



**POTTSTOWN SCHOOL DISTRICT
BOARD MEETING MINUTES
September 15, 2022**

The Regular Board Meeting of the Board of School Directors of the Pottstown School District was held on Thursday, September 15, 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, Mr. Steve Kline, Mrs. Phoebe Kancianic, Mrs. Susan Lawrence and Ms. Deborah Spence. Also present were Superintendent, Mr. Stephen Rodriguez; 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 August 18, 2022 for Board approval.

LIST OF BILLS

Mrs. Johnson presented the list of bills paid from the various funds for the periods of August 2022, to be approved as presented and a copy be filed in the Secretary's office as **Addendum #2022-2023-015**.

TREASURER'S REPORT

Mrs. Johnson presented the Treasurer's Reports for June and July 2022 to be approved as presented and a copy be filed in the Secretary's office as **Addendum #2022-2023-016**.

COMMITTEE REPORTS

POLICY/PERSONNEL COMMITTEE – MR. KLINE

Policy/Personnel Committee met on September 1. Committee report is attached to the board minutes.

CURRICULUM COMMITTEE – MRS. LAWRENCE

Curriculum Committee met on September 1. Committee report is attached to the board minutes.

FACILITIES/FINANCE COMMITTEE – MR. HYLTON

Facilities/Finance Committee met on September 8. Committee report is attached to the board minutes

PUBLIC RELATIONS/COMMUNITY ENGAGEMENT – MRS. JOHNSON

Public Relations/Community Engagement met on September 8. Committee report is attached to the Board minutes.

MONTGOMERY COUNTY LEGISLATIVE /PSBA REPRESENTATIVE – MRS. JOHNSON

PSBA Officer Elections are due next month and will be reviewed at the committee level to present for Board approval at the October Board meeting.

MCIU REPRESENTATIVE – MRS. LAWRENCE

August meeting focused on training opportunities, hiring new employees, and discussion on charter schools.

BOROUGH LIAISON – MS. SPENCE

Highlights from the September Borough Council meetings were on zoning on High Street and a homeless shelter that would border Pottsgrove and Pottstown.

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):

None.

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

It was moved by Mr. Armato and seconded by Mrs. Johnson that the Board approve the minutes from the August 18, 2022 Regular Board meeting, the List of Bills from the various fund for the period of August 2022 and the Treasurer’s Report for August 2022. All were in favor. None opposed. Motion carried.

BOARD ACTION: CONSENT

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

PERSONNEL

RESIGNATIONS/TERMINATIONS

Administrative

Cheryl Morett, Director of Special Education, Admin. Building, resignation for the purpose of retirement effective September 30, 2022; hire date July 1, 2019.

Kimberly Perry-Malloy, Head Nurse, Middle School, resignation effective when position is filled or October 24, 2022; hire date July 1, 2018.

Professional

Stephanie Rambo, Secondary Teacher, High School, resignation effective when position is filled or October 11, 2022; hire date August 16, 2021.

Sarah Rizzuto, Elementary Teacher, Barth Elementary, resignation effective when position is filled or October 17, 2022; hire date August 20, 2019.

Ratify Eric Boyer, Secondary Teacher, High School, resignation effective August 15, 2022; hire date August 15, 2022.

Ratify Harry Donnelly, Long-term Substitute Teacher, Middle School, resignation effective September 9, 2022; hire date August 15, 2022.

Classified

Ratify Stephanie Sutton, Paraprofessional, High School, resignation effective August 12, 2022; hire date November 25, 2019.

Ratify Girrardia Jones, Paraprofessional, High School, resignation effective June 7, 2022; hire date October 31, 2018.

Ratify Cynthia Silva, Part-time Cafeteria Worker, High School, termination (job abandonment), effective June 7, 2022; hire date September 2, 2021.

Ratify Noah Bartolucci, Part-time Cleaner, Franklin Elementary, termination (job abandonment), effective June 7, 2022; hire date February 7, 2022.

Marie C. Kane, Food Service Manager, High School, resignation for the purpose of retirement, effective October 31, 2022; hire date March 6, 2002.

LEAVES

Professional

Ratify Laura Luzeski, Secondary Teacher, High School, request for intermittent leave of absence covered by Family Medical Leave Act, effective August 24, 2022; end date tbd.

Classified

Ratify Charlot Johnson, Paraprofessional, High School, request for leave of absence covered by the Family Medical Leave Act, effective August 16, 2022; end date tbd.

Ratify Melanie Barkon, Pre-K Counts Assistant, North End, request for leave of absence effective September 6, 2022; end date tbd.

CHANGE IN POSITION/SALARY

Professional

Ratify Ashley Estus, from Long-Term Substitute Teacher to Special Education Teacher, LS, Barth Elementary, effective September 8, 2022, \$52,388/yr. + Stipends, Step 2-Mast(contract of S. Rizzuto).

