Services (FT)
- (1) Student Activities Bookkeeper

RESIGNATIONS/TERMINATIONS

Rescinded Resignation

Professional: James C. Benfield, Secondary Teacher, HS, rescinded resignation effective August 1, 2022 (*resignation previously accepted by the Board on February 17, 2022*).

Exempt

Diane Meck, Data Manager, Admin. Building, resignation for the purpose of retirement, effective August 3, 2022; hire date June 2, 1997.

Classified

Ratify Bradley Siegfried, Head Custodian, Lincoln Elementary, resignation effective February 19, 2022; hire date October 4, 2021.

Ratify Erica Scott, Nurse, Middle School, resignation effective March 4, 2022; hire date August 17, 2020.

Cindy Nodolski, Custodian, Middle School, resignation for the purpose of retirement effective June 3, 2022; hire date March 29, 2011.

Philip Thees, Custodian, High School, resignation for the purpose of retirement effective June 30, 2022; hire date January 23, 2008.

Ratify Chelise Wilkerson, Paraprofessional, High School, resignation effective March 2, 2022; hire date November 17, 2016.

Lois O'Dell, Paraprofessional, High School, resignation for the purpose of retirement effective June 10, 2022; hire date February 26, 2007.

Timothy Mutter, Student Proctor, High School, resignation for the purpose of retirement effective April 30, 2022; hire date April 30, 2007.

Ratify Ryan Tyson, Paraprofessional, Rupert Elementary, resignation effective February 25, 2022; hire date February 14, 2020.

Kara Catarious, Front Desk Secretary, Middle School, resignation effective April 1, 2022; hire date November 15, 2021.

LEAVES

Professional

Ratify Leslie Swartz, Elementary Teacher, Lincoln Elementary, request for leave of absence covered by the Family Medical Leave Act, anticipated effective date March 8, 2022; end date tbd.

Katherine German, Secondary Teacher, Middle School, request for leave of absence covered by the Family Medical Leave Act, anticipated effective date April 8, 2022; end date tbd.

CHANGE IN POSITION/SALARY

Professional

Melaine Gniewoz, from Intervention Assistant to Long Term Substitute Teacher, Lincoln Elementary effective March 29, 2022, \$194/day (coverage for L. Swartz). Upon completion of assignment she will return to Intervention Assistant.

Ratify Sarah Rizzuto, Special Education Teacher, LS, Barth Elementary, effective March 11, 2022, \$46,000/yr, Step 1-Bach 15 (retroactive to Sept. 1, 2021).

Exempt

Ratify Lanie Manorek, from Administrative Assistant for Medical Access to Medical Access Program Coordinator, Admin. Building, effective March 11, 2022, \$51,421.50/yr (retroactive to September 3, 2021).

Classified

Danielle Lawrence from Secondary Teacher to Virtual Learning Coach, High School, effective date TBD, \$30.00/hr (grant funded).

ELECTIONS

Professional

Ratify Kathryn Johns, Secondary Teacher, initial assignment to be Middle School, effective March 14, 2022, \$45,500, Step 1- Bach.

Ratify Seth Cohen, Long Term Substitute Teacher, High School, effective March 7, 2022, \$194.00/day (coverage for C. Chase).

Daniel Higgin, Long Term Substitute Teacher, Middle School, effective March 21, 2022, \$194.00/day(Coverage for K. German).

Ratify Jamie Banks, Long Term Substitute Teacher, Barth Elementary, effective March 14, 2022 \$194.00/day (coverage for A. McDevitt).

Isaiah Guzman, Special Education Teacher, ES, High School, anticipated effective date April 1, 2022 until the end of the school year, \$53,000/yr + Stipends, Step 6- Mast.

Exempt

Isaiah Guzman, Home School Visitor, Adm. Building, effective July 1, 2022, \$66,000/yr.

Classified

Ratify James A. Calvario, Head Custodian, Lincoln Elementary, effective March 10, 2022, \$18.25/hr (replacing B. Siegfried).

Correction: Ratify Dwayne Henry, Virtual Learning Coach, Admin. Building, effective February 28, 2022, \$30.00/hr (replacing J. Springfield).

