POTTSTOWN SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING

DECEMBER 16, 2011

The Regular Meeting of the Board of School Directors of the Pottstown School District was held on Friday, December 16, 2011, at 7:30 PM in the second floor LGI room of the Pottstown Middle School with President Mrs. Judyth L. Zahora presiding. The following Board Members were present, Mr. Robert H. Hartman, Jr., Ms. Valerie Harris, Mr. Thomas Hylton, Mr. Andrew Kefer, Ms. Mary-Beth Lydon, Mr. Dennis Wausnock, Mrs. Polly Weand and Mr. W. Ron Williams. Also present were Superintendent of Schools, Dr. Reed Lindley; Assistant Superintendent, Dr. Jeffrey Sparagana; Business Administrator, Mrs. Linda Adams; Mr. Jerry Ummarino, Mrs. Calista Boyer, Mr. John Armato, a member of the press and interested citizens.

AWARDS

None.

PRESENTATIONS

Tennis Outreach

Heather Gelting, President of the Greater Pottstown Tennis Association, provided a background on the Greater Pottstown Tennis Association and its' mission to work with youth in the area to share the organizations love for tennis. The Greater Pottstown Tennis Association was awarded a $20,000 grant from the Pottstown Health and Wellness Foundation. The funds are being used to sponsor an after-school tennis tutoring program at the Pottstown Middle School. They are also working to create a program around mentoring with guest speakers and tennis. Ms. Gelting spoke about working with the community to design a plan to put a structure over the new tennis courts after completion of the tennis court renovations. The Greater Pottstown Tennis Association looks forward to working with whomever the investor maybe to ensure a successful operation.

Dr. Lindley provided a brochure to the Board Members designed by the Tennis Outreach Steering Committee. The brochure illustrates a picture of a structure built over the tennis courts and explains the benefits of an enclosed structure and the role of the investor(s).

COMMUNICATIONS

None.

THE BOARD ADJOURNED AT 7:41 PM FOR AN EXECUTIVE SESSION FOR THE PURPOSE OF PENDING LITIGATION.

THE BOARD RECONVENED AT 8:05PM.

APPROVAL OF MINUTES

It was moved by Ms. Harris and seconded by Mrs. Weand that the minutes of the Re-Organization/ Committee of the Whole Meeting held on December 1, 2011 be approved as presented.

Upon roll call, all members present voted aye: Ayes: Nine. Nays: None. Motion carried.

LIST OF BILLS

It was moved by Ms. Lydon and seconded by Mr. Wausnock that the list of bills for the period of November 10, 2011 through December 7, 2011 from the Athletic Fund totaling $94,141.23; the Cafeteria Fund totaling $180,920.58; the Elementary Fund totaling $4,220.61and the General Fund totaling $678,075.59 be approved and a copy be filed in the Secretary's office as addendum # 2011-2012-052.

Upon roll call, all members voted aye. Ayes: Nine. Nays: None. Absent: None. Motion carried.

TREASURER'S REPORT

It was moved by Mr. Wausnock and seconded by Mr. Hartman that the November Treasurer's Report be approved as presented and a copy be filed in the Secretary's office as addendum #2011-2012-053

Upon roll call, all members voted aye. Ayes: Nine. Nays: None. Absent: None. Motion carried.

HEARING FROM PATRONS OF THE SCHOOLS

Grant Gaugler, Pottstown High School Student, asked the Board Members to put doors on the bathroom stalls located in the hallway between the Science Department and Career & Tech area.

CONSENT ITEMS

It was moved by Mr. Hylton and seconded by Ms. Harris that the following consent items be approved in accordance with Policy 1120, as recommended by the Superintendent of Schools:

PERSONNEL

Resignations/Terminations

Classified

Ratify Denise V. Lenhardt, Substitute Cafeteria/Hallway Proctor, resignation effective October 28, 2011, employed since October 27, 2011.

Co-Curricular

Ratify Joseph Perrone, Drama Club and All School Play, resignation effective November 23, 2011.

Ratify Christian Fowkes, Middle School, Assistant Girls Soccer Coach, resignation effective November 30, 2011.

Leaves

Professional

Ratify Erica Testa, Secondary Teacher, Pottstown Middle School, request for Extended Childrearing leave of absence effective date January 19, 2012 through the end of the 2011-2012 school year.

Denise Kuleski, Secondary Teacher, Pottstown Middle School, request for Health Restoration Sabbatical, effective January 2, 2011.

Ratify Scott Braunsberg, Secondary Teacher, Pottstown High School, request for leave of absence covered by Family Medical Leave Act, effective November 28, 2011, end date TBD

Classified

Ratify Gina Griffin, Classroom Assistant, Pottstown High School, request for leave of absence covered by Family Medical Leave Act,effective October 17, 2011, end date November 1, 2011.

Ratify Kelly Ortlip, Secretary, Pottstown Middle School, request for leave of absence covered by Family Medical Leave Act, effective December 1, 2011, end date TBD.

Ratify Patricia Murray, Secretary, Edgewood Elementary, request for leave of absence covered by Family Medical Leave Act, effective December 6, 2011, end date TBD.

Change in Position and/or Salary

Professional

Ratify Andrea Hunsberger from Grade 3, Barth Elementary to Reading Specialist, initial assignment Barth Elementary, effective November 22, 2011, no change in compensation.

Ratify Brandy Alvira from Extended Per Diem Substitute Teacher to Long Term Substitute Teacher (coverage for Grade 3, Barth Elementary), effective November 22, 2011, $194/day.

Classified

Ratify Carolyn Dise from Housekeeper and Substitute Custodian/ Housekeeper to Full Time Custodian I, effective December 5, 2011, $15.60/hour.

Election

Professional

Ratify Susan Ann Bennett, Per Diem Substitute Teacher, effective November 29, 2011, in accordance with Board Policy 3920, $95/day. She will also assume the role of Substitute Classroom Assistant, effective November 29, 2011, $14.13/hour.

Classified

Ratify Jaime Roman, Jr., Custodian II, initial assignment to be Rupert Elementary, effective November 23, 2011, $17.79/hour.

2011-2012 Mentor Assignments

BLDG	MENTOR	INDUCTEE	SALARY
HS	Andrew Bachman	Michaela C. Johnson	$1,047.00
Barth	Jamie Stringer	Deena Alexander	$1,047.00

Ratify Addition to 21st Century Tutor (funded by 21st Century grant)

Benjamin DiPette $29/hour

Addition to Girls Today Leaders Tomorrow Transportation Driver (paid through United Way Grant (not to exceed 10 hours)

Perry Augustine $29/hour (not to exceed10 hours)

Ratify Additions to 2011-2012 Co-Curricular Assignments

Bldg.	Professional Agreement Category	Employee	Level	Stipend
HS	G – Music Band Asst.(Band Front)	Nancy Mest	4	$1,821.00
MS	B – Basketball/Boys Interim Asst. Coach	Kristen Beaver	1	$1,900.00

Ratify Addition to 2011-2012 Co-Curricular Volunteers

Mark AgnewVolunteer Swim Coach

Compensation for Missed Planning Time, 2011-2012 school year, $23 per period, for time ending October 27, 2011

Darla Stout2 missed planning times$46.00

Employee Disciplinary

The Superintendent recommends the Board ratify the following employee disciplinary action and a copy be filed in the Secretary's office as addendum #2011-2012-054.

Ratify Pottstown High School Professional employee two (2) unpaid days suspension effective November 29, 2011

PROFESSIONAL LEAVE

The Superintendent recommends the Board approve the following professional leave:

Bldg.	Name	Conference Title	Conference Location	Dates to Attend	Cost
HS	Danielle McCoy	PACTA Symposium	Hershey, PA	2/21/12 – 2/22/12	Approx. expenses $376. funded by Perkins Grant.

CONTRACTS

The Superintendent recommends the Board approve/ratify the following contracts and copies be filed in the Secretary's office as addendum #2011-2012-055.

1. INVO Healthcare
2. Explorations PHP

POLICY

The Superintendent recommends the Board approve the following policy as presented and a copy be filed in the Secretary's office as addendum #2011-2012-056.

1. Policy 3603: Retirement Benefits

Upon roll call, all members present voted aye. Ayes: Nine. Nays: None. Absent: None. Motion carried

NON-CONSENT

Dr. Sparagana reviewed the Personnel items and Professional Leaves as presented for Board approval.

Mrs. Adams reviewed the Contract, Crabtree, Rohrbaugh & Associates Architect's Invoices as presented for Board approval.

HEARINGS FROM PATRONS OF THE SCHOOLS (limited to Non-Consent Items)

None.

PERSONNEL

The Superintendent recommends the Board approve the following personnel items:

Resignations

Professional

Sharon Holloway, Intervention Specialist, Lincoln Elementary, resignation for the purpose of retirement, effective March 2, 2012, employed since September 1, 1991.

Classified

Marianne Brownie, Classroom Assistant, Pottstown High School, resignation effective January 2, 2012, employed since January 10, 2001.

Justin Walsh, Substitute Classroom Assistant, Pottstown Middle School, resignation effective December 19, 2011.

Co-Curricular Assignment

Ratify Brandy McPherson, High School Assistant Lacrosse Coach, resignation effective December 1, 2011.

Change in position and/or salary

Correction to Co-Curricular Assignment

Bldg	PROFESSIONAL AGREEMENT CATEGORY	EMPLOYEE	LEVEL	STIPEND
MS	B – Basketball/Boys - Interim Head Coach (coverage for Denise Kuleski	Jason Bergey	2	3,238.00

Elections:

Professional

Ratify Melissa Lopez, Extended Per Diem Substitute, Franklin Elementary, **correct** effective date of October 31, 2011, $115/day. Upon completion she returns to her role as Per Diem Substitute Teacher and Substitute Classroom Teacher.

Ratify Katherine Acuna, Special Substitute Teacher, Cosmetology, Pottstown High School, effective December 12, 2011, $100/day.

Exempt

Ratify Danielle K. Lyter, Physical Therapist,effective December 2, 2011, $53,750.00/year (replacement for Genevieve Bell).

Classified

Ratify Jeanne M. Kline, Part-time Substitute Nurse, effective December 6, 2011, $22.26/hour.

Justin Walsh, Classroom Assistant- AEP, Pottstown Middle School, effective December 19, 2011, $14.13/hour. This is in addition to his role as Special Substitute Teacher.

Ratify Additions to 2011-2012 Co-Curricular Assignments

Bldg.	Professional Agreement Category	Employee	Level	Stipend
HS	B – Wrestling – Asst. Coach	Jamie Soupik (1/2 stipend)	1	$2,299.00

Payment of Accumulated Sick Leave

Steve Trievel, in accordance with the Full-Time Support Guidelines, $2,150.00. This is for 53.75 accumulated sick days at $40 per day.

High School and Middle School Wellness Facilitators, $29/hour (paid through the Pottstown Health and Wellness Foundation Grant, not to exceed 48 hours/$1,440) initial assignment as follows:

Kelly Smale Healthy Me Program
Karen Dilliplane Healthy Me Program
Justine Donnelly Healthy Me Program

Elementary Wellness Facilitators and Assistants (paid through the Pottstown Health and Wellness Foundation Grant, not to exceed 120 hours/$2,000) initial assignment as follows:

James Martinez	Healthy Snack Program	Facilitator	$29/hour
Joshua Pierce	Healthy Snack Program	Facilitator	$29/hour
Ted Freeze	Healthy Snack Program	Assistant	$14.13/hour
Margo Miller-Smith	Healthy Snack Program	Assistant	$14.13/hour

Homebound Instruction, $29/hour

Ratify Amy Gazzillo, Pottstown Middle School, from November 30, 2011 through January 27, 2012 assignment not to exceed 5 hours per week

It was moved by Mr. Williams and seconded by Mr. Hartmans that the Board approve the personnel items as presented.

Upon roll call, all members presented voted aye. Ayes: Nine. Nays: None. Absent: None. Motion carried.

PROFESSIONAL LEAVE

The Superintendent recommends the Board approve the following professional leave:

Bldg.	**Name**	**Conference Title**	**Conference Location**	**Dates to Attend**	**Cost**
Barth Sr. High Franklin	Elisabeth Yoder Robert Decker Lindi Vollmuth	NE Regional Teacher Development Institute	Brooklyn, NY	1/12/12-1/14/12	No cost to district – funded by Federation of Pottstown Teachers

It was moved by Ms. Lydon and seconded by Mr. Kefer that the Board approve the professional leaves as presented.

Upon roll call, all members present voted aye. Ayes: Nine. Nays: None. Absent: None. Motion carried.

CONTRACT

The Superintendent recommends the Board approve/ratify the following contract as presented and a copy be filed in the Secretary's office as addendum #2011-2012-057.

1. Camphill Special School

It was moved by Ms. Harris and seconded by Mr. Hartman that the Board approve the contract as presented.

Upon roll call, all members present voted aye. Ayes: Nine. Nays: None. Absent: None. Motion carried.

CRABTREE, ROHRBAUGH & ASSOCIATES ARCHITECTS' INVOICES

The Neighborhood Schools Committee recommends the Board approve the following architectural invoices for the Neighborhood Schools Project to be paid from proceeds of the General Obligation Bonds, Series 2011, subject to finalizing the retainage amount.

Date	Number	Description	Amount
October 31, 2011	3-2471	PSD – Barth ES Renovations	$ 45,704.39
October 31, 2011	3-2472	PSD – Edgewood ES Renovations	$ 39,608.12
October 31, 2011	3-2473	PSD – Franklin ES Renovations	$ 40,724.71
October 31, 2011	3-2474	PSD – Lincoln ES Renovations	$ 41,410.56
October 31, 2011	3-2475	PSD – Rupert ES Renovations	$ 49,123.40
TOTAL			$216,571.18

It was moved by Ms. Harris and seconded by Mr. Wausnock that the Board approve Crabtree, Rohrbaugh and Associates Architect's Invoices as presented subject to finalizing the retainage amount.

Upon roll call, all members present voted aye. Ayes: Nine. Nays: None. Absent: None. Motion carried.

MOTION TO SUBMIT WRITTEN COMMITTEE REPORTS/MINUTES AT BOARD MEETINGS

It was moved by Ms. Harris and seconded by Mr. Hylton that the Board approve requiring written committee reports/minutes be submitted at Board Meetings as part of the Board Packet.

The Board Members discussed the timeframe to submit written committee reports prior to the Board meetings and establishing a standard outline for committee minutes. Mrs. Adams will provide to all Board Members a template for recording committee meetings.

Upon roll call, all members present voted aye to submit written committee reports/minutes at Board meetings. Ayes: Nine. Nays: None. Motion carried.

MOTION TO OPERATE TWO VOTING BOARD MEETINGS PER MONTH

Motion to recommend the board approve having two voting meetings per month with committee reports divided between the two meetings.

It was moved by Mr. Hylton and seconded by Mr. Williams to approve two voting meetings per month with committee reports divided between the two meetings.

Upon roll call, all members present voted aye. Ayes: Nine. Nays: None. Motion carried.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

INFORMATION

Gwynedd Mercy Student Nurses

Dr. Lindley reported that student nurses from Gwynedd Mercy will be assisting in the health rooms after the holidays and will help with kindergarten registration in March.

Pottstown Demographics 2011

Dr. Lindley provided the Board Members with copies of the Pottstown Demographics 2011 report.

Summary of Parent Conferences: November 2011

Dr. Lindley presented Summary of Parent Conferences for November 2011 as an information item.

PEAK Report: December 2011

Dr. Sparagana reviewed the December 2011 PEAK Report as presented. The mid-year meeting held Emmanuel Lutheran Church celebrated 6 years of the PEAK Partnership. PEAK is seeking a partnership with the Pottstown Hospital to get involved with moms and dads in the pre-natal stages. He was pleased to report that 95% of the children who participated in the PEAK Community Based School Readiness Initiative last year met the benchmark in the spring literacy assessment.

PCTV Spotlighting

Dr. Lindley presented the PCTV Spotlighting as an information item.

2010-2011 MCIU Services Report

Dr. Lindley provided copies of the 2010-2011 MCIU Services Report which outlines the services the Pottstown School District participated in and the costs to the district.

FEDERATION REMARKS

Mrs. Vollmuth introduced herself to the new Board Members. She asked that the Board provide the Federation with a copy of the committee meeting schedule as the Federation members like to attend the meetings when possible. Mrs. Vollmuth reminded the Board to put together a plan for preparing the classrooms for the pending elementary school renovations. She explained that it takes time to pack up and move all the materials in a classroom.

ROUND TABLE

Dr. Sparagana thanked the staff, principals, clubs, coaches, athletes and assistants involved in making the Parent Literacy Nights a success. He reported that approximately 122 people attended each session. He was pleased to announce that next year the committee is planning to add 2nd grade as a component to the program.

Mrs. Weand – no comment.

Mr. Wausnock – no comment.

Ms. Harris encouraged everyone to attend and support the music events taking place in the district. She wished everyone a happy holiday.

Mr. Williams wished everyone a happy holiday. He complimented the students who were inducted to the Junior High National Honor Society. It was an outstanding ceremony. Mr. Williams thanked Grant Gaugler for taking the initiative to address the Board.

Mrs. Adams wished everyone a happy holiday.

Ms. Lydon wished everyone a healthy and safe 2012.

Mr. Hylton asked for confirmation on the place for the December 17 New Board Orientation.

Mr. Kefer echoed the happy holiday wishes and a safe, prosperous new year.

Mr. Hartman wished everyone happy holidays. He will provide the new Board Members with passes for admission to co-curricular events.

Dr. Lindley announced that he hopes to attend the Hope Foundation Fall Conference featuring best practices of West York and York City School Districts. He had the opportunity to participate in a phone conference with the participating districts and looks forward to benefiting from their practices on early childhood initiatives, staff development and vertical alignment with kindergarten and high school.

Mrs. Zahora asked that Board Members be provided with district badges. She stressed the importance of signing in and having proper identification when visiting the various district facilities. Mrs. Zahora wished everyone a good and safe holiday. She thanked everyone for attending tonight's meeting and looks forward to the New Board Orientation tomorrow.

ADJOURNMENT

It was moved by Mr. Hartman and seconded by Mr. Williams that the Board adjourns. None opposed. The meeting was adjourned at 8:58pm.

Linda S. Adams
Board Secretary