ELECTIONS

Professional

Laura Osiris Sanchez Hernandez, Secondary Teacher, High School, effective date to be determined, \$78,397/yr, Step 13-Mast+30 (contract of A. Stanton).

Ratify Suman Vohra, Long-Term Substitute Teacher, Franklin Elementary, effective September 12, 2022, \$251/day (coverage for L. Lepkowski).

Ratify Kaitlyn Perrone, Long-Term Substitute Teacher, Middle School, effective September 9, 2022 (coverage for A. Figueroa).

Ratify David Arnott, Long-Term Substitute Teacher, Middle School, effective September 14, 2022, \$251/day (coverage for J. Tupper).

Exempt

Amy Iezzi, Long-term Substitute Pre-K Counts Teacher, North End, effective date to be determined, \$251/day (coverage for K. Heidler).

Classified

Ratify Jacqueline Lord, Cafeteria Worker, High School, effective August 17, 2022, \$12.50/hr.

Brittany DiBiaggio, Pre-K Counts Assistant, North End, effective date to be determined, \$13.95/hr. (replacing L. Baker).

Ratify William Shank, Part-time Cleaner, Rupert Elementary, effective August 29, 2022, \$12.20/hr.

Ratify Ileana Gonzalez, Pre-K Counts Assistant, North End, effective September 6, 2022, \$13.95/hr.

Ratify Alex Caballero, Part-time Cleaner, Barth Elementary, effective September 6, 2022, \$12.20/hr.

21st Century After-School Program (grant funded)

All PSD Teachers are approved as 21st Century Tutors, \$35/hr. on an as-need basis.

All PSD Classroom Assistants are approved as 21st Century Classroom Assistants, \$13.95/hr. on an as-need basis.

Coordinators: Laurie Gresko , Iris Bucci, Beth Mason each \$36.05/hr.

Data & Security: Elizabeth Angelucci, \$15.75/hr.

Nurse: Dawn Hankins, \$35/hr.

PROFESSIONAL LEAVES

<u>Bldg.</u>	<u>Name</u>	<u>Conf. Title /Location</u>	<u>Dates Attend</u>	<u>Cost</u>
Admin	Maureen Jampo	2022 Four County Business Officials Workshop, Pocono Manor, PA	10/05/2022 – 10/07/2022	\$750.00 – dept. budget
Admin	Stephen Rodriguez	Apple Executive Briefing, Cupertino, CA	10/26/2022 – 10/28/2022	\$1,500 ESSER grant funded

RESIDENCY ADJUDICATION DECISION

Motion to approve and adopt the findings of fact, conclusions of the law and disposition outline in the Adjudications issued by the District’s hearing officer, following hearings held on August 11, 2022, with respect to residency involving (4) students and in accordance with the District’s Residency Policy and Pennsylvania School Code. Copies to be filed in the Secretary’s office as **Addendum #2022-2023-017**.

ACKNOWLEDGE SUPERINTENDENT EVALUATION REPORT

Motion to accept the evaluation report of the Superintendent in accordance with the Pennsylvania Department of Education evaluation process to be posted on the District website.

CONTRACTS

The Superintendent recommends the Board approve/ratify the contracts as presented and copies be filed in the Secretary’s office as **Addendum #2022-2023-018**:

- Lincoln Center GearUp - Addendum
- Advanced Protection Com (HS/MS)
- GHR Staffing Addendum
- Power School Group -eSchool Plus
- Power School Group -Enrollment
- Camphill School (Tuition Spec.Ed)
- River Rock Academy (Tuition Spec Ed)
- Malvern Academy (Tuition Spec. Ed)
- Xsell Resources (IT)
-

SETTLEMENT OF PER CAPTIAL & OCCUPATION TAX

The Superintendent recommends the Board approve the 2021 Settlement of Per Captia and Occupation Tax Resolutions as presented and a copy be filed in the Secretary's office as **Addendum #2022-2023-019**.

Upon roll call vote, the vote for the above consent items was recorded as follows: Heidel: aye, Bearden: aye, Spence: nay, Armato: aye, Johnson: aye, Kline: aye, Lawrence: aye, Kancianic: Aye, Hylton: aye. Ayes: Eight. Nays: One. Motion carried.

NON-CONSENT

The Superintendent presented the Non-Consent item for Board consideration.

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

NON-CONSENT: PERSONNEL

Professional

Ratify Tamara Gundersen, Teacher on Special Assignment, Special Education, Admin. Building, effective September 14, 2022, \$55/day stipend (additional responsibilities) in addition to current salary and current instructional duties.

It was moved by Mrs. Johnson and seconded by Mr. Hylton that the Board approve the above non-consent item.

