



**POTTSTOWN SCHOOL DISTRICT
BOARD MEETING MINUTES
June 16, 2022**

Executive Session for the purpose of Litigation, Personnel and School Safety.

The Regular Board Meeting of the Board of School Directors of the Pottstown School District was held on Thursday, June 16, 2022 6:30 PM via virtual communication with President, Ms. Katina Bearden, presiding. Upon roll call, the following members attended via virtual communication: Mr. Kurt Heidel, Mr. Thomas Hylton, Mr. Steve Kline, Mrs. Phoebe Kancianic and Ms. Deborah Spence. Absent was Mr. John Armato, Mrs. Laura Johnson, Mrs. Susan Lawrence Also present were Business Administrator, Ms. Maureen Jampo; Director of Human Resources, Mr. Matthew Boyer; Solicitor, Mr. Stephen Kalis.

MINUTES

Ms. Jampo presented the minutes from the Regular Board meeting held on May 19 2022 for Board approval.

LIST OF BILLS

Ms. Jampo presented the list of bills paid from the various funds for the periods of April 2022 to be approved as presented and a copy be filed in the Secretary's office as **Addendum #2021-2022-090**.

TREASURER'S REPORT

Ms. Jampo presented the Treasurer's Reports for May 2022 to be approved as presented and a copy be filed in the Secretary's office as **Addendum #2021-2022-091**.

COMMITTEE REPORTS

POLICY/PERSONNEL COMMITTEE – MR. KLINE

Policy/Personnel Committee met on June 2. Committee report is attached to the board minutes.

CURRICULUM COMMITTEE – MRS. LAWRENCE

Curriculum Committee met on June 2. Committee report is attached to the board minutes.

FACILITIES/FINANCE COMMITTEE – MR. HYLTON

Facilities/Finance Committee met on June 9. Committee report is attached to the board minutes

PUBLIC RELATIONS/COMMUNITY ENGAGEMENT – MRS. JOHNSON

Public Relations/Community Engagement met on June 9 Committee report is attached to the Board minutes.

MONTGOMERY COUNTY LEGISLATIVE/PSBA REPRESENTATIVE – MRS. JOHNSON

No Report.

MONTGOMERY COUNTY INTERMEDIATE REPRESENTATIVE – MRS. LAWRENCE

No Report.

BOROUGH LIAISON – MS. SPENCE

June meeting highlights included presentation by Red Cross Diversity Committee, recognition of Red Cross team for their support to the families affected by the explosion, approval of community events.

Board Comment: Ms. Spence asked if charter schools submit reports of how they spend the funds they receive from school districts. Ms. Jampo stated the state mandated guidelines for charter schools differ from public school state mandates; no reports are submitted to the District with their tuition invoices.

APPROVAL OF CONSENT ITEMS

Ms. Jampo, in the absence of 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):

Shanicqua Bryant, asked why an administrative position was pulled from the agenda, how the salary was determined and when the position would be re-posted. She asked how expenditures (ex: VISA credit card) are approved and how the expenses relate to students. She stated that at a request was made at a NAACP meeting to make a change to the District policy when someone is knocked unconscious. She stated that the NAACP reported the administration would not entertain the change at that time.

Mercedes Jackson, resident, suggested field trips for 7th and 8th graders and encouraged parents to get involved with the school events. She asked that the lunch menu provide a juice drink as an option.

Joel Powers, resident, voiced concerns about bullying in the schools and asked what else the school board and community can do to help resolve bullying in the schools.

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

It was moved by Mr. Heidel and seconded by Mr. Kline that the Board approve the minutes from the May 19, 2022 Regular Board meeting, the List of Bills from the various fund for the period of May 2022 and the Treasurer's Report for May 2022. All were in favor. None opposed. Motion carried.

BOARD ACTION: CONSENT

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

PERSONNEL

RESIGNATIONS/TERMINATIONS

Administrative

Brian Hostetler, Principal, Middle School, resignation effective August 2, 2022; hire date August 9, 2017.

