

# Loyalsock Township School District

## Special Meeting of School Directors

January 9, 2010

9:00 a.m.

*BLaST Intermediate Unit  
2400 Reach Road  
Williamsport, PA 17701*

### MINUTES

1. Call to Order – President
2. Roll Call – Mr. Gerald L. McLaughlin, Business Manager/Board Secretary
3. Administrative Report/Executive Session Purpose – Mr. Eugene Yaw, Solicitor  
BLaST IU 17, 2400 Reach Road, Williamsport, PA 17701  
12:20 p.m. – 12:50 p.m. Personnel

#### MEMBER

- X Edward H. Ade, Jr., Vice President
- X Maureen Carey
- X William P. Carlucci
- X Stephen M. Dewar, Treasurer
- X Denise S. Leete
- X Raymond P. McGinnis

#### MEMBER

- X Margaret P. Piper, President
- X John B. Raymond
- X Sheila J. Yates
- X \*Eugene Yaw, Solicitor
- X \*Gerald McLaughlin, Acting Superintendent,  
Business Mgr./Bd.Secretary

\*(Non-Voting Member)

4. The purpose of the meeting was to hold a Board Retreat. Attached please find information that was discussed regarding Board Governance, Board Goals, Board Procedures, Right-to-Know Law, and Administrative Presentations.
5. Adjournment @ 4:00 p.m.

  
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 Gerald L. McLaughlin

# Loyalsock Township School District

## Board of School Directors

### RETREAT

### Minutes

January 9, 2010

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- I. **Welcome – Mrs. Piper**
- II. **Introduction & Purpose – Mrs. Piper & Mr. McLaughlin**  
Mrs. Piper had a chart of acronyms as a refresher.
- III. **Board Governance – What standards and benchmarks do we use?**
  - Code of Conduct (attached)
    - Board Members should not disclose information
    - Board Members have no individual power without Board support
    - Solicitor stated that this is one of the most important documents
    - Board Members should avoid micromanaging
    - Board Members should follow the chain of command
  - PSBA Standards for Effective School Governance (attached)
    - Reviewed document
  - Notice of Adoption (attached)
    - The Board agreed that the Code of Conduct and Standards for Effective School Governance should be adopted
  - Confidentiality Agreement (attached)
    - Reviewed document
    - Information in Executive Session should not be disclosed
    - Never quote another Board Member
    - Board votes as a body, not as individuals
  - Other
    - Strategic Plan – Mid-Point Review is approaching
    - Need to make information available to all stakeholders
    - Put more Board information in the District Newsletter
    - The community needs to feel that they are part of the District

**IV. Board Goals – Where do we want to be?**

- Review Self-Assessment (attached)
  - Reviewed Document (Members should keep completed form for future reference)
  
- Share Priorities and Concerns
  - Board Members shared the following priorities/concerns
    - Improve communication at all levels (internal/external)
    - Contract resolved
    - Restore trust
    - Clarity/establish goals of the Board
    - Streamline decisions/use committees to investigate details
    - Frank/Open lines of communication between all parties
    - Appoint a Superintendent
    - Sense of ownership in the community
    - Administrative recommendations – specific w/rationale
    - Student involvement at Board meetings
    - Provide comprehensive educational opportunities for all students in a financially responsible manner
    - Improve college prep. support services
    - Maintain financial stability
    - Addictive behavior concerns
    - Clarify level of Board involvement in a school day
    - Board policy audit
    - Student tracking/ability grouping pros and cons
    - Increasing instructional time (testing?)
    - Encourage AP, Honors and dual enrollment to more students
    - Teacher consistency in using technology for reporting purposes
    - Complete evaluation of Special Education services
    - Enrollment projections/survey of facility needs

