



**POTTSTOWN SCHOOL DISTRICT  
REGULAR BOARD MEETING MINUTES  
October 17, 2024**

The Regular Board Meeting of the Board of School Directors of the Pottstown School District was held on Thursday, October 17, 2024 at 6:33 PM in the Conference Room of the Administration Building with President, Mrs. Katina Bearden, presiding. Upon roll call, the following members attended: Mr. John Armato, Mrs. Katina Bearden, Mr. Kurt Heidel, Mr. Thomas Hylton, Mrs. Phoebe Kancianic, Mrs. Laura Johnson, Mr. Steve Kline, Mrs. Susan Lawrence, Mrs. Spence. Nine members present. Also attending were; Superintendent, Mr. Stephen Rodriguez, Business Administrator, Mrs. Maureen Oakley; Director of Human Resources, Mr. Matthew Boyer; Solicitor, Mr. Stephen Kalis.

**PRESENTATIONS**

- Oath of Office: Student Board Representatives. - Judge Palladino did a swearing in ceremony for – Aliyas Hudson - Junior Representative, Emely Villegas and Jayanna Hill – Alternate Junior Representative's.
- PSBA Honor Roll for School Board Service - Pottstown School Board President Katina Bearden was honored by the Pennsylvania School Boards Association (PSBA) with an Honor Roll Award celebrating ten years of dedicated service to students, staff and community. The certificate represents PSBA's appreciation for her work and steadfast commitment to helping prepare each student, by name, for success at every level and representing our community with pride and honor. Another reason to say, proud to be from Pottstown.

**MINUTES**

Mrs. Oakley presented the minutes from the Board meeting held on September 19, 2024 Board Meeting for Board approval.

**LIST OF BILLS**

Mrs. Johnson presented the list of bills paid from the various funds for the period of September 2024 to be approved as presented and a copy be filed in the Secretary's office as **Addendum #2024-2025-024**

**TREASURER'S REPORT**

Mrs. Johnson presented the Treasurer's Report for September 2024 to be approved as presented and a copy be filed in the Secretary's office as **Addendum #2024-2025-025**

**COMMITTEE REPORTS**

POLICY/PERSONNEL COMMITTEE – MR. KLINE

Policy/Personnel Committee met on October 3rd. Committee report is attached to the Board minutes.

CURRICULUM COMMITTEE – MRS. LAWRENCE

Curriculum Committee met on October 3rd. Committee report is attached to the Board minutes.

FACILITIES/FINANCE COMMITTEE – MR. HYLTON

Facilities/Finance Committee met on October 10th. Committee report is attached to the Board minutes

PUBLIC RELATIONS/COMMUNITY ENGAGEMENT – MRS. JOHNSON

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

Montgomery County Legislative – Mrs. Johnson – Children First the advocacy Organization came and was at our 1<sup>st</sup> meeting in person since before Covid. Children First gave a presentation about the state budget. They emphasized for the schools that got the adequacy & tax Equity money that money is supposed to be for those things. Wanted to make sure Districts are using the money correctly and I was able to say "We've been doing that all along". Talked about Cyber Charter reform as well will continue to be a focus of the MCIU level advocacy. The group also reappointed me as a CO-chair really happy about sharing that position.

**PSBA REPRESENTATIVE** – MRS. KANCIANIC PSBA will be offering a data driven web series about understanding the various types of data we work with. The PA School Safety Institute is having an open house on October 22<sup>nd</sup>, you have to register by going onto PSBA portal. School Leadership Conference now has an app it's called PA School Leadership, it has various app stores. Look for more information on PSP's partnership with abund box it has some interesting benefits like Health tests essential vitamins. Will give a more update once I have more information.

**MCIU REPRESENTATIVE** – MRS. LAWRENCE wasn't able to make meeting. Don't have any notes or updates.

**STUDENT BOARD REPRESENTATIVE** – Imani Galloway, Aliyas Hudson  
Imani talked about events happening at the high school.

**REPORT OF THE SUPERINTENDENT** - Consent topics #8 through #18 will use our team to go through them. Non-Consent items – none.

## **PERSONNEL**

### **RESIGNATIONS/TERMINATIONS**

#### **Professional**

Ratify Amy Paulhamus, Long Term Substitute, Middle School, resignation effective September 20, 2024; date of hire August 12, 2024.