Professional

Ratify Ayannah Stanton, Secondary Teacher, High School, resignation effective June 6, 2022; hire date August 16, 2021.

Ratify Alicia Harris-Emery, Special Education Teacher, Middle School, resignation effective June 6, 2022; hire date January 10, 2022.

Ratify Amanda McDevitt, Elementary Teacher, Barth Elementary, resignation effective June 6, 2022; hire date January 13, 2019.

Ratify Thomas DiMauro, Secondary Teacher, Middle School, resignation effective June 6, 2022; hire date August 17, 2020.

Ratify Martin Valle, Secondary Teacher, Middle School, resignation effective June 6, 2022; hire date March 15, 2021.

Ratify Allison Wambach, Secondary Teacher, Middle School, resignation effective June 6, 2022; hire date August 20, 2019.

Exempt

Dacey Horohoe, Student Services Program Coordinator, Admin. Building, resignation effective June 24, 2022; hire date July 14, 2020.

Classified

Ratify Kathryn Staska, Cafeteria Worker, Middle School, resignation effective June 6, 2022; hire date January 31, 2018.

Ratify Nichole Jackson, Paraprofessional, Franklin Elementary, resignation effective May 25, 2022; hire date May 5, 2022.

Craig Gensil, Substitute Custodian, Admin. Building, resignation for the purpose of retirement, effective June 20, 2022; hire date April 13, 2015.

Ratify Donna McCarron, Part-time Student Proctor, Barth Elementary, resignation effective June 7, 2022; hire date March 22, 2022.

LEAVES

Exempt

Carol Brightbill, Assistant Technical Director, Admin. Building, request for leave of absence covered by the Family Medical Leave Act, effective July 1, 2022; end date tbd.

CHANGE IN POSITION/SALARY

Administrative

Erin Schwenk, Federal Programs Coordinator, Admin. Building, effective July 24, 2022, \$105,291/yr.

Professional

Lauren McDonald from Long Term Substitute Teacher to Kindergarten Teacher, Barth Elementary, effective August 15, 2022, \$46,000/yr, Step 2 Bach (contract of L. Freese).

Exempt

Holly Lee from Family Services Coordinator to Home & School Visitor, Admin. Building, effective August 1, 2022, \$67,050/yr.

Kimberly Brown, from Pre-K Counts Coordinator to Pre-K Count Teacher, Lincoln Elementary, effective August 1, 2022, \$49,000/yr.

Classified

Gillian Copestick, from Intervention Assistant to Pre-K Counts Assistant, Lincoln Elementary, effective August 15, 2022, \$14.00/hr.

ELECTIONS

Professional

Ashley Estus, Long Term Substitute Teacher, Barth Elementary, effective August 15, 2022, \$194/day.

Seth Cohen, Secondary Teacher, High School, effective August 15, 2022, \$46,000/yr, Step 2-Bach.

Exempt

Tiffany Walker, Home School Visitor, Admin. Building, effective August 1, 2022, \$66,000/yr.

Meagan Francisco, Board Certified Behavioral Analyst, Middle School, effective August 15, 2022, \$66,000/yr.

Classified

Ratify Amanda Martin, Summer IT Intern, Admin. Building, effective June 14, 2022 until the August 23, 2022, \$15.00/hr.

District Summer ESY

All Pottstown School District Life Skills and Learning Support Teachers are approved on an as needed basis, per diem rate, in accordance with the Pupil Services Summer schedule.

All Pottstown School District Life Skills Assistants and Learning Support Assistants are approved on an as needed basis, current hourly rate, in accordance with the Pupil Services Summer schedule.

All Pottstown School District Psychologists and Occupational Therapists are approved on an as needed basis, in accordance with the Pupil Services Summer schedule, rate to be per diem rate of salary.

Summer Maintenance/Cleaning

Maintenance: Mike Hewitt, \$30/hr

Cleaning: Janice Bobst, Dana Barnes, Justin Pierce, Charles Tesno, Jennifer Fichthorn, Collene Smith, Anthony Daniels - current hourly rate.