Compensation for Missed Planning Time (\$24/hr per period) * **Addendum #2021-2022-065**

Co-Curricular Assignments

1. Co-Curricular Assignments: 2021/2022 Spring Sports * **Addendum #2021-2022-066**
2. Co-Curricular assignments: 2022/2023 Fall Sports:
Levert Hughes, Football Head Coach, HS, Level 1, \$5,714.00

PROFESSIONAL LEAVES

Bldg	Name	Conference Title / Location	Dates Attend	Cost _____
Admin	Stephen Rodriguez	PASA Board of Governors Harrisburg PA	04/07/2022 - 04/08/2022	\$127.00 (*\$63.50 dept. budget)
Admin	Erin Schwenk	Pa Assoc of Federal Program Coordinators Seven Springs PA	04/03/2022 - 04/06/2022	\$1,540.44 Title 1 Grant
PHS	David Barnes	Annual PSCA Conference Hershey PA	12/09/2021 - 12/10/2021	\$250.00 dept. budget
PHS	David Bonilla-Garcia	PMEA All-State Conference Pocono Manor PA	04/06/2022 - 04/09/2022	\$905.00 dept. budget
PMS	Rebecca Keown	Autism Initiative Boot Camp Training Harrisburg PA	02/02/2022 - 02/03/2022	\$323.07 dept. budget
Frk	Kelsey Burke	BB-Mapp Harrisburg PA	02/02/2022 - 02/03/2022	\$219.00 dept. budget

FIELD TRIPS

<u>attending</u>	<u>Conference</u>	<u>Destination</u>	<u>Date of Trip</u>	<u>Cost to Student</u>	<u>Cost to District (substitutes)</u>	<u>Chaperone(s)</u>
2	DECA	Atlanta, GA	4/23/22- 4/27/22	\$952.19 per student	\$586.00	Victoria McShea

CONTRACTS

The Superintendent recommends the Board approve/ratify the contracts as presented and copies be filed in the Secretary’s office as **Addendum #2021-2022-067:**

- New Story LLC
- Melmark Inc Amendment
- The Devereux Foundation
- YWCA Agreement (PTICC)

2022 BUILDING ENVELOPE PROJECT/HS HEAT EXCHANGER/SEWER LINE

The Superintendent recommends the Board approve the following projects as presented at the March Facilities/Finance Committee meeting and a copies be filed in the Secretary’s office as **Addendum #2021-2022-068:**

- 2022 Building Envelope Repair Project
- 2022 HS Heat Exchanger Replacement
- 2022 Sewer Lime Replacement

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

NON-CONSENT

Mr. Rodriguez presented the non-consent item for Board discussion and action.

SUSPEND REQUIRED TESTING PROTOCOL FOR EMPLOYEES RESOLUTION

It was moved by Mr. Kline and seconded by Mrs. Johnson that the Board consider suspending the required testing protocol for employees.

Board Discussion: None.

Hearings from Patrons of the School: none

Upon roll call, the vote to suspend the required testing protocol for all employees was recorded as follows: Heidel: aye, Bearden: aye, Armato: aye, Hylton: aye, Spence: nay, Lawrence: aye, Johnson: aye, Kline: aye, Kancianic: aye. Ayes: Eight. Nays: One. Motion carried.

INFORMATION

Monthly Meeting Notice: March

FEDERATION REMARKS

Mrs. Leibold congratulated everyone on the success of the musical. She thanked Mr. Rose and Mrs. Johnson for organizing and inviting the Federation to participate in the fair funding rally. Mrs. Leibold recognized the outstanding women of the District in honor of International Women's Month.

ROUND TABLE

Mrs. Johnson thanked everyone for participating in the fair funding rally.

Mrs. Kancianic was proud of the students who attended the rally. She gave a shout out to the parents who drove their students to and from all of the musical practices.

Ms. Spence encouraged everyone to support the library's books sale and check the Pottstown Community Action Facebook page for community events. She was thankful for the opportunity to tour the Middle School and Edgewood and she now has a better understanding and deeper connection to the district.

Mr. Armato thanked the women leaders of the district including the student representative's leadership. He recognized the positive attributes of the Pottstown community to move forward and overcome the negatives.

Mr. Heidel stated the musical was wonderful.

Mr. Kline thanked the Board Members for covering all the points and was seconded them.


Mr. Rodriguez reminded the District will continue to advocate for fair funding. He acknowledged the devastation going on in Eastern Europe and has sent an email to staff providing materials/resources when subject comes up in the classroom.