Perry Augustine, Teacher, Middle School, retirement effective June 2, 2025; date of hire April 21, 2008.

#### **Exempt**

Carol Brightbill, Tech & Innovation Manager, Administration, retirement effective April 15, 2025; date of hire September 16, 2013.

#### **Classified**

Correction: Amy Iezzi, PreK Counts Assistant, North End, resignation previously approved August 15, 2024 as effective September 13, 2024, new updated effective date September 12, 2024.

Ratify Nannette Glaze, Secretary, High School, resignation effective October 17, 2024; date of hire October 2, 2024.

Ratify Denise Byrnes, Paraprofessional, High School, resignation effective September 17, 2024; date of hire March 19, 2018.

### **TERMINATION OF EMPLOYEE #5021**

Motion to approve the adjudication as presented by Hearing Examiner Michael Kristofco, Esquire involving the termination of employee ID#5021. Copies will be filed in the Secretary's office as **Addendum #2024-2025-026**.

## **LEAVES**

#### **Professional**

Acknowledge/Ratify Jane Hospador, Teacher, Franklin, request for leave of absence, covered by FMLA, effective September 12, 2024; end date TBD.

Acknowledge/Ratify Shirley Exley, Teacher, High School, request for leave of absence, covered by FMLA, effective September 30, 2024; end date TBD.

Acknowledge/Ratify Theresa Spitko, Speech Therapist, Franklin, request for leave of absence, covered by FMLA, effective September 19, 2024; end date TBD.

Tracy Fleming, Teacher, Franklin, request for leave of absence, covered by FMLA, effective December 2, 2024; end date TBD.

#### **Exempt**

Acknowledge/Ratify Tiffany Walker, Home School Visitor, Admin Build, request for leave of absence, covered by FMLA, effective September 26, 2024; end date TBD.

### **CHANGE IN POSITION/SALARY**

#### **Professional**

Ratify Jessica Lineman, SE Dept. Chair, High School, effective date August 12, 2024; replacing A.Fusco.

Ratify Andrea Roberts, Library Dept. Chair, effective date September 26, 2024; replacing T.Freese.

Correction: Delaney Solomon, Long Term Substitute, Middle School, \$251/day, previously approved on August 15 as effective October 14, 2024; coverage A.Figueroa. new updated effective date October 15, 2024.

#### Classified

Ratify Jacqueline Keller, Cafeteria Worker, Middle School, Part-time to full-time, effective September 25, 2024.

### **ELECTIONS**

#### Professional

Jackson Goslin, Teacher, initial assignment High School, \$51,611/yr., effective November 18, 2024; Bachelors/Step 2; replacing D.Higgins.

Alexis Vincent, MTSS Coach, initial assignment High School, \$74,172/yr., effective December 3, 2024; Master/Step 12; replacing A.Fusco.

Jaclyn Neubauer, MTSS Coach, initial assignment Middle School, \$92,604/yr., effective December 17, 2024; Master+30/Step 15; replacing C.Knasiak.

Ratify Megan Johnson, Building Substitute, initial assignment North End Early Learning, \$251/day, effective October 15, 2024; replacing A. Fadden.

#### Classified

Ratify Jazmine Day, Student Proctor, Lincoln, \$15/hr., effective September 18, 2024.

Ratify Tiffany Dyson, PreK Counts Classroom Assistant, North End Learning, \$16.50/hr., effective September 20, 2024.

Ratify Laura Hazeltine, Library Assistant, Rupert/Lincoln, \$16.50/hr., effective October 7, 2024; replacing V.McCoy-Swinehart.

Ratify Marcede Burton, Student Proctor, Rupert, \$15/hr., effective October 2, 2024; replacing H.O'Connor.

Ratify Alex Rodriguez, Custodian I, High School, \$18.35/hr., effective October 8, 2024; replacing J.Zern.

Tamara Turner, Part-time Cafeteria Worker, High School, \$16.25/hr., effective October 21, 2024; replacing P.Watts-Thomas.

### **CO-CURRICULAR FALL ASSIGNMENTS**

The Board Secretary recommends the Board approve the Co-Curricular Fall Assignments as presented and copies be filed in the Secretary's office as **Addendum #2024-2025-027**.