James Calvario, Emme Wolfel, Samuel Burkheimer, Beatriz Santo - \$12/hr

Student Activities Bookkeeper, Moriah Hopkins, \$2,500

Compensation for Missed Planning Time ***Addendum #2021-2022-092.**

PROFESSIONAL LEAVES

<u>Bldg.</u>	<u>Name</u>	<u>Conference Title / Location</u>	<u>Dates Attend</u>	<u>Cost</u>
HS	Theresa Baller	PACTA Summer Leadership Conf. State College, PA	07/26/2022-07/28/2022	\$965 pd by Perkins Grant

FIELD TRIPS

<u># students</u>	<u>Conference:</u>	<u>Location</u>	<u>Trip Date</u>	<u>Student Cost</u>	<u>Chaperone(s)</u>
4	Seven Springs Resort	Champion, PA	06/20/22 - 06/22/22	\$300/student	Ronald Davenport Teri Baller
40	STEAM Trip	London & Paris	09/06/22 - 10/04/22	\$3,673/student	Robert Decker Andrew Bachman Jen Mohr Beth Yoder

2021/2022 SCHOOL CALENDAR REVISED

The Superintendent recommends the Board approve the revised 2021/2022 School Calendar as presented and a copy be filed in the Secretary’s office as **Addendum #2021-2022-093.**

TEXTBOOK ADOPTION

The Superintendent recommends the Board approve the following textbook adoption as presented and

- Zoology: Integrated Principles of Zoology, 18th Edition: \$4,551.23

CONTRACTS

The Superintendent recommends the Board approve as presented and a copy be filed in the Secretary's office as **Addendum #2021-2022-094:**

- CMD Services Inc - 22-23
- MCIU: ACCESS Prgr. -Medical Rev/Authz
- Portnoff Delq RE Tax Resolution Amend.
- Camphill School ESY
- Valley Forge -ESY
- Cottage Seven Academy 20222/2023
- Cottage Seven Academy - ESYs
- New Story LLC - ESY
- MCIU Head Start Lease Addendum
- Vision to Learn

OCCUPATIONAL ADVISORY COMMITTEE MEETINGS/MINUTES

The Superintendent recommends the Board acknowledge the OAC meeting / minutes as presented and copies be filed in the Secretary's office as **Addendum #2021-2022-095.**

BUDGET TRANSFER RESOLUTION

The Superintendent recommends the Board approve the Budget Transfer Resolution as presented and a copy be filed in the Secretary's office as **Addendum #2021-2022-096.**

COMMIT FUND FOR FUTURE EXPENDITURES RESOLUTION

The Superintendent recommends the Board approve the Commit Fund for Future Expenditures Resolution as presented and copies be filed in the Secretary's office as **Addendum #2021-2022-097.**

DESIGNATION OF DEPOSITORIES

The Superintendent recommends the Board approve the Designation of Depositories and a copy be filed in the Secretary's office as **Addendum #2021-2022-098.**

INVESTMENT OF FUNDS RESOLUTION

The Superintendent recommends the Board approve the Investment of Funds Resolution and a copy be filed in the Secretary's office as **Addendum #2021-2022-099.**

STUDENT ACCIDENT INSURANCE (CONSENT)

The Superintendent recommends the Board approve the 2022/2023 Student Accident Insurance coverage provided by Alive Risk Ltd. through American Management Advisors as the plan administrator at the following rates: (prices listed below reflect no change over the 2021/2022 school year):

School Time: \$ 36.00	24 Hour Coverage: \$130.00
Dental: \$8.50	Football Coverage: \$ 60.00 per player

TITLE 1: TRAGETED TO DISTRICT WIDE

The Superintendent recommends the Board acknowledge Title 1 from targeted to district wide.

Upon roll call vote, all members present voted aye for the above Consent items: Ayes: Six. Absent: Three. Motion carried.

NON-CONSENT:

The Board Secretary presented the Non-Consent items for consideration. Each item was reviewed for discussion and public comment.