*Mr. Raymond summarized the priorities and concerns of the Board as follows:*

- **Mission of the Board:**
  - To provide comprehensive educational opportunities to all students within reasonable financial parameters*
- **Improve Student Achievement**
  - AP/Honors/Dual Enrollment – increase courses; encourage participation
  - Voc/Tech Education – need to make a decision due to scheduling
  - Special Education Services – Comprehensive evaluation of school psychology services/advocacy training
  - College prep services
  - Student Behavior Concerns –addictive behaviors (alcohol, drugs, eating disorders)
  - Student Tracking – homogeneous vs. heterogeneous grouping after students graduate
  - Increased instructional time
  - Improve consistency in use of technology – teachers generating reports and information
  - Assessments – Nationally-based benchmarks to assess curriculum (Middle States or such
  - Cyber/Charter Schools alternatives
- **Maintain Financial Stability**
  - Resolve teachers’ contract
  - Review enrollment projections
  - Survey needs of facilities
  - Track current money issues (pension “crunch”, utilities, etc.)
  - Appoint new Superintendent; determine salary, benefits, etc.
- **Improve Communication & Governance**
  - Internal
    - Restore trust; open frank discussions among Board, Superintendent, administration and all employees
    - Clarify Board goals and procedures; audit Board policies
    - Recommendations and rationales provided to Board from stakeholders prior to Board action
    - Streamline decision making (committees) by providing time for discussion and deliberation
    - Student involvement in Board meetings
  - External
    - Develop sense of community ownership
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- What further orientation/information is needed by new members? Most Members have attended the PSBA Fast Track Seminars

**V. Board Procedures – How should we operate? What is our appropriate role?**

- Boardsmanship 101 (attached)
  - Reviewed document
- Board Meetings Format
  - Consent docket discussed
  - Every item will have a *Motion* and a *Second*
  - A monthly educational presentation
  - Student representation at Board Meetings
  - Post Board meeting date on electronic sign
  - Consider having meetings at buildings
- Agenda Input Process
  - The Superintendent and Business Manager should strive to send Board packets one week in advance.
  - Agenda should be available on the District's homepage the day of the meeting.
  - If you have a question regarding the Agenda, don't hesitate to contact Mr. McLaughlin or Mrs. King.
  - Agenda item suggestions – contact Superintendent or Board President
- Committees – Policy #005 (attached)
  - Discussed forming committees based on goals, priorities, and concerns
  - Possible Committees – Education, Student Achievement & Student Activities; Communication/Policies & Procedures
- Board Relationships and Communication
  - Administration
  - Faculty and Others
  - Community – Get the community involved; inform the community of what is happening in the District; a sense of ownership

The Board requested school activities from administrators. The Board would like to attend functions at buildings.
- Hiring Practices
  - Board Members may not contact administration to recommend a candidate for an interview.
  - Board Members may write a letter of recommendation or be used as a reference
- Administration – A Board Member may be selected to be part of an interviewing team as an observer only. The Board wants to meet a prospective candidate in advance – not the same day the Board votes on the candidate.
- Board Policy Review – A few key policies
  - Some of our policies are outdated.
- Sunshine Law (attached)
  - Attorney Yaw reviewed the Sunshine Law

**VI. Right-to-Know Law (attached)**

- Review & Update

All requests should be directed immediately to the District's Open Records Officer.

**VII. Administrative Presentations**

Presentations by administration regarding their roles and responsibilities. Also, building administrators gave a building update. Hand-outs are attached.

**Mrs. Griggs**

- Role of the Supervisor of Curriculum & Instruction

**Mr. Rhoads & Mr. Greevy**

- Services and programs
- Enrollment

**Mr. Gaetano**

- Programs

**Dr. Reitz & Mr. Hartmann**

- High School curriculum update, course offerings, strengths and areas of concern.

**Mrs. Herman**

- Career Guidance overview with discussion on workforce skill requirements, needs for non-college bound seniors or those attending college for a particular skill or trade (plastics, diesel mechanics, etc.)

**Mr. Gee**

- Technology update including challenges, issues, and providing opportunities for students and staff

**VIII. Summary & Evaluation Forms** – Evaluation forms were given to Board Members. Results will be discussed at a later date.