



POTTSTOWN SCHOOL DISTRICT

Our Mission: Prepare each student, by name, for success at every level.

Monthly Board Meeting

BACKGROUND

The Pottstown School District Board is composed of nine residents elected to terms of four years each. At the end of a term a member may run for re-election to successive terms.

Should a vacancy occur mid-term, the Board names an appointee who serves until a successor is elected at the next municipal general election.

The School Code requires that a Board must reorganize through the election of officers during the first week of December. The president and vice president are elected by Board votes for each year. The solicitor is appointed by the Board for a two year period. The treasurer is elected for a one year term in May. The secretary is elected for a four year term in May.

 **BOARD AGENDA**

The Board meeting agenda and documents supporting each item go to the Board of Directors for their consideration well in advance of each meeting. This provides the opportunity for each director to study the documents. The directors then can act with full knowledge of the issues when called upon to exercise individual judgment on each agenda item.

 **YOUR IDEAS AND QUESTIONS**

The most effective way for residents to share their ideas or to obtain answers to questions concerning the school district's operations is to communicate directly with the staff member who is most familiar with the area under discussion or in question. In most school matters, the classroom teacher and the building principal are the key communicators. When parents have a concern about their child's progress in school or questions about classroom or school activities, they should meet with the appropriate teacher or teachers to discuss these matters.

The building principal at the appropriate school level—elementary, middle school or high school—should be the recipient of general inquiries about administrative regulations and procedures. Similarly, residents should express their comments, concerns or suggestions about improving any aspect of the curriculum to the appropriate principal. The principal will

then refer the matter to the appropriate curriculum leader for review, study, and evaluation.

All other inquiries about district-wide school operations and services should be forwarded to the attention of specific supervisors and administrators.

ADVANCE AGENDAS AVAILABLE

Copies of Board agendas are available upon request at the Administration office on the afternoon preceding the evening meeting. Agendas are also posted to the district website at www.pottstownschoools.org. (Items are sometimes added to or deleted from this agenda between its printing and the meeting time. The meeting content may vary slightly from the advance copy of the agenda.) Copies of agendas are available for the public at the meetings.

Board Meetings

The meetings of your Board of School Directors are open to the public and the press. Unless otherwise provided, the Board meets on the third Thursday of each month commencing at 7:00 p.m. Each meeting requires the presence of five Board members to constitute a quorum for conducting school district business.

The Order of Business for Board meetings:

- ☞ Call to Order
- ☞ Moment of Silence
- ☞ Roll Call
- ☞ Communications
- ☞ Approval of Minutes
- ☞ List of Bills
- ☞ Treasurer' s Report
- ☞ **Committee Reports**
- ☞ Report of the Superintendent of Schools
- ☞ Hearings from Patrons of the Schools
- ☞ Old and Unfinished Business
- ☞ New Business
- ☞ Information
- ☞ Remarks by Members of the Board
- ☞ Adjournment

BOARD RESPONSIBILITIES

The Board has ultimate responsibility, under the Pennsylvania School Law, in the following areas:

- ◆ Exercising leadership and drafting policies for the operation of the local schools.
- ◆ Employing and evaluating a superintendent of schools.
- ◆ Authorizing the appointment of teachers and other staff members

upon the recommendation of the superintendent.

- ◆ Determining educational standards and goals.
- ◆ Authorizing curriculum development and revision.
- ◆ Securing money for school operational needs and building programs and authorizing specific expenditures.

THE BOARD AND THE PUBLIC

The Board and administrators are acutely aware of the need for two-way communications between parents, students, the community, and the public-elected Board of School Directors. In an effort to meet this challenge, the Board has created Policy 006 – Local Board Procedures: Meetings - which provides structure and consistency to this process. (Copies are available upon request.)

WHO MAY SPEAK AT A BOARD MEETING

Residents, parents of students enrolled in the Pottstown School District, staff members and other individuals who have made their request known to the Board president or superintendent either prior to the meeting or on the sign-in sheet may address the Board during “Hearing of the Patrons.”

This is the only time patrons may address the Board. In addition to completing the sign-in sheet, patrons should submit their questions, comments, or proposal in writing along with a signature, phone number, and the address of their residence. By providing this information, the superintendent will be able to refer educational questions and concerns to

the appropriate individual. This school district representative will then contact the petitioner within three to five working days depending on whether contact can be made by phone or by mail. Whenever possible, return contact will be made within 24 hours. Patrons who pose questions on items or topics that need Board research or additional Board discussion will be addressed by the president as to when the patron may receive an answer to this type of question/concern. Presenters should be as brief as possible and limit their oral presentation to no more than three minutes.

If one spokesperson has presented a matter, it is not necessary for others to repeat the same ideas, but anyone may speak who has something to add that is pertinent; provided that the number of speakers presenting a given position on a matter will be limited to five at any meeting. The Board will not permit unsupported and unwarranted personal attacks on Board members or the school superintendent or staff.

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It is the philosophy of the Pottstown School District to provide opportunities for meaningful involvement of citizens, including non-parents, staff, and students in the decision making process and in the operations and evaluations of the schools.