Ms. Bearden encouraged everyone to do what they can to support the crisis. She noted the rise in COVID cases and asked everyone to be practice safe measures and be cautious.

ADJOURNMENT

Ms. Bearden reminded the Board there will be an executive session for the purpose of negotiations. It was moved by Mrs. Lawrence and seconded by Mrs. Johnson to adjourn. All in favor. None opposed. The meeting adjourned at 7:31 pm.

EXECUTIVE SESSION FOR THE PURPOSE OF NEGOTIATIONS


Maureen Jampo
Board Secretary



Pottstown School District
Personnel/Policy Committee Report
March 3, 2022

Attendees: Steve Kline, Chair; John Armato, Susan Lawrence, Deborah Spence, Katina Bearden, Laura Johnson, Phoebe Kancianic, Kurt Heidel, Thomas Hylton, Matthew Boyer, Stephen Rodriguez

SPECIAL PRESENTATION: COVID19 -Health and Safety Plan

Mr. Rodriguez reviewed COVID positivity statistics, CDC/Montgomery County of Public Health Guidelines and the District's practices. The Administration recommendation is to suspend the resolution on employee vaccination/mandatory testing requirements. Committee was in agreement to add to the March Board agenda under Non-Consent.

POLICY

- Review Policy 249: Bullying/Cyberbullying – recommended PSBA updates to language defining forms and characteristics of bullying/cyberbullying and reporting process. There was discussion on adding language to address how complaints are processed, specifically the chain of command. It was suggested that the policy include referencing the policy on complaints. The administration will review the policy language to address how complaints are addressed.

PERSONNEL

Mr. Boyer shared a PowerPoint presentation outlining the personnel items. Members were in agreement to place the personnel items on the March 17th Board agenda for approval.

- Secondary Coordinator of Custodial Services: Job Description (12 month position)
- Special Education Supervisor Intern Program - initial outline; in the planning state
- Stipends: Paraprofessionals & Student Activities Bookkeeper
- Program Coordinator: Exempt Positions
 - Medical Access, Emotional Support and VAL / Beech Street (** to be added as Change in Position/Salary when finalized*)

Informational Items

- Special Education Supervisor Intern Program Update – initial plan outlines role, education requirements, training and tuition reimbursement. Program is in the planning stage.
- After School Programming – in the process of looking at offering at elementary schools;
- Summer School Programming – looking at shorter program and staffing paid at per diem rate
- Truancy: Policy 204 (Attendance) – administration will share truancy procedures and legal process; Committee requested the policy be pulled for committee review; review of the laws and what changes could be made to the policy with a focus on truancy court proceedings for parents/ guardians.

Public Comment

Mr. Heidel expressed interest in exploring options for after school programming for elementary to take place at the Middle School to support student participation in co-curricular activities.

Mrs. Johnson supports suspending the resolution regarding employment vaccinations/testing requirements.

Mrs. Kancianic was in favor of exploring Policy 204 addressing truancy processes.



Pottstown School District
CURRICULUM COMMITTEE
REPORT

March 3, 2022

Attendees: Susan Lawrence - Chairperson; Steve Kline, Phoebe Kancianic, Thomas Hylton, Deborah Spence, Katina Bearden, John Armato, Kurt Heidel, Laura Johnson, Ryan Oxenford, Stephen Rodriguez

CURRICULUM

Challenger Learning Center - Annalise Giuliani, Program Manager (MCCC)

Presentation on the new Challenger Learning Center focusing on offering space-derived simulated STEM experiences for students grade 5 to 8. The Challenger programs include in-person, virtual and large group programs. The learning center programs align with Next Generation Science and Common Core Standards which can be incorporated into existing classroom curriculum.

Counselor Support and Mental Health Support Update- Dr. LaTanya White-Springfield

Presentation shared with the Committee included staff updates with additional new counselors at the High School and Middle School, additional support through the Gear-Up grant, updated data on counseling services, current trends and family services supports and resources.

Co-Curricular Updates - Justin Baker

Presentation included several updates: two new MS basketball teams, free 2 day mini camps for grades 5 to 8 that include all the sports, the 1st Annual Wrestling Individual Tournament, new MS Comics Universe Club and a HS Indoor Color Guard team.

2021/2022 School Calendar: End of Year – Mr. Rodriguez

A revised calendar for the end of the 2021/2022 school year was presented to the committee; the flexible instructional days have provided the flexibility to predict the last day of school would be Monday, June 6th. The revised calendar will be placed on the March 17th Board agenda for approval.

