

ISC General Meeting Minutes
Tuesday, February 10, 2015, 9:30 am, DAO

ISC FEBRUARY HOT TOPIC - "Nuts and Bolts" of the LMSD Board of School Directors

ISC Business

Deb Rocco, ISC Co-President began the meeting with several general announcements.

The ISC is currently accepting nominations for open positions on the Executive Committee for the 2015-16 school year through March 3, 2015. The open positions are: Co-President, Vice President - Communications, Treasurer, Mini Grant Chair and two Members-at-Large & School Board Committee Meeting Observers. Additional information is shown below. The slate of candidates for the ISC Executive Committee will be presented at the March 10, 2015 General Meeting and voted upon at the May 12, 2015 General Meeting.

Co-President – term June 2015- June 2017

The ISC Co President works with the ISC Executive Committee to coordinate ISC monthly meetings and programs. S/he serves as the official public spokesperson of the ISC and, in that capacity, meets monthly with the LMSD Superintendent.

Vice President – Communications - term June 2015- June 2017

The ISC Vice President – Communications works closely with the Co-Presidents to publicize ISC programming through the LMSD website, school listservs, and directly with interested community members. The Vice President – Communications is responsible for providing content documenting ISC programs and meetings in the ISC section of the LMSD website and works with the LMSD Webmaster to maintain the accuracy of the ISC website.

Treasurer – term June 2015- June 2017

The ISC Treasurer works closely with the Co-Presidents to establish a budget for the organization and monitors financial transactions, including expenditures for the ISC Mini Grant Program, the annual ISC Art Show, the ISC Luncheon for Administrators and expenses associated with programming.

Mini Grant Chair - term June 2015- June 2017

The ISC Mini Grant Chair coordinates the ISC mini grant review and award process for the current and upcoming school year. Responsibilities include: publicizing the grant program and application process amongst LMSD staff; working with a committee of LMSD administrators and parents to award grants; and tracking implementation and reimbursement of awarded grants. The Mini Grant Chair works closely with the ISC Treasurer throughout the grant cycle.

Member-at-Large & School Board Committee Meeting Observer– term June 2015- June 2017

The ISC Member-at-Large serves on the Executive Committee of the ISC and thus, is involved in all decisions and activities of that group. In addition, the School Board Committee Meeting Observer will be responsible for attending several School Board Committee Meetings per month and for providing the ISC Executive Committee with monthly updates about committee activities and news.

"Nuts and Bolts" of the LMSD Board of School Directors

The LMSD School Directors in attendance were:

- Dr. Robin Vann Lynch, Board President;
- Ms. Diane DiBonaventuro, Finance/Audit Committee Chair;
- Ms. Subha Robinson, Policy Committee Chair; and
- Dr. Maureen O’Leary, Legislative Committee Chair.

Board Responsibilities

Dr. Vann Lynch described the basic responsibilities of the LMSD Board as:

- hiring, evaluating and supervising the LMSD Superintendent, who is the only LMSD employee reporting directly to the Board;
- guiding and directing district policy;
- financial responsibilities include reviewing and approving the budget. LMSD administration manages the actual finances, while the Board sets the priorities (with input and direction from the administration) through the annual budget approval process and by setting district policy.
- directing and approving the LMEA and LMOSA contracts (typically every 3-5 years);
- acting as the liaison between the community and the district by hosting formal and informal conversations and assuming role of ambassadors for various initiatives such as the newly adopted Strategic Plan.

Board Structure and Meeting Schedule

- Directors serve a 4 year term; elections are held every other year in odd-numbered years for either 4 or 5 of the 9 Director positions.
- Regular Business Board Meetings – open to the public - are typically held the 3rd Monday of every month in the District Administration Office Building at 8 pm. Directors frequently meet for an Executive session prior to the public meetings and at other times as needed. [Post meeting note: Dates and general topics (e.g., personnel, real estate, legal matters, etc.) of Executive sessions are publicized in accordance with the Sunshine Act, and this is usually done at the end of Regular Business Board Meetings.]
- Committee Meetings (with the exception of HR/Personnel and Ad Hoc Legal) – are also open to the public and a schedule of these meetings is available on the LMSD website.
- Meeting agendas are posted on the website under ‘BoardDocs’ in the Board of Directors section. To view BoardDocs, please click [here](#).
- The Communications Committee– working with Doug Young, Director of School & Community Relations – is publishing a new monthly LMSD Board Report providing information about Board activities. To sign up for the newsletter, please click [here](#).
- A list of standing Board Committees and Committee Chairs can be seen on the LMSD website by clicking [here](#). Additional information about how Committees function is included below.
- Finally, there is a section of the LMSD website specifically for the

Board and its activities and all are encouraged to visit it for further details by clicking [here](#).

