



**POTTSTOWN SCHOOL DISTRICT
MINUTES OF THE RE-ORGANIZATION/COMMITTEE/REGULAR BOARD MEETING
December 5, 2024**

The Re-Organization Meeting for the Board of School Directors of the Pottstown School District was held on Thursday, December 5, 2024 at 6:30 PM in the Conference Room at the Administration Building with President, Ms. Katina Bearden presiding. Upon roll call, the following members were present: Mr. John Armato, Mr. Kurt Heidel, Mr. Thomas Hylton, Mrs. Laura Johnson, Mr. Steve Kline, Mrs. Susan Lawrence, Mrs. Phoebe Kancianic. The following members were absent: Mrs. Deborah Spence. Also present were Superintendent, Mr. Stephen Rodriguez; Business Administrator, Mrs. Maureen Oakley; Director of Human Resources, Mr. Matthew Boyer; Solicitor, Mr. Stephen Kalis.

BOARD RE-ORGANIZATION

School Code Mandate for Board Re-Organization Overview was given by Mr. Kalis

Two Board positions are open at this time. Board President and Board Vice President. The Board needed to nominate and elect a Temporary Chairperson.

Nominations and Election of Temporary Chairperson

Mrs. Oakley called for the nomination of a Temporary Chairperson.

Mr. Armato nominated Mrs. Kancianic.

There were no further nominations for a Temporary Chairperson. Asked for roll call vote of all (hold over) Board members to close and nominate a temporary chairperson. Eight. Ayes. Motion carried.

Mrs. Kancianic was elected Temporary Chairperson

Nominations and Election of Board President

Mrs. Kancianic called for the nomination of a Board President.

Mr. Kline nominated Mrs. Bearden.

It was moved by Mr. Hylton and seconded by Mr. Armato to close nomination and cast the ballot as presented.

There were no further nominations for a Board President. Asked for roll call vote of all Board members to close and nominate a Board President. Eight. Ayes. Motion carried.

Mrs. Bearden was elected Board President.

Nominations and Election of Board Vice President

Mrs. Bearden called for the nomination of a Vice President.

Mrs. Johnson nominated Mr. Kline.

It was moved by Mr. Hylton to close nomination and cast the ballot as presented.

There were no further nominations for a Board Vice President. Asked for roll call vote of all Board members to close and nominate a Board Vice President. Eight. Ayes. Motion carried.

Mr. Kline was elected Board Vice President

Motion for Appointment of Parliamentarian

Mrs. Bearden called for a motion to Appointment of Parliamentarian – reappoint/appoint Stephen Kalis.

It was moved by Mr. Hylton and seconded by Mrs. Kancianic to reappoint/appoint Stephen Kalis as presented. All were in favor. Motion carried.

Motion for Parliamentary Procedure & Roberts Rules of Order

Mrs. Bearden called for a motion to approve Parliamentary Procedure & Roberts Rules of Order.

It was moved by Mr. Heidel and seconded by Mrs. Kancianic for Parliamentary Procedure & Roberts Rules of Order as presented. All were in favor. Motion carried.

SIGNATURE STAMP

No motion needed – Board names remain the same.

Committee Appointments for 2025

Mrs. Bearden asked that Board Members contact her any committee assignment preferences. Committee appointments and structure will be determined at the January Board Workshop.

BOARD MEETINGS/COMMITTEE MEETINGS 2025

The Board Secretary presented dates and a copy will be filed in the Secretary's office as **Addendum #2024-2025-037.**

HEARINGS FROM PATRONS OF THE SCHOOLS (general)

In-Person – None

Virtual – Mercedes Jackson had a couple of questions from some of the parents for her to bring up at the Board meeting.

Written – None.