### **HORIZONTAL MOVEMENTS**

The Board Secretary recommends the Board approve the Horizontal Movements as presented and copies be filed in the Secretary's office as **Addendum #2024-2025-028**.

### **TUITION REIMBURSEMENT**

The Board Secretary recommends the Board approve the Tuition Reimbursement as presented and copies be filed in the Secretary's office as **Addendum #2024-2025-029**.

### **PROFESSIONAL LEAVES**

The Board Secretary recommends the Board approve the Professional Leaves as presented and copies be filed in the Secretary's office as **Addendum #2024-2025-030**.

### **CONTRACTS**

The Board Secretary recommends the Board approve/ratify the contracts as presented and copies be filed in the Secretary's office as **Addendum #2024-2025-031**

- Capstone Academy Agreement 24/25yr

### **BID AWARD: CHROMEBOOK**

Bid Awarded – Grant Funded “ESSER”

- Dell Technologies \$67,760

### **BID AWARD: High School Auditorium (mixing console)**

Bid Awarded – Trust Funded “Phoebe Simes”

- Audiobahn Professional \$28,683

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

**In-Person – None**

**Virtual – None**

**Written - None**

### **BOARD ACTION: Minutes, List of Bills & Treasure’s Report**

It was moved by Mr. Heidel and seconded by Mrs. Johnson that the Board approve the minutes from September 2024 the list of Bills for September 2024 and the Treasurer’s Report for September 2024. All were in favor. Motion carried.

### **BOARD ACTION: CONSENT #8 thru #18**

It was moved by Mr. Hylton and seconded by Mr. Heidel that the following consent items #8 to #18 be approved in accordance with Policy 005, as recommended by the Board Treasurer:

Upon roll call vote, all present members voted aye for the above consent items: Mr. Heidel; aye, Mrs. Spence; aye, Mr. Armato; aye, Mrs. Bearden; aye, Mrs. Lawrence; aye, Mr. Kline; aye, Mr. Hylton; aye, Mrs. Johnson; aye. Mrs. Kancianic; aye. Aye: Nine. Nay: Zero. Absent: Zero. Motion carried.

### **INFORMATION**

- Tenure Recognition: Eligible Professional Staff
- Monthly Meeting Notice: November – Mrs. Oakley

**FEDERATION REMARKS** – Ms. Jane Hospodar gave congratulations to the new Junior Representatives that were sworn in and to Mrs. Bearden for her 10yrs service with the School Board. Shared a list of concerns from teachers. Asked for help with working on a solution to getting help for the teachers concerns.

### **ROUND TABLE**

Mrs. Kancianic – None

Mrs. Spence – Didn’t do any community events. Had a photographer put a drone up to show Pottstown area and it is beautiful. Recommendation to the Board to try to bring a Drone CTE Program into Pottstown.

Mr. Heidel – None

Mr. Armato – Had the opportunity to be with the Middle School students that are part of the 360Program. They toured Dana for the STEM Education and the availability of career options. It was very awarding to also see a lot of the Dana employees were former Pottstown Graduates.

Mrs. Lawrence – Put in her yearly plug for my Non-profit Traces of Love Association. We offer grief services for kids who have had a loss. We are forming two support groups at Franklin and Middle School let the guidance counselors know. Also have a website at [tracesoflove.com](https://tracesoflove.com).

Mr. Hylton – Shared different Schools mascot’s and discussed different libraries with funding problems and how some school districts stepped up and helped fund their library.

Mrs. Johnson – Was very brief just wanted to say between now and next committee meetings there is a really big election coming up, please make sure to plan to vote and exercise your civic duty and privilege.

Mr. Kline – None

Mr. Rodriguez – Many months now we have been appealing our 21<sup>st</sup> Century Grant. With the help of staff and Mr. Kalis we have been partially funded for the next five years.

Mrs. Bearden – Thanks for the work our team has put in for us to get any kind of help with grants. Welcome the new Junior Representatives.

#### **ADJOURNMENT**

It was moved by Mr. Hylton and seconded by Mr. Heidel that the Board adjourn. All in favor. Motion Carried. The meeting adjourned at 7:25pm.