Hearings from Patrons *limited to Non-Consent items only: None

POLICY 204

The Superintendent recommends the Board approve the following policies and copies be filed in the Secretary's office as **Addendum #2021-2022-100**.

It was moved by Mr. Heidel and seconded by Mr. Hylton that the Board approve Policy 204 as presented.

Upon roll call vote, the vote was recorded as follows: Kancianic: aye, Kline: aye, Spence: nay, Bearden: aye, Heidel: aye, Hylton: aye. Ayes: Five. Nays: One. Absent: Three. Motion carried.

MS HOUSE MODEL

Motion for Board to approve the ESSER funded House Model at PMS: personnel salary estimated \$644k, playground and driveway improvements estimated \$250k.

It was moved by Mr. Heidel and seconded by Mr. Kline that the Board approve the MS House Model as presented.

Upon roll call vote, the vote was recorded as follows: Kline: aye, Bearden: aye, Kancianic: aye, Spence: nay, Heidel: aye, Hylton: aye. Ayes: Five. Nays: One. Absent: Three. Motion carried.

SPECIAL EDUCATION SETTLEMENT AGREEMENT

Motion to approve Special Education award settlement pursuant to the terms and conditions outlined in the confidential settlement release agreement. The Board Secretary is further authorized to sign the settlement agreement on behalf of the Board. A copy to be filed in the Secretary's office as **Addendum #2021-2022-101**.

It was moved by Mrs. Kancianic and seconded by Mr. Kline that the Board approve the special education settlement agreement as presented.

Upon roll call vote, the vote was recorded as follows: Heidel: aye, Bearden: aye, Kancianic: aye, Hylton: aye, Spence: nay, Kline: aye. Ayes: Five. Nays: One. Absent: Three. Motion carried.

NEW BUSINESS

Ms. Spence stated neighbors are complaining about the appearance of the Rupert Meadows. The neighbors would appreciate improving the appearance other than signage.

INFORMATION

- Virtual Voting Meeting: June 3, 2022
- Board Workshop: July 28, 2022
- Sewer Line Replacement Bid Award – no recommendation; engineering evaluation proposal to present to the Board for discussion on the routing of the sewer line.

FEDERATION REMARKS

Mr. Decker announced that as of July 1, Jane Hospador will take the position of Vice-President of the Federation of Pottstown Teachers. He appreciates the time he has spent as Vice-President and thanked the School Board and administration for always listening and reflecting on the things he has brought to the Board. He looks forward to working together in the future.

ROUND TABLE

Ms. Spence noted that the Borough Manager had advised everyone to be check with the Borough for a list of the charitable organizations accepting donations for the families affected by the explosion.


Ms. Jampo thanked all the staff for the end of year, a successful school year.

Ms. Bearden appreciates the Federation's willingness to attend the Board meetings, sharing their remarks throughout the school year. She encouraged everyone to share their appreciation to the teachers for all they do.

ADJOURNMENT

It was moved by Mr. Hylton and seconded by Mr. Heidel that the meeting adjourns. All in favor. None opposed. Motion carried. The meeting adjourned at 7:34 pm.

EXECUTIVE SESSION FOR THE PURPOSE LITIGATION AND PESONNEL.



Maureen Jampo
Board Secretary



**Pottstown School District
Personnel/Policy Committee
REPORT
June 2, 2022**

Attendees: Steve Kline, Chair; John Armato, Susan Lawrence, Deborah Spence, Katina Bearden, Thomas Hylton, Phoebe Kancianic, Laura Johnson, Matthew Boyer, Stephen Rodrigues, Ryan Oxenford.

PRESENTATION

Student Services Restructuring Presentation- Dr. White-Springfield gave a Power Point presentation highlighting the restructuring of Student Services focusing on residency and communications. Recommendations include a new position “Residency Coordinator”, eliminate the Family Services Coordinator position, lateral transfer of staff to Home and School Visitor, change Student Service Coordinator title to VAL Coordinator, and add a second “grant funded” Home School Visitor for 2022/2023 school year. Total cost of recommended changes is \$12,500.