ADJOURNMENT (from Re-organization meeting)

POLICY/PERSONNEL COMMITTEE AGENDA MEETING

Mr. Boyer presented the Policy/Personnel Committee Agenda and a copy will be filed in the Secretary's office as **Addendum #2024-2025-038.**

CURRICULUM COMMITTEE AGENDA MEETING

Mr. Oxenford presented the Curriculum Committee Agenda and a copy will be filed in the Secretary's office as **Addendum #2024-2025-039.**

FACILITY/FINANCE COMMITTEE AGENDA MEETING

Mr. Willauer presented the Facility Committee Agenda and Mrs. Oakley presented the Finance Committee Agenda and a copy will be filed in the Secretary's office as **Addendum #2024-2025-040.**

PUBLIC RELATIONS/COMMUNITY ENGAGEMENT COMMITTEE AGENDA MEETING

Mrs. Johnson presented the Public Relations/Community Engagement Agenda and a copy will be filed in the Secretary's office as **Addendum #2024-2025-041.**

MEETING OPENING – REGULAR BOARD AGENDA

The Regular Board Meeting for the Board of School Directors of the Pottstown School District was held on Thursday, December 5, 2024 following the Board Reorganization/Committee Meetings in the Conference

Room at the Administration Building with President, Ms. Katina Bearden presiding. Upon roll call, the following members were present: Mr. John Armato, Mr. Kurt Heidel, Mr. Thomas Hylton, Mrs. Laura Johnson, Mr. Steve Kline, Mrs. Susan Lawrence Mrs. Phoebe Kancianic. The following members were absent: Mrs. Deborah Spence. Also present were Superintendent, Mr. Stephen Rodriguez; Business Administrator, Mrs. Maureen Oakley; Director of Human Resources, Mr. Matthew Boyer; Solicitor, Mr. Stephen Kalis.

MINUTES

Mrs. Oakley presented the minutes from the November Board meeting held on November 21, 2024 for Board approval.

LIST OF BILLS

Mrs. Johnson presented the list of bills paid from the various funds for the period of November 2024 to be approved as presented and a copy be filed in the Secretary's office as **Addendum #2023-2024-042**

TREASURER'S REPORT

Mrs. Johnson presented the Treasurer's Report for November 2024 to be approved as presented and a copy be filed in the Secretary's office as **Addendum #2023-2024-043**

COMMITTEE REPORTS

MONTGOMERY COUNTY LEGISLATIVE – MRS. JOHNSON

No new updates.

PSBA REPRESENTATIVE – MRS. KANCIANIC

Two new things: 1. PSBA put up a new resource from PDE outlining the state mandated trainings for teachers and staff. 2. PSBA updated their career gateway, which allows you to look at open job listing for school districts across the state.

MCIU REPRESENTATIVE – MRS. LAWRENCE

No new updates.

STUDENT REPRESENTATIVE – IMANI GALLOWAY, ALIYAS HUDSON

N/A

PERSONNEL

RESIGNATIONS/TERMINATIONS

Professional

Ratify Sunny Nelson, Teacher, Franklin, resignation effective December 21, 2024; date of hire August 12, 2024.

LEAVES

Professional

Correction: Shirley Exley, Teacher, High School, previously approved October 17, 2024 Board Meeting as FMLA Leave; update FMLA Leave to NON-FMLA WORKERS COMP. effective September 30, 2024.

ELECTIONS

Professional

Catherine Bower, SE Teacher, High School, Masters, Step 10 \$67,653 plus SE Stipend effective December 16, 2024; replacing K.Ivory.

Classified

Ratify Alicia Neri, Secretary, High School, \$17.05/hr., effective December 3, 2024; replacing N.Glaze.

PROFESSIONAL LEAVES

Building	Name	Conference Title	Conference Location	Dates to Attend	Expenses	Cost
Admin	William Jeffreys	PDE/PaTTAN Conference	Hershey, PA	02/05/25 - 02/06/25	PATTAN Fund	\$0.00

FIELD TRIP

# students	Conference	Conference Location	Date of Trip	Cost to Student	Cost to District-substitutes	Chaperone(s)
8	US National Parks	Arizona/Utah	3/31/25 - 4/6/25	\$2,924.00	\$700.00	Kim Petro & Angela Wagner
30	DECA	Hershey, PA	2/19/25- 2/21/25	\$381.17	\$762.34	Ron Davenport & Kim Robinson
6	DECA	Orlando, FL	4/26/25 - 4/30/25	\$1,800.00	\$3,600.00	Ron Davenport & TBD
10	Wrestling Tournament	Ocean City, MD	1/3/25- 1/4/25	\$0.00	\$490.00	Shambuy Kala Kadima, Gianna Fazio, Mia Bumbarger

