



COLUMBIA BOROUGH SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS MEETING GUIDE

WELCOME

When you live in the Columbia Borough School District (CBSD), you have the right to share your thoughts and ideas about our schools. Your School Board invites you to attend Board meetings. We welcome you to take an active role in your children's education. The decisions the Board of School Directors makes will affect your child, your child's future, your tax rates, and your community. There are many ways for you to be part of CBSD:

- ❖ Stay informed and interested in your schools.
- ❖ Appear before the Board to express your views.
- ❖ Communicate with the Board.
- ❖ Elect the most qualified Board members.
- ❖ Be part of the local parent-teacher groups and other school groups when possible.
- ❖ Stay in touch with your building principals and the district administrators about matters that concern you and your children.
- ❖ Volunteer at school events.

MISSION STATEMENT

Our Mission: The Columbia Borough School District provides a learning environment for each student to fulfill his/her highest academic potential. The District, in partnership with the community, will prepare each student to become an independent, life-long learner and a responsible, caring citizen.

ROLE OF A SCHOOL BOARD DIRECTOR

The Columbia Borough Board of School Directors, in accordance with applicable laws and regulations, establishes policies, rules, and procedures for the governance of the Board, and for the safe and orderly operation of the school district. The Board acts as a general agent of the people of the district in the matter of public education. It establishes educational goals for district students and governs a program of education designed to meet those goals. The Board approves the annual budget and sets the real estate tax millage rate. The Board is responsible for overseeing the implementation of mandatory laws and regulations, and shall be the agent responsible for establishing, maintaining, and evaluating the public education activities of the school district, in accordance with law.

ELECTION OF SCHOOL BOARD DIRECTORS

The qualifications for Board of School Directors of the CBSD shall be in accordance with law and are as follows:

1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of his/her election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council.
2. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.
3. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.
4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.
5. Shall file a statement of financial interests with the State Ethics Commission before taking the oath of office or entering upon his/her duties and annually by May 1.

The Board of Schools Directors of the CBSD is governed by a nine-member board. The term of office of each Board member shall be four (4) years and shall expire on the first Monday of December, except that the term of a Board member appointed to fill a vacancy shall expire on the first Monday of December after the municipal election occurring more than sixty (60) days after his/her appointment. The term of a Board member elected to an unexpired term shall expire at the termination of that term.

BOARD MEETINGS

The Board of School Directors meets the first Monday/Tuesday of the month for Board Committee Meetings, and the third Thursday of the month for a Regular Board Meeting, unless a holiday falls within those weeks. The Board has eight (8) Standing Committees: Curriculum/Instruction, Finance, Property, Extra-Curricular, Personnel, Policy Review, Discipline and Morale. The Board Committee Meetings are held at the District Administration Center beginning at 6:00 p.m. A majority of the items that appear on the Regular Board Meeting Agenda are reviewed and discussed publicly at the Board Committee Meetings. The Robert's Rules of Order are followed at all of the meetings. The Regular Board Meetings are held at the District Administration Center (DAC) beginning at 6:00 p.m. Locations of these meetings may change if there is a scheduling conflict at the building. Please check the district's website for date, time, and location of meetings at www.columbiabsd.org.

AGENDA

Public meetings of the Board of School Directors follow an agenda guideline set by the state Legislature in the Pennsylvania School Code and are part of the Board Policy. Items on the agenda are recommended by the administration and board members. The President of the Board is elected annually by fellow School Directors and leads all Regular and Special Board Meetings. The Vice President leads meetings in the President's absence. Board members are selected by the President as Committee Chairs, and they lead the respective Committee Meeting. Agendas are developed by the Superintendent's Office in cooperation with the Board Secretary. Agendas are on the district's website before the meeting at <https://app.agendamanager.com/cbsd/dashboard>.

BOARD OF SCHOOL DIRECTORS

Charles Leader, President

Lauren VonStetten, Vice President

Sandy Duncan	Rev. Sonya Duncan
Devon Fisher	Kathleen Hohenadel
Robert Misciagna	Matthew Wardecker
Rebecca Young	

Dr. Ashley Rizzo, Superintendent of Schools
 Keith Ramsey, School Board Secretary
 Deborah Weisser, Treasurer
 Mike Grab, Solicitor

**STANDING COMMITTEES
Committees of the Whole**

- Board Curriculum/Instruction Committee**