Elementary Sports Scholarships - Kurt Heidel

A proposed outline of scholarship parameters was shared with the committee. Discussion with the Foundation for Pottstown Education was positive. Committee members shared their thoughts and ideas. It was suggested that Mr. Heidel meet with Mr. Baker and Mr. Rodriguez and explore forming a task force to put together an effective program.

Public Comment

Mr. Armato spoke on the benefits to students who participate in co-curricular activities. He recommended putting together a task force.



POTTSTOWN SCHOOL DISTRICT

Facilities/Finance Committee

REPORT

March 10, 2022

Attendees: Thomas Hylton- Chair; John Armato, Steve Kline, Kurt Heidel, Laura Johnson, Katina Bearden Phoebe Kancianic, Deborah Spence, John Connor, Stephen Rodriguez

PRESENTATION

- Land Bank Property Transfer - Peggy Lee-Clark, Deborah Penrod
The Land Bank is preparing for its first property transfer. Part of the agreement between the Land Bank and the School District is to notify the District of transfers. The property is 707 Hamilton Street, owned by the Borough, transferring to Genesis and has no tax implication to the District.

FACILITIES – John Connor

Facility Updates

- HS Chiller Project Update– started the piping in preparation for replacing the chiller; projected end date for the project is the end of the summer.
- 2022 Building Envelope /HS Heat Exchanger/Sewer Line - total project is over budget with some grant funds to cover the additional costs; the proposed building envelope to include the heat exchanger and sewer line replacements.
- Tree Work Update – proposed tree work to be done in increments by property (9 properties); appointments with homeowners is pending to evaluate the trees along the track area that extend into homeowners' properties.

Committee members were in agreement to move forward with the building envelope project and tree work as proposed.

FINANCE - Maureen Jampo

- 2022/2023 Preliminary Budget – recommendation remains at a zero tax increase; slight increase in Per capita/Occupational tax revenues & tax base; current projected shortfall is approximately \$1,4 million (previous projected shortfall \$1,7 million); no federal fund allocations are finalized to date.
- Board Approval Items: Contracts: Special Education (2) to date.
2022 Building Envelope Project, HS Heat Exchanger replacement and Sewer Line replacement



POTTSTOWN SCHOOL DISTRICT
Public Relations/Community Engagement Committee
REPORT
March 8, 2022

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

Presentations

Traces of Love- Sue Lawrence shared a presentation of steps to deal with grief. The mission of Traces of Love is to offer support groups services to students in their schools and educate parents and school personnel about children's reactions to grief. She shared many characteristics of grief (emotions, effects in the classroom, warning signs, triggers) and things to say/not to say.

Website Analytics: Carol Brightbill shared website statistics comparing 2021 to 2020. Data was shared on the number of users per month, the most popular pages, page flow, search, age, gender factors, social media relationships (facebook, twitter, etc.) and location.

Social Media Analytics: Emily Overdorf shared social media statistics from February 2021 to February 2022. Facebook page "Visits" remained steady; slight increases in "Likes" and "Post Reach". Zoom meetings continue to show an increase in viewers compared to in-person meetings with only Facebook streaming. Instagram followers showed an increase over a 90 day period. Committee members expressed interest in expanding resources to accommodate In-Person meetings including live streaming.

Discussion

1. **Family and Community Engagement, Part 2- How do we encourage and build a strong sense of community?**

- A. **Food** brings people together, provides opportunities for relationship building.
- B. **Positive/celebratory events** are ideal for turn out and culture building.
Co-Curriculars are good for community building- how do we promote and support within the district mission and resources? Related- What can be done to address the lack of engagement with **youth sports**?
- C. **Engaged parents** build community and act as a resource for other parents.
How do we employ those strengths to improve family engagement?

Action Items: Superintendent will look at putting together a survey; and research activities/events

Other Items

West & Hale Street Intersection: Ms. Bearden requested a mirror be installed to help parents, students navigate the traffic. Mr. Rodriguez agreed to make an informal request to the Borough and Ms. Spence, Borough Liaison, make a request to Borough Council at the next Borough meeting.

Advocacy

- 1. Trial Updates - The education funding trial wrapped up. We await a ruling in the next few months.
- 2. Advocacy Opportunities- Vigil on March 15th