



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

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

**PRESENTATIONS**

October 3 Executive Board Workshop Summary: Mr. Kalis gave an overview of the solicitor's role and services provided by the Fox Rothschild team. Litigations, employment discipline, contracts, bidding process, special education, property transfers and tax assessments, student matters(records, truancy, expulsion) and general board governance are among the things that are overseen by the legal team.

**MINUTES**

Ms. Jampo presented the minutes from the Regular Board meeting held on October 20, 2022 for Board approval.

**LIST OF BILLS**

Mrs. Johnson presented the list of bills paid from the various funds for the periods of October 2022, to be approved as presented and a copy be filed in the Secretary's office as **Addendum #2022-2023-031**.

**TREASURER'S REPORT**

Mrs. Johnson presented the Treasurer's Reports for October 2022 to be approved as presented and a copy be filed in the Secretary's office as **Addendum #2022-2023-032**

**COMMITTEE REPORTS**

POLICY/PERSONNEL COMMITTEE – MR. KLINE

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

CURRICULUM COMMITTEE – MRS. LAWRENCE

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

FACILITIES/FINANCE COMMITTEE – MR. HYLTON

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

PUBLIC RELATIONS/COMMUNITY ENGAGEMENT – MRS. JOHNSON

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

MONTGOMERY COUNTY LEGISLATIVE /PSBA REPRESENTATIVE – MRS. JOHNSON  
No county legislative meeting. PSBA meeting focused on board meeting processes.

MCIU REPRESENTATIVE – MRS. LAWRENCE

November meeting highlights include recognizing American Education week, updates from a safety conference and addressing staffing shortages in the Head Start and Pre-K programs.

BOROUGH LIAISON – MS. SPENCE

Borough Council discussed reducing real estate tax percent and the merging of two of the fire companies.

STUDENT REPRESENTATIVE – MR. ELLISON

High School club activities included DECA and National Honor Society inductions, the start of the CARES program and random acts of kindness events. District wide clothing drive is being hosted by the Interact Club.

**Mr. Armato entered the meeting at 7:00 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): none**

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

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

### **BOARD ACTION: CONSENT**

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

### **PERSONNEL**

#### **POSITIONS**

##### Exempt

Assistant Technology Director to Technology and Innovation Manager \* **Addendum #2022-2023-033.**

#### **RESIGNATIONS/TERMINATIONS**

##### Professional

Meghan Waiber, Special Education Teacher, Middle School, resignation effective when position is filled or December 22, 2022; hire date December 6, 2021.

Melanie Olivieri, Secondary Teacher, Middle School, resignation effective when position is filled or December 22/2022; hire date August 15, 2022.

##### Classified

Ratify Florantz Pardieu, Paraprofessional/Proctor, Lincoln Elementary, resignation effective October 20, 2022; rescinded job offer.

## LEAVES

### Administrative

Ratify Theresa Baller, Director of Career & Technical Education, High School, request for leave of absence effective October 11, 2022; end date tbd.

### Classified

Ratify Kelly Chicarelli, Paraprofessional, Barth Elementary, request for leave of absence effective November 7, 2022; end date tbd.

## CHANGE IN POSITION/SALARY

### Professional

Ratify Anne Voynar, from Intervention Assistant to Long-term Substitute Teacher, Rupert Elementary, effective October 20, 2022, \$251/day (coverage for J. Parris)

### Exempt

Carol Brightbill, from Assistant Technology Director to Technology and Innovation Manager, Admin. Building, effective November 18, 2022, no change in salary compensation.

### Classified

Ratify Jessica Trabucco, from Proctor to Paraprofessional, Barth Elementary, effective October 20, 2022, \$14.50/hr.

Ratify Kerry Kline, from Classroom Assistant to Temporary Intervention Assistant, Lincoln Elementary, effective October 31, 2022, no change in hourly compensation. Upon end of assignment, will return to Classroom Assistant.

Ratify Cory Derer, from Library Assistant to Temporary Intervention Assistant, Barth Elementary, effective October 31, 2022, no change in hourly compensation. Upon end of assignment, will return to Library Assistant.

Ratify Christina Kelly, from Part-time Cafe worker to Cafe Worker/Food Service Driver. High School, effective October 31, 2022, \$15.75/hr.

Ratify Yanira Morales, from Lunch Proctor to Paraprofessional 1:1, Franklin Elementary, effective November 14, 2022, \$14.50/hr + \$2.00 pay differential.

Karissa Zechman, from Part-time to Full-time Administrative Assistant to Director of Co-Curricular, High School, effective November 18, 2022, no change in hourly compensation.

## ELECTIONS

### Professional

Ratify Keith Schied, Grade Level Long-Term Substitute Teacher, initial assignment Barth Elementary, effective October 31, 2022, \$251/day

Ratify Ashlee Rodriguez, Grade Level Long-Term Substitute Teacher, initial assignment Barth Elementary, effective date tbd, \$251/day (coverage for B. Zacharias).

Carol Knasiak, MTSS Coach, initial assignment Middle School, effective November 17, 2022, \$81,345/yr, Step 14 Mast+30.

Jeffrey Menaker, Secondary Teacher, initial assignment High School, effective November 18, 2022, \$84,300/ye., Step 15 Mast + 30 (contract of S. Braunsberg).

Dane Kress, Secondary Teacher, initial assignment Middle School, anticipated effective date January 3, 2023, \$52,313/hr, Step 5 Bach +15 (contract of J. Tupper).

#### Exempt

Nicole Schikel, Pre-K Counts Long-Term Substitute Teacher, North End, anticipated effective date November 29, 2022, \$251/day (replacing A. Iezzi).

#### Classified

Ratify Anne Graveline, Paraprofessional, Lincoln Elementary, effective October 28, 2022, \$14.50/hr.

Aimee Gilbert, Intervention Assistant, Barth Elementary, effective date tbd, \$14.50/hr. (replacing A. Voyner).

Alonna Lynch, Intervention Assistant, Middle school, effective date tbd, \$14.50/hr. (replacing J. Swoyer).

#### CO-CURRICULAR ASSIGNMENTS

2022/2023 Winter Sports \* **Addendum #2022-2023-034**

#### **POLICIES**

The Superintendent recommends the Boar approve the following policies and copies be filed in the Secretary's office as **Addendum #2022-2023-035:**

- 840: Service Dogs (Update)
- 841: Therapy Animals (formerly Therapy Dogs)

#### **BUILDING AUTOMATION CONTROLS PROPOSAL**

The Superintendent recommends the Board approve the HS Building Automation Controls Proposal as presented and a copy be filed in the Secretary's office as **Addendum #2022-2023-036:**

- O & S Associates DDC Controls Proposal

#### **RESOLUTION TO LIMIT PROPERTY TAX INCREASE FOR 2023-2024**

The Superintendent recommends the Board approve the resolution to limit property tax increase for 2023-2024 as presented and a copy be filed in the Secretary's office as **Addendum #2022-2023-037.**

#### **RESOLUTION: SUBSTITUTE TAX COLLECTOR APPOINTMENT 2023**

The Superintendent recommends the Board approve the following resolution to appoint the substitute tax collector for 2023 as presented and a copy be filed in the Secretary's office as **Addendum #2022-2023-038.**

**Upon roll call vote, all members voted aye for the above consent items: Hylton: aye, Heidel: aye, Spence: aye, Kline: aye, Lawrence: aye, Armato: aye, Johnson: aye, Kancianic: aye. Ayes: Eight. Absent: One. Motion carried.**

## **NON-CONSENT: CONTRACTS**

The Superintendent recommends the Board approve/ratify the following contracts and copies be filed in the Secretary's office as **Addendum #2022-2023-039**:

- The Lincoln Center
- MOU: STRIVE Initiative
- Melmark Inc. (Special Education)

### **Hearings from Patrons \*limited to Non-Consent items only:**

Tamar Charles, resident, spoke in support of the STRIVE contract and recognizes the importance of volunteers helping at the schools and supporting the students.

Kizmet Meade, resident, asked how a book "Framework for Understanding Poverty" is being used in the schools.

Mercedes Jackson, resident spoke in favor of volunteers in the buildings. She asked if alumni/PSD graduates could participate in Professional Development speaking from experience. She stressed that team players are essential to teamwork.

### **BOARD ACTION: CONTRACT – The Lincoln Center**

It was moved by Mr. Hylton and seconded by Mr. Heidel that the Board approve The Lincoln Center contract as presented. All members present voted aye. Armato: aye, Spence: aye, Lawrence: aye, Kline: aye, Kancianic: aye, Johnson: aye, Hylton: aye, Heidel: aye. Ayes: Eight. Absent: One. Motion carried.

### **BOARD ACTION: Contract – MOU: STRIVE Initiative**

It was moved by Mrs. Johnson and seconded by Mr. Hylton that the Board approve the STRIVE Initiative MOU as presented. All members present voted aye: Heidel: aye, Hylton: aye, Armato: aye, Kancianic: aye, Kline: aye, Lawrence: aye, Spence: aye, Johnson: aye. Ayes: Eight. Absent: One. Motion carried.

### **BOARD ACTION: Contract – Melmark Inc. (Special Education)**

It was moved by Mr. Armato and seconded by Mrs. Lawrence that the Board approve the Melmark, Inc. contract as presented. All members present voted aye. Kancianic: aye, Heidel: aye, Lawrence: aye, Spence: aye, Johnson: aye, Kline: aye, Armato: aye, Hylton: aye. Ayes: Eight. Absent: One. Motion carried.

## **UNFINISHED BUSINESS**

Technology Upgrade- Hybrid vs. In-Person: Mr. Rodriguez provided information on the questions presented at last month's meeting. 1) Alternatives: The auditorium audio is not compatible for holding board meetings. 2) Returnable: proposed software upgraded would not be returnable. 3) Success rate: the proposed technology brands have a high success rate, used by multi organizations.

## **INFORMATION**

- Board Reorganization Meeting: Thursday, Dec.1, 2022, 6:30 pm, Admin Conference Room
- Tenure Recognition: eligible professional staff
- Monthly Meeting Notice: December 2022

## **FEDERATION REMARKS**

Mrs. Leibold express notes of thanks for the continued collaboration between the Federation Board, and Administration, for resources made available through ESSER funds, additional guidance

counselors, Foundations and Administrations efforts to help defray the costs of AP exams, and Mr. Oxenford's efforts to include all departments in planning professional development.

## **ROUND TABLE**

Mrs. Johnson congratulated Mr. Hylton as a recipient of his environment award.

Mrs. Lawrence added her congratulations to Mr. Hylton.

Mr. Ellison looks forward to the STRIVE Initiative and engaging other students in the program opportunities.

Mr. Armato apologized for being late to the meeting.

Mrs. Kancianic congratulated PTICC on receiving a grant to put on a full production of "A Promise to Pottstown.

Ms. Spence encouraged parents to teach their children safety, "Stranger, Danger" awareness.

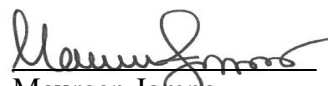
Mr. Heidel enjoy the last days of fall and enjoy the holidays.

Mr. Kline thanked the Board for their teamwork supporting him as he presided over this meeting. He announced there will be an emergency executive session for the purpose of litigation and personnel.

## **ADJOURNMENT**

It was moved by Mr. Heidel and seconded by Mrs. Johnson that the meeting adjourns. All in favor. None opposed. The meeting adjourned at 7:33 pm.

**Emergency Executive Session for the purpose of litigation and personnel.**

  
Maureen Jampo  
Board Secretary



**Pottstown School District  
Personnel/Policy Committee  
REPORT  
November 3, 2022  
(virtual)**

Attendees: Steve Kline, Chair; John Armato, Susan Lawrence, Laura Johnson, Phoebe Kancianic, Matthew Boyer, Stephen Rodriguez

**POLICY**

- Policy 840: Service Dogs
- Policy 841 Therapy ~~Dogs~~ Animals

Updated policies were brought back for review. New language added in Policy 841 to address case by case situations.

Members present were in favor of placing the policies on the November 17 Board agenda for approval.

**PERSONNEL**

- Co-Curricular Administrative Assistant from Part-Time to Full-Time: increase functions for the co-curricular department and assist with day-to-day processes.  
*Suggestion for future discussion: change position from Administration Assistant to Assistant Director of Co-Curricular*
- MTSS Coaches / Contracted Positions: make contracted positions to address hiring issues, filling in vacant positions for the success of the program. New contracted positions could attract candidates
- Technology Title Change: Assistant Technology Director to Technology and Innovation Manager  
\*New Job Description: Manager Title matches the duties/responsibilities versus the Title of Assistant Technology Director.

Members present were in favor of moving forward with the personnel items as presented.

**Informational Items**

- Blended Model Job Fair Advertisement (Updated) – flyers were distributed throughout the community and updated a social media advertisement with a QR code linked to the website.
- Reviewing “*Naming Rights*” policies for review and adoption at future committee meeting.

**Next Meeting Date: December 1, 2022 (immediately following the Board Reorganization meeting)**



Pottstown School District  
**CURRICULUM COMMITTEE**  
**Report**  
**November 3, 2022**  
**(virtual)**

Attendees: Susan Lawrence - Chairperson; Steve Kline, Phoebe Kancianic, Thomas Hylton, Laura Johnson, Ryan Oxenford, Stephen Rodriguez

**Informational Items**

**Traces of Love:** Mrs. Lawrence reviewed the services offered to professional staff (highlights included: goals of in-service/professional development, statistics on the number of students who suffer loss, grief from a child's viewpoint, effects in the classroom).

**Co-Curricular Update:** Mr. Baker provided updates on the close of Fall Sports, the start of MS Intramural, Trojans of Tomorrow Camps, and preparations for the addition of two new student clubs at the High School. Several fundraising events for student clubs and organizations are being planned for the winter season and Winter Sports officially kick off on November 18<sup>th</sup>.

**1st Grade Foundations Implementation:** Ms. Hospador shared the progress of Foundations. The procedures help the students build confidence in decoding and reading. The materials and systematic process gives the students skills in sounding out the words, spelling and writing.

**Next Meeting:** December 1, 2022 (*immediately following the Board Reorganization meeting*)





**POTTSTOWN SCHOOL DISTRICT  
Facilities/Finance Committee  
REPORT**

November 10, 2022  
virtual

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

**FACILITIES** – John Connor

**Facility Updates**

- Starting Final Phase Franklin St. Field Irrigation – starting the final stage; completion by Thanksgiving
- High School Building Automation Controls Proposal – O & S Associates professional fees for design drawings and bid process; cost \$40,000. The Automation Controls allow for flexibility, reliability and efficiency. Controls will work over the Ethernet and with fiber cables. ESSER funds would be used for the components of the project.

**FINANCE** - Maureen Jampo

- Act 1 Budget Index Resolution – limits property tax increase not to exceed the adjusted index (6%),
- Annual Substitute Tax Collector Appointment Resolution – standard appointment naming substitute tax collector.
- Board Approval Items:
  - Contracts to date: Lincoln Center (Grant Funded), Special Education Tuition: Melmark, STRIVE Initiative MOU (Grant funded) – under review and copies will be available on Friday's BoardDocs agenda.
- District Wide Feasibility Proposal - recommend a study to develop some long term planning, addressing capacity needs. The objective is that the ESSER funds are placed appropriately to address the aging systems, the operational footprint of the district and support the expansion of educational programs (ex: Edgewood Learning Center, Beech Street programs). The administration reached out to EI Associates, who had previously worked with the District, to look at a study, mainly for programmatic space, to identify some components applicable to ESSER funds. Mr. Hylton asked for a written proposal identifying who they are and what the District wants them to do.

**ANNOUNCEMENTS:**

- Next meeting: December 8, 2022



POTTSTOWN SCHOOL DISTRICT  
**Public Relations/Community Engagement Committee**  
**REPORT**

November 10, 2022

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

**Guest Presenter**

Family Services- Eve Bieber, Director of Community Prevention Services and Pamela Bradley, Family Engagement Coordinator gave an overview of the services provided to the community, families and children. The bulk of work is case management, parent education and home visiting. The largest prevention program is an international home visiting program, "Parents as Teachers". Family Services was awarded a designation of Blue Ribbon Affiliates status. Family Engagement focuses providing opportunities and events for children and families (cooking classes, connect /coordinate families with resources, assist with truancy, translating..)

**Advocacy**

Looking forward: Advocating through sharing our story

Mrs. Johnson shared ideas on collecting and sharing stories on the positive effect the additional funds benefits our students. Sharing these stories with the lawmakers is a powerful advocacy tool that shows how the funds were used and to ensure that we keep the more equitable funding and hopefully increase the level of funding.

Next Meeting Date: December 8, 2022