Upon roll call vote, the members voted aye for the above non-consent item: Kancianic: aye, Kline: aye, Hylton: aye, Johnson: aye, Lawrence: aye, Spence: aye, Armato: aye, Bearden: aye, Heidel: aye. Ayes: Nine. Nays: None. Motion carried.

UNFINISHED BUSINESS

NEW BUSINESS

INFORMATION

- Board Workshop: September 22
- School Safety Nights: September 28/29
- Monthly Meeting Notice: October

FEDERATION REMARKS

Mrs. Leibold thanked Mr. Lawler and Ms. Baller for keeping things going at the High School as the District experiences administrative shortages. She asked everyone to be considerate of each other in an effort to work together through the current personnel changes at the secondary level.

ROUND TABLE

Mr. Kline stated it was great to see smiling faces on the video presentation.

Mr. Armato spoke about the daily change of events in the workforce and how everyone works together to get make things successful. He is happy that he has the opportunity to be at many different places and events in the District seeing the things happening that live up to the District mission.


Mrs. Johnson is grateful to all the staff for the amount of work and effort to do this thing called school.

Mr. Rodriguez thanked the staff for the amazing job they do during these difficult circumstances and he thanked the Board for their steadfastness.

Ms. Bearden has received positive feedback on the work at the middle school, IT, communications, etc. She thanked the business and community for their giveaways to students as they head back to school.

ADJOURNMENT

It was moved by Mr. Armato and seconded by Mr. Heidel that the meeting adjourns. All in favor. None opposed. Motion carried. The meeting adjourned at 7:23 pm.


Maureen Jampo
Board Secretary



**Pottstown School District
Personnel/Policy Committee
REPORT**

September 1, 2022
6:30 pm - Virtual

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

POLICY

- Policy 840 - Service Dogs
- Policy 841 - Therapy Dogs

Policy updates focus on language related to legal rights and clear code of conduct; no impact on students or employees. Committee conversation expanded to emotional support animals not covered in these policies. Mrs. Lawrence will research and share with the committee and administration. Policies will be held for more discussion.

PERSONNEL

- 3 Days a week Special Education Director Consultant while transitioning new Special Education Director
- Special Education (Expanding Teachers Role) – **T**eacher **O**n **S**upervisor **A**ssignment with stipend pay.

The majority of committee supported these transitions. Any applicable board action for Special Education Consultant would be a non-consent item.

- Hiring PSD building Substitutes vs Hiring Building Substitute via Kelly Services
- Review current daily substitute rate (Kelly Services)

Committee members were in agreement to raise the building substitute rate to \$140/day and adding (1) building substitute at each elementary building and (4) at the high school (similar to to the (4) at the middle school).

Informational Items

- Items for future discussion:
 - Staff Calendars
 - Minority Candidates hired to date
 - Current market conditions.
 - PSD Unemployment Claims Review

Add – possible job fair; options to help gain applicants

- **Hiring for current school year** – some concerns are high school music teacher, 2 openings in science department, in addition to support staff for paraprofessionals, kitchen and custodial.

Next Meeting Date: October 6, 2022



Pottstown School District
CURRICULUM COMMITTEE
REPORT

September 1, 2022 (virtual)

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

Informational Items

- **IT Updates - Summer 2022**: Mr. Rodriguez gave an overview of IT's networking & systems, data prep & analysis, technology rollout and trainings & support. Highlights for the summer achievements included the moving of the server room to the high school, data management supports, chromebook rollout, and cybersecurity training. Future projects include revamping board meeting video/audio technology, new district-wide technology upgrades, enhancing network security measures and creating new workspaces to accommodate school resources and delivery packages.
- **Professional Development** (follow up): Mr. Oxenford gave updates on CPI training, updated training on Mandated Reporter (Child Abuse and Educator Discipline Act, Sexual Misconduct. Family Engagement – staff members participated in phone calls to parents prior to start of school. The positive impact was great turnout to Back to School & Meet the Teacher nights. FAC members were successful in reaching out to parents and assisting at the school events.
- **Curriculum Information**: Mr. Oxenford was pleased with the initial implementation of Foundations at the Kindergarten and 1st grade levels and the digital resources.

Next Meeting: October 6, 2022



POTTSTOWN SCHOOL DISTRICT
Facilities/Finance Committee
REPORT

September 8, 2022 (virtual)

Members: Thomas Hylton- Chair; John Armato, Steve Kline, Kurt Heidel, Laura Johnson, Katina Bearden

PRESENTATION

- Land Bank Property Transfers - Peggy Lee-Clark, Deborah Penrod
Three properties has been acquired by the Land Bank and ready to transfer to two developers.
Properties: 208 Gable Ave, 439 Chestnut St and 421 Hale Street.

FACILITIES – John Connor

- Lead Flushing Program *report attached
- O&S Engineering Updates –
 - Building Envelope – deferred projects from 2021/2022 include middle school façade repairs, high school reconstruction of retaining wall, façade repairs/maintenance at Franklin.
 - Mechanical/Electrical/Plumbing – high school chiller replacement is scheduled completion at the end of 2022.; deferred projects include domestic hot water system replacement and sanitary Sewer piping.
 - 2023 Scope of Work: \$2,987,000 includes deferred projects; some mechanicals may be applicable to ESSER funds.
- Recommendation to renew Green Ridge Landscaping, 2 yr contract– COSTAR vendor; familiar with grounds; savings in weeding/curb trimming on as need basis, and flexibility with district staff. 2023 and 2024 cost remains same; 2025 optional 3% increase. Committee was in agreement with renewing contract as presented.

Field Safety Coverage – Katina Bearden asked that the administration look into providing tent coverage for the fields during sports events as a safety measure to protect/shield students and coaches from sun/heat.

FINANCE - Maureen Jampo

- Board Approval Items:
Contracts: Xsell (IT), GHR Staffing Addendum , Advanced Protection Co., Power School Group, Spec. Ed. tuition contracts: (Camphill, River Rock, Malvern Academy),
- Meadow signage for review - a sample of river front signage for size and a meadow sign mock up for all meadows; approximate cost per \$1,000 (includes posts). Tabled for the next committee meeting.
- Edgewood fence option – replace chain link fence with iron fence; proposed quote \$30,000; (COSTARS); approximate cost for replacing with similar chain link fence \$22,000. Conversation focused on the longevity/maintenance of the iron fence vs similar chain link fence. Members were in favor of moving forward with the iron fence.

Information – Katina Bearden

- Residency Incentive Program – 3 current applicants; available funds are (1) \$10,000 loan and a remainder amount of approximately \$6,200.
- Foundation for Pottstown Education: Amazing Raise – look for email announcing this year’s criteria for donations and matching funds to support educational opportunities for our students. Staff and Board Members are encouraged to participate to meet this year’s goal.

Next meeting: October 13, 2022

TESTING FOR LEAD IN DRINKING WATER DURING THE 2022-2023 SCHOOL YEAR.

Under Act 39 of 2018, schools may, but are not required to, test for lead levels annually in the drinking water of any facility where children attend school. If a school chooses not to test for lead levels, then the school must discuss lead issues in school facilities at a public meeting once a year. This meeting may be a stand-alone meeting or part of an existing public meeting (such as a facilities committee meeting).

The Pottstown School District has previously tested for Lead in Drinking Water in our schools with no elevated lead levels.

Once schools were shut down in March 2020 due to the Pandemic, Maintenance and Custodial staff at their annual 2 hour awareness training implemented the “flushing method” in schools on public water and were trained. PSD has developed an aerator (screen) cleaning maintenance schedule to clean debris from all accessible aerators frequently. Custodians run the water outlets routinely in the main kitchen, faculty, nurse and potable water outlets to flush out impurities. The water is run for 30 seconds + or until it becomes cold or reaches a steady temperature. This flushes out any stagnant water in the plumbing and replaces it with fresh water.

PSD has replaced and will continue to replace water fountains with bottle fillers. Since the start of the Pandemic in March, 2020, all water fountains/bubblers are being brought back into service. Bottle fillers with filters continue to evolve and replace older outlets.

PDE Recommends a flushing program as an interim control measure. Under Permanent remedies, PDE recommends Interim Measures on a “Permanent” basis.

PSD complies with PDE regulations in flushing outlets on a permanent basis.



POTTSTOWN SCHOOL DISTRICT
Public Relations/Community Engagement Committee
Report

September 8, 2022 (virtual)

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

Guest Presenter

Family Advisory Committee – Kizmet Meade gave some background information of the formation of the Family Advisory Committee thru the W.G. Kellog Grant focused on elementary support. FAC is now supporting all grade levels. FAC email address is FamilyAdvisoryCommittee2019@gmail.com. Requirements for new members include obtaining clearances and filling out a questionnaire. Meetings are not open to the public. Requests to attend can be sent to the email address. Tamara Charles talked about how the FAC can be an effective group to support families in the district. The FAC is committed to being the bridge between families and the school district. Ms. Bearden will review with Mr. Rodriguez and Mr. Kalis if the District can assist the FAC through the district.

Updates

Reunification Townhall – for PSD parents and guardians

- School Safety Night – Sept 28th, 6:30 pm at PMS
Sept. 29th, 4:00 pm at Barth Elementary

Information

Next meeting: Administrative update on successful attendance practices

Next Meeting Date: October 13, 2022