POLICY

The Board Secretary recommends the Board approve the Policy(s) as presented and copies be filed in the Secretary's office as **Addendum #2024-2025-044**

- Policy 234 – Pregnant/Parenting/Married Students
- Policy 918 – Title I Parent & Family Engagement

ACKNOWLEDGE CMD SERVICES TRANSPORTATION DRIVERS (CONSENT)

The Board Secretary recommends the Board approve/ratify the Acknowledge CMD Services Transportation Drivers as presented and a copy be filed in the Secretary's office as **Addendum #2024-2025-045**.

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

In-Person - None

Virtual - None

BOARD ACTION: Minutes, List of Bills & Treasure's Report

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

BOARD ACTION: ALL CONSENT

It was moved by Mr. Heidel and seconded by Mrs. Johnson that the following consent items #23 to #29 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: Mrs. Lawrence; aye, Mr. Kline; aye, Mrs. Kancianic; aye, Mrs. Johnson; aye, Mr. Hylton; aye, Mr. Heidel; Mrs. Bearden; aye; Mr. Armato; aye; Mrs. Spence; absent. Ayes: Eight. Nay: Zero. Absent: One. Motion carried.

INFORMATION

- Board Workshop with Limited Board Action - January 16, 2025; 6:30pm, In-Person, Administration Conference Room/moved to the Middle School Band Room, 1st floor.

FEDERATION REMARKS – Ms. Hospador

Reminder for everyone, December 20, 2024 the High School is having a prep rally for the winter sports. Franklin, Middle and High School all have spirit day going on for 12 days. Kids and Staff always look forward to these days. The Holiday Social is Friday, December 13, 2024 at 920 Still Works at 3pm-6pm. Federation Thanked the Board for all their hard work for the first part of the year.

ROUND TABLE

Mrs. Kancianic-congratulated the Middle School students on the hard work they put into it and the concert was lovely. It was very well attended.

Mr. Armato-Holiday season always gives rise to taking a look backward into what happened during the year. I suggest we all need to do that every day. Wished everyone a great Holiday. Thank everyone and appreciate the camaraderie that exists on our Board that allows us to function in an effective/efficient way for the betterment of our students and our community. Proud to be from Pottstown.

Mrs. Lawrence-Happy Holidays!

Mrs. Johnson-told short story about when she was in Harrisburg. Sitting with a member of the education Committee. This person asked how Pottstown was, I told them about the good people we have, (administrative team, amazing teachers and staff). Our Board is very functional. I am very grateful for that.

Mr. Kline-No

Mr. Hylton-No

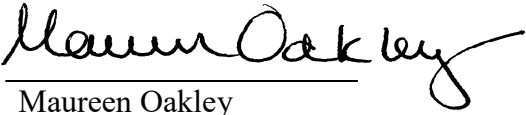
Mr. Heidel-No

Mr. Rodriguez-Made a couple of very brief comments. PowerSchool is working well with communicating with our parents and students. Questionnaire was put out to parents and feedback was really good and we will keep fine tuning to make it even better. Gave Thanks to Mrs. Bearden for the idea based on the way that the calendar goes to condense December meetings into one which now will allow us to concentrate the next two weeks on our students.

Mrs. Bearden-Thank the Board for 2024-2025 as well as the executive team for all of your efforts because you do a lot to make this District what it is. The Staff always does an amazing job with our students and supporting our parents to help our students.

ADJOURNMENT

It was moved by Mr. Heidel and seconded by Mrs. Kancianic that the Board adjourn. All in favor. Motion Carried. The meeting adjourned at 7:45pm.


Maureen Oakley
Board Secretary



**Pottstown School District
Personnel/Policy Committee
REPORT
December 5, 2024**

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

Presentations:

POLICY

Policy 234 - Pregnant/Parenting/Married Students

New Title IX regulations now include specific definitions and provisions for pregnancy, parenting and pregnancy-related conditions under the Pennsylvania Human Relations Commission regulations. The majority of the policy consists of new language notably, “the requirement for all school employees who receive notification from a student, parent/guardian of a student or other individual with a legal right to act on behalf of the student that the student is experiencing pregnancy or pregnancy-related conditions to provide that individual with the Title IX Coordinator's contact information and inform the individual of how the Title IX Coordinator can assist in taking steps to prevent discrimination and provide equal access to the district's educational programs, activities and services”.

Policy 918 - TITLE I Parent and Family Engagement

Reviewed at Facilities and Finance Committee Meeting on November 14, 2024. Reviewed present active policy procedures, as well as additions to the Policy 918 draft. The State Monitor stated the 918 draft was compliant.

PERSONNEL

Informational Items

Reviewing PSD nursing hourly rates and options as it relates to off campus/overnight trips with a comparison to other school districts practices. More information to be provided at the next Committee Meeting.

Next Meeting Date: February 6, 2025



Pottstown School District
CURRICULUM COMMITTEE
REPORT

December 5, 2024

(immediately following Policy/Personnel Committee meeting)

Committee Members: Susan Lawrence – Chairperson, Phoebe Kancianic, Thomas Hylton, Katina Bearden

Informational Items

CSI / A-TSI Updates - R. Oxenford

A slide presentation was shared on:

Middle School Comprehensive Support & Improvement (PBIS, Instructional Teams, Data Driven Decisions, Classroom Walkthroughs - Follow up to Workshops)
High School Additional Targeted Support & Improvement (Resources, Career Artifacts - 95.5% of Gr. 3-12 Student, above the State average, focus on Graduation Rate, Year 2 of 3 - January 2025 Planning and monitored by State SIF (School Improvement Facilitator))

Curriculum Resource Adoption Overview - R. Oxenford
6-year Curriculum Resource Adoption Cycle (Spring 2022 – Foundations (K-1st Grade), Spring 2023 – Reading Wonders (K-5) & Foundations (2nd Grade), Spring 2024 – Math Adoption, Spring 2025 – New Determination and Adoptions to be recommended.

Montco360 Video – Students created and performed a promotional introduction song for the Montco360 Program.

Action Items – none on the agenda

Next Meeting: February 6, 2025



POTTSTOWN SCHOOL DISTRICT
Facilities/Finance Committee
REPORT

Thursday – December 05, 2024
6:30 PM - In-person

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

FACILITIES – Mr. Willauer

Building and Grounds Update:

- Video Preview of the planting of trees on each of the school properties.
- Approval of permits has been granted for the Edgewood & Middle School Playground from the borough.

FINANCE - Mrs. Oakley

Business Office Update:

- Reminder the timeline for PDE is required by School code. This timeline includes the indexes and the release of the indexes. Our base index was 4%, adjusted index was 5.8%. The next step we took was to opt out of raising taxes in excess of our index and the resolution was passed in November.
- Hopeful to have the First look of next year's budget for the Board in February and the next date we would need to comply would be May 31st and June 30th for the proposed and final budget.

Next meeting: February 13, 2025

Agenda subject to change.



POTTSTOWN SCHOOL DISTRICT
Public Relations & Community Engagement Committee
Report

December 5, 2024

Immediately following the Facilities/Finance Committee

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

Presentations

Community Happenings:

- Holiday Concerts and Community Events – Middle School (12/4), Barth Elementary (12/9), High School (12/11) Middle School Mac & Cheese Bake Off (12/11), Invitational Boys and Girls Wrestling Tournament (12/6-7), Downtown Tree Lighting, PSD Choir Students scheduled to perform (12/14).

Other Business

FAC Update – Mercedes Jackson

- Website Calendar provides Community and Family Engagement.

November Update:

- Friendsgiving held at Franklin Elementary was a great success this year! Thank you to all who attended and hosted.

December 7th & 8th:

- Jingle Jam - Victory Church in Audubon
- Family Services - Free haircuts
- Christmas Concert - Victory Church

Upcoming:

- More FAC events will be announced in the New Year...please stay tuned!

Next Meeting Date: February 13, 2025