  
Maureen Oakley-Board Secretary



**Pottstown School District  
Personnel/Policy Committee  
REPORT  
October 3, 2024**

Committee Members: Steve Kline (absent), Chair; John Armato, Susan Lawrence, Laura Johnson, Deborah Spence (absent), Katina Bearden (Acting Chairperson)

**Presentation:** Requested Student Discipline Data Report given by Dr. White-Springfield. Comparison of 2022-2023 to 2023-2024, PHS – 297 suspensions, a decrease of 60% and PMS – 246 suspensions with a decrease of 45%. Race and Ethnicity suspension statistics and PBIS levels were addressed and reviewed.

**POLICY**

Policy 218 - Student Discipline

Policy 218.1 - Weapons

Policy 103 - Discrimination/Harassment Affecting Students

Policy 103.1 – Non-Discrimination - Qualified Students with Disabilities

Policy 104 - Discrimination/Harassment Affecting Staff

*The above Policies are currently being updated and under review with Fox Rothchild. Recommendations will be presented at the next Committee Meeting.*

Policy 214 - Class Rank – A discussion by Committee members was held on the proposed language, “Class Rank will only be calculated at the end of the last semester of the student's senior year” as well as the future direction of Valedictorian/Salutatorian.

**PERSONNEL**

HS/MS Cross Country / MS Assistant Coach – adding this position to support the increase of 50% student interest in Cross Country. Recommendation to be added to the next meeting.

**Informational Items**

- Girls Flag Football (Spring Season) - Current Information presented by Mr. Boyer. A PIAA sanctioned sport. A survey sent out by the HS Athletics Department revealed: 40 girls interested and 26 girls indicated that Flag Football was their first choice. The Philadelphia Eagles are offering one-time funding to start up Girl's Flag Football (meeting with PAC on October 8<sup>th</sup>). More information forthcoming.
- New Online Staff Newsletter/HR Memo. Showcasing New Staff, an Information Section on Employment Opportunities in the District, How to Apply for State Clearances, Videos on New Teacher and Student Interaction, Title IX Information and Quarterly Updates.

Next Meeting Date: November 7, 2024



Pottstown School District  
**CURRICULUM COMMITTEE  
REPORT**

October 3, 2024

*(immediately following Policy/Personnel Committee meeting)*

Committee Members: Susan Lawrence – Chairperson, Steve Kline (absent), Phoebe Kancianic (absent) Thomas Hylton, Katina Bearden

**Informational Items**

**IT Department Updates** – Mr. Lentz presented a Summer Projects Video highlighting: Chromebook Rollout, Updated Building Support, MIS Interns, New Help Desk System, Elementary SMART Boards and Additional Updates. IT made significant improvements in enhancing technology systems, improving user experience and supporting student success.

**Co-Curricular Update** – Mr. Baker provided a review of the Summer Keystone State Girls Basketball Camp in August. He also presented a Fall Recap on Co-Curriculars and Community Relations: both the Pottstown Firebirds and 1974 Alumni Class were recognized. HOSA Annual Blood Drives at the High School and the Middle School Football and Hockey teams performed an Annual Community Cleanup event. PAC Girls Tennis Singles and Doubles competed in the semi-finals. PAC Boys Golf Championship was held at Turtle Creek. Able to field 5 Football Teams and other various fall sports highlights at the Middle and High School. Recognized this year as winning the PAC Middle School Sportsmanship Award at the PIAA District 1 Meeting. Homecoming week and activities at the High School. February 2025 Chicago Musical is on the horizon.

Vision Van (Vision to Learn Van) – Mr. Oxenford presented a video that captured the details of this initiative to provide students with vision care. Dr. Gerth narrated the full services provided for students with licensed optometrists exams. Students are provided with reading glasses within two weeks delivered to the buildings. Vision Van services continue throughout the year.

**Field Trips 2024-2025** – Mr. Oxenford shared various Field Trips listed for approval to bring different learning experiences for the students outside of the classroom (e.g. LifeSkills, Community Experiences, Weaver Orchards, Best Buddies OJR, Engineering Students, US AXLE, 4<sup>th</sup> Grade Colebrookdale Railroad) High School Counselors lead different Universities and College tours, Pottstown Children's Discovery Center, Kindergarten to 2<sup>nd</sup> Grade students have ½ day sessions from Oct 2 – Nov 4. exploring Discovery Theater, Barn to Belly and STEM Room.