PUBLIC COMMENT

Tamara Charles, resident, spoke on behalf of the Family Advisory Committee. The FAC is an official partner with Play Street and will be present at the upcoming events.

Meredez Jackson addressed the Committee with several concerns regarding students enrolled in BSLs, student laptops, Home School Visitor position and gender identity at the schools.

POLICY

Policy 204: Attendance - proposed verbiage changes. Committee members discussed placing the proposed verbiage in a general policy in the 000 School Board policy section to support a discrimination statement in all policies to be drafted and reviewed by the solicitor. The majority of the committee members were in agreement to place Policy 204 (without the proposed verbiage changes) as a Non-Consent item on the June Board agenda.

School Conduct (22 Pa. Code § 12.3. School rules) Board control vs Superintendent control in the student handbook. The administration’s recommendation is to continue the current practice. Members shared their thoughts and concerns.

PERSONNEL

School Calendar 2021/2022 – change to last day of school from June 6 to June 7.

PMS House Model: parent feedback was shared with the committee; Superintendent’s recommendation is to move forward with advertising for the positions to hire for the new school year and place the PMS House Model as Non-Consent item on June Board agenda. The majority of the committee members were in favor to move forward as recommended by Mr. Rodriguez.

Informational Items

- Ways to Help Mitigate Potential Staffing Challenges per PDE- *(Hiring Student Teachers as Substitutes, Employing Classroom Monitors, Bringing Back Retired Teachers)
- Demographics Comparison – staff comparison June 2022 vs September 2020

Comments

Board Members expressed interest in forming a committee to address the demographics.

Meredez Jackson recommended the committee include presidents that grew up, graduated and whose children are in the District.



Pottstown School District
CURRICULUM COMMITTEE
REPORT
June 2, 2022
virtual

Committee Members: Susan Lawrence - Chairperson; Steve Kline, Phoebe Kancianic, Thomas Hylton, Deborah Spence, Katina Bearden

CURRICULUM

Action Items (Curriculum) – Mr. Oxenford

Text Adoption

- Zoology – Textbook “Integrated Principles of Zoology, 18th Edition; \$143.70/bk @ 30 books; Total cost including shipping: \$4,551.23

Informational Items - Mr. Oxenford

Comprehensive Plan 2022 (PA required document)

- **General Update** – review of timeline and process; collection and organization of the work of Core Planning team into The Comprehensive Plan 28 page report (pictures, etc).
- **State Requirements**: submit the plan in template form using Future Ready Comprehensive Planning Portal after public inspection 28 days prior to submittal date 8/30/22. Board approval at August 18 Board meeting. (*All Comprehensive documents are accessible on the district website “Our District” drop down to “Comprehensive Plan”.*)
- **Keyboarding Without Tears (KWT)** : 2021 K-4; 2022/2023sy -grades 2 to 4
- **Foundations vs. Handwriting Without Tears (HWT)** -2022/2023sy -K & 1st Grade

CO-CURRICULAR

Co-Curricular Activities- Justin Baker

- Seasonal Update – new coaches, events (senior athlete college signing, mini sports camps, recognition days
- New Sport Proposal – Pottstown Girls Volleyball: Fall sport; student interest at senior high; Budget: Total 1st year Initial Cost = \$25,000 (\$12,000 for equipment, etc./\$13,00 salaries, transportation, et). Costs covered by ESSER funds. The committee was in favor of supporting this proposal.

Next Meeting: August 4, 2022 (No July Committee meetings)

EXECUTIVE SESSION FOR THE PURPOSE OF PERSONNEL



POTTSTOWN SCHOOL DISTRICT
Facilities/Finance Committee
REPORT
June 9, 2022

Attendees: Thomas Hylton- Chair; John Armato, Steve Kline, Laura Johnson,, Susan Lawrence, Phoebe Kancianic, Deborah Spence, John Connor, Maureen Jampo, Stephen Rodriguez

PRESENTATION

Barth Grant Funded Greenhouse Project Presentation: Craig Colistra/ Dan Price
PowerPoint presentation on proposed Agricultural Learning Center at Barth; vision is to expand the community garden with the construction of a greenhouse; Draft budget for the project is \$55,000 funded by PAHWF; next step would be to finalize with an MOU and then move forward with engineering, etc. The Committee supports the greenhouse project. The MOU will be reviewed by the District Solicitor and presented to the Board for approval at the August Board meeting.

FACILITIES – John Connor

Facility Updates

- Bid Award: Sanitary Sewer Replacement – bid opening today; bid is under review to be presented for Board approval next week.
- Barth Courtyard – overgrown shrubs and trees were removed including decking revealing a small amphitheater; railings will be added for safety providing an area for staff and students.
- Meadows – meadows at all buildings are on a schedule for periodic mowings applicable to the growing season; applicable signage is being reviewed to post at all the meadows to help community understand what is planted.

FINANCE - Maureen Jampo

- Title 1: Target to School wide – application to move from Targeted to School wide requires Board acknowledgement; School wide allows upgrades to entire educational programs; no changes in funding or educational services;
- Board Approval Items: contracts, annual budget resolutions, student accident insurance were reviewed.

Information

- 2022/2023 Final Budget Book – posted to website

PUBLIC COMMENT

Mercedez Jackson, resident, suggested involving students to help with upkeep and maintenance of the meadows. She asked if the Title 1 structure will change.

Kismect Meade, resident, asked 1) what are the costs to maintain the meadows; 2) what are the changes to Title 1. FAC appreciates feedback for the administration on ways to support the staff and students enabling FAC to continue to communicate with the parents, community.

Inez Bell, resident, suggested linking the greenhouse and meadows to community involvement to promote comradeship.

Board Comments

Mr. Hylton reviewed the history of constructing the meadows, costs to establish the meadows and mowing schedules.

Mr. Armato would like to know if /what is the District's liability to the property owners that neighbor the meadows if something occurs at one of the residences.



POTTSTOWN SCHOOL DISTRICT
Public Relations/Community Engagement Committee
Report
June 9, 2022

Attendees: Laura Johnson, (Chair); Phoebe Kancianic, Deborah Spence, John Armato, Thomas Hylton, Stephen Rodriguez.

Guest Presenter

MTSS process – Tina Lawson, PDE PaTTan, gave an overview of the Multi-Tier System of Supports process. She spoke about the systems, the data collection process and the practices. She also commended the progress of PSD on the work of data analysis and MTSS practices.

Presentations

Emergency Planning, Security, and Reunification- Mr. Rodriguez shared the draft reunification method (relocate, reorganize, reunite) in the event of an emergency. The final outline will be sent to parents and shared via the District’s social media platforms.

Website Update / Written Comment Proposal- Mr. Rodriguez shared a proposed update to improve options for public comments to the Board. An outline of the process included access thru a google form and requirements to assure privacy and FERPA regulations are adhered to. The committee members present were in favor of the proposal.

Advocacy

Updates on budget, advocacy efforts – continue to reach out to legislators; state budget not clear to date

New Committee Proposal: African American Committee - proposed committee to be presented to the Board President and Policy/Personnel Committee for discussion.

INFORMATION

Proposed Virtual Voting Meeting: June 30th for the purpose of approving new elections of teachers and staff in preparation for the 2022/2023 school year. A quorum of 5 Board Members is needed for Board action. Kancianic, Armato, Johnson and Hylton confirmed availability to date.

Public Comment

Inez Bell, resident, inquired how parents can help their students with MTSS.

Tamara Charles, resident, was thankful for the partnerships with organizations that make the community garden beneficial to the families.

Kizmect Meade, resident, asked how MTSS impacts IEPs and 504s and how it equates to equality to race.

Mercedez Jackson, resident, appreciates the proposed written public comment addition to the District website page. She suggested recognizing volunteers at an assembly to share their stories that could benefit curriculum cohesiveness for students/staff.