Communicating with Board

Communicating comments to School Directors can be accomplished in several ways. Communitycomments@lmsd.org is the email address to use to reach the entire Board. Emails sent to this address are shared with all Directors on a weekly basis. (As a general rule, LMSD administration – not the Directors - will respond to individual emails, when necessary.) The Directors emphasized that they do read the comments and will often discuss them as a group. It was suggested that comments to this email address should be of a “global” nature. Appropriate issues to be discussed by the entire Board include issues on their agendas or related to policy, events or circumstances that effect the larger school population. Due to privacy restrictions, LMSD personnel issues and concerns regarding specific students will not be addressed in a public forum by the Board. If parents and guardians have specific concerns related to their students, they should send their comments directly to teachers and school administrators. If they feel the issue still isn't resolved they can then take it to district level administrators. The first thing a board member will do when approached about an incident is go to the administration to find out what happened, so you should always start there before bringing to the board.

Another way to communicate concerns with Board Directors is to directly email Committee Chairs (via Communitycomments@lmsd.org with a request that it be shared with the particular individual) and/or the LMSD Administrator who serves on the committee related to the concern. Additional information about Committees is shown below.

Committees

- A complete list of Committees and Committee Chairs is on the LMSD website and can be viewed by clicking [here](#).
- Committees are comprised of one chair - designated by the Board President - and at most 3 additional Directors. Every committee also has at least one LMSD administrator serving on it. The Superintendent frequently attends Committee meetings. (It was suggested that the Board identify Administrators serving on Committees on the LMSD website.)

- Most Committees meet monthly during the school year. Schedules and agendas are available to view on the website. The Facilities and Purchasing Committee is the only Committee that meets regularly through the summer.
- Committee meetings are open to the public and there is opportunity for public comment.
- Committee members can request a topic be added to meeting agendas. If a parent or guardian wants an issue addressed by a Committee, they should either email Communitycomments@lmsd.org or directly email the Committee Chair. The Board and Administration will try to address concerns but it depends on the issues as to whether it will make it to an agenda or not.
- The LMSD Board Report and posted agendas will provide a broad description of Committee meetings. Recaps of Committee meetings are provided at the monthly Regular Business Board Meetings. Regular Business Board Meetings are taped and are available to view by clicking [here](#). The District is looking into taping Committee meetings for broader public access.

Board interactions with PA Department of Education and other Groups

- The District is responsible for complying with state mandates. Both the Policy and the Legislative Committees are involved in this area along with the LMSD Solicitor.
- School Directors participate with different educational organizations at state and local level. Directors work toward increasing awareness in our community and will support various educational initiatives.
- The Legislative Committee will be hosting a forum on February 19, 2015 with local legislators to communicate implications of pending and passed legislation. For more information about this upcoming program, please click [here](#)

Board Work Flow

The Directors were asked to explain how changes and decisions are made at the Board level. As an example, the Directors explained the process by which a change in the math sequence was recently made and approved by the Board. In general, the “Committee to Board” process proceeds as follows:

- Committee Chair meets with LMSD administrator(s). Issues and

priorities identified by LMSD Administrators as well as concerns of Committee members (generated from Board discussions and community input) are scheduled for review and discussion at Committee meetings. Timelines for full Board presentations are also planned at this time. This particular timeline is unique to the Curriculum Committee. Most other board committees are more elastic and variable. Finance, Legislative, Communications and Policy tend to adjust agendas as needed. Ad Hoc Legal, HR and Personnel are scheduled as needed.

- Once issue is presented at Committee level, Committee members and LMSD administrators perform review of issue and do necessary work to respond to concerns. Teachers may be part of the process and community has opportunity to comment at Committee meetings and via email.
- When the Committee has fully explored the issue and decided upon a course of action, the Committee proposal is presented at the Regular Business Board Meeting for Board consideration. Accompanying presentations are shared and community input is solicited.
- Finally, when the Board acts on a proposal, the LMSD administration assumes responsibility for implementation. The Board of Directors is responsible for on-going evaluation.

Comments on Current Board Issues

Strategic Plan

- Implementation of new Strategic Plan is ongoing.
- District administrators are identifying “bright spots” in order to replicate them elsewhere in the district.
- District administrators are looking for opportunities to “Redefine Success” – one of the five bold statements in the Strategic Plan.
 - Board of Directors is acting as plan ‘Ambassador” in order to keep the community mindful of its goals.

Superintendent Search

- Board hired consulting company last summer.
- Community and major stakeholder input was solicited via an online survey as well as in 80 open forums to create a leadership profile. A Community Data Analysis is available on LMSD website for review. Please click [here](#) to read.
- Applications for the position are being accepted through 2/20/15.

- The consulting firm will generate a short list of candidates for the Board to interview. The Board expects to conduct interviews during March and the Board's goal is to be able to make a decision in late April.