**In-Service (October 11 and November 1)**

October 11<sup>th</sup> will be an early dismissal. The Elementary Schools will review fluency practices, maze practice and reveal exit ticket, 3C Engagement Strategies, LinkIt mid-point data review and active engagements sessions. The Middle School will focus on PBIS/Data Review/SRSS and the High School will engage in Continued Professional Development on UDL/SRSS

November 1<sup>st</sup> will be a Full Day of In-Service, engaging in Data Review, Instructional Planning and Parent Conference Preparations.

Next Meeting: November 7, 2024



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

Thursday October 10, 2024  
6:30 PM virtual

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

**FACILITIES** – Mr. Willauer

**Facility Update**

- Mr. Willauer gave an update on the Urban Tree Canopy Enhancement Project. Work is getting started and part of the project students will be involved in planning events starting with Barth, Lincoln and Franklin this fall. In the Spring will be Rupert, Middle School and High School. Shared slides of the upcoming project showing area's at each school where the tree's will be planted.
- Mr. Baker gave an update on the Athletic Field Study. Most recent update was about the soil study on the auxiliary field next to the tennis courts. Waiting for the final in full in depth detail study. There are some obstacles with the findings in the soil. It was requested that we look at other fields such as Edgewood to see if there are any other feasible areas. Once all studies are complete the final study will be available for Board members to see.

**FINANCE** – Mrs. Oakley

**Board Approval Items:**

- Contracts: Capstone Academy Agreement 24/25yr
- Bid Award - Chromebook - Awarded: Dell Technologies \$67,760 (ESSER Funded)
- Property Tax and Rent Rebate Update - Video - Mrs. Oakley's video was based on the hyperlinks the District has on our website for application, directions and information regarding the State Rebate and how the District calculates our Rebate. Also shared the results the District received so far this year with the Tax & Rent Rebate application. So far this year the District has received 156 applications (112 Homeowners, 44 Renters, 3 address' not our district, 4 awaiting state rebate, 4 requested more information) which gives a total of 145 Rebate checks that were processed. Total rebate distributed year to date \$71,530.

**INFORMATION**

Next meeting: November 14, 2024





**POTTSTOWN SCHOOL DISTRICT**  
**Public Relations & Community Engagement Committee**  
**Report**

October 10, 2024

Immediately following the Facilities/Finance Committee

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

**Presentations**

Hispanic Heritage Month – Mr. Rodriguez displayed a slideshow prepared by Mrs. Johnson depicting the videos on the PSD website highlighting different Hispanic Artists/Historic Figures and Hispanic Cultural contributions from the Hispanic Community. Mr. Armato also shared different activities and celebrations and in the school buildings during Hispanic Heritage Month (i.e. Mr. Rodriguez reading a book in Spanish to a Kindergarten Class, HS Hispanic food tasting). Many of these events were showcased on social media (i.e. Pottstown School District Facebook page).

Active Alumni – Mr. Armato highlighted the several Alumni events being held throughout the months of September and October. The Active Alumni Class Reunion of 1958, promoted “Once a Trojan, a Trojan forever”. The Class of 1974 had a reunion weekend, with many planned events (recognized on Friday Night Football game, Breakfast in the HS Cafeteria catered by the HS Culinary Arts Students, toured the HS and dinner at Brookside Country Club and Sunday morning at the Carousel). The Class of 1964, to their delight, was visited by the Trojan Man Mascot. The Class of 1963 provided a financial gift to Mr. Hewitt’s Automotive Class with Jump Start Cart (tools of the trade) to help graduating students to start up their own Automotive Shops. The Class of 1989 is scheduled for this upcoming weekend.

**Updates and Discussion**

PowerSchool – Information was provided on the logistics and security of using PowerSchool (now in its second year of operation). Mobile App and DeskTop access were discussed. A Special Programs section is now connected to PowerSchool making it easier for Parents to access their Student’s education (i.e. IEP Plans, 504).

Student Complaint Process – Mrs. Johnson presented a review of this process, with examples of both improper and proper methods. Reference to the Student Handbook on the proper complaint guideline steps, including to whom the complaint should be reported to and how to navigate the complaint process to reach a possible resolution.

Next Meeting Date: November 14, 2024