



Summary Work Session Board of Directors Meeting Minutes April 16, 2014

Roll Call

Members in attendance: Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Julie Neal, Maryellen Sheehan and Brian Shiflett

Non-Voting Members in attendance: Joseph McFarland

Members not in attendance: Jayanth Franklin, Bruce Hancock and Jason Reifsnyder

Staff/Public in attendance: Dan Tredinnick, Carl Baxmeier, Megan Hulse, Monica Drobenek (The Patriot), Myla Merkel (The Sun)

Attendance

Hank Donahue joined at 4/23/2014 3:18 PM

Heidi Eby joined at 4/23/2014 3:18 PM

Dan Tredinnick, Carl Baxmeier, Megan Hulse, Monica Drobenak (The Patriot), Myla Merkel (The Sun)

(Write-in at 4/23/2014 3:19 PM)

1. Fanning-Howey Facilities Master Plan Options

Minutes:

- Fanning-Howey presented a follow up presentation.
- Fanning-Howey will be following up with Matt Mandia, Derry Township Parks & Rec Director, to discuss and discuss possibilities for a pool. Mr. Baxmeier will provide us feedback of their discussion.
- Discussion occurred about traffic concerns - 3 areas and options were identified.
- 21st Century improvements were suggested including technology, and converting some classrooms into learning centers, a need for common areas, project based learning.
- Next step for 21st Century Learning: Fanning-Howey will provide a list of options with narrative with costs included.

2. Board Operating Guidelines

Minutes:

- Recap from last meeting:
 - o no executive council
 - o Board President and an alternate Board Member will meeting the Superintendent to set agenda
- It was stated that Mr. Reifsnyder contacted the Auditor General and the Auditor General stated that it was unlikely that they would do an additional investigation but stated the Board could write a letter addressed their concerns and they could be looked into during the next district audit.

- It was stated the Board interviewed solicitors and the new solicitor will be providing an investigation. The Board has tasked the new solicitor with doing the investigation with a defined scope of work and determine a cap of the costs for the investigation.
- Concerns were addressed on procurement and account payable measures and it was suggested that we ask our auditor to audit our policies, procedures and internal controls.
- It was suggested that Board see purchase orders to increase checks and balances and the treasurer get more involved with reports. Responsibilities of the treasurer should be outlined.
- Per our BOG, Board Members will continue to communicate or ask questions through our superintendent with the exception of agenda planning for standing committee meetings.
- It was noted that the Sunshine Act requires that written meeting minutes are provided for all open public meetings.
- It was recommended that the delegate committee reports and/or minutes will be provided and distributed through the Board Briefs instead of have a lengthy delegate committee report.
- Standing Committee meeting reports will include actionable items or committee recommendations.
- Mr. McFarland will coordinate a training session for committee chairs will be set up to how to type minutes into AgendaManager.
- Communicating with the media: One person communicates with the media on behalf of the Board. If a Board Member speaks to the media they are sure to communicate it that it's their individual opinion, they are not speaking on behalf of the Board. When a statement is being sent on behalf of the Board, the final statement or version will be sent to the administration from the Board President.
- Communication with our solicitor should be vetted through our superintendent. Secretary will keep an eye on legal invoices.
- Board officers as outline in BOG 005 - Board President - should outline #8 to say "recommend Board committee and delegate assignments for Board approval no later than the first meeting in January".
- Standing committee chairs will set the agenda with the administrative co-chair. Chairs should reach out to the committee to see if there are any agenda items that need to be included on the agenda.
- A hand out was provided by Mr. Shiflett that outlines Committee Chair Meeting Duties.
- Board Members need to reconfirm their commitment to the committees.
- A discussion on Board Meetings occurred with a suggestion on having one work session meeting a month and one Board Meeting a month. Mr. McFarland is going to look into how other districts make this format work. Looking at having all committee meetings on one night a week was discussed.
- Board Members will strive to respond to colleagues with emails or returned calls within a 24 hour period.
- Board Members were asked to research and make recommendations on whistle blower policies.

Respectfully submitted,

Stephen E. Rineer
Secretary to the Board
Approved at the April 28, 2014 meeting

Maryellen B. Sheehan
President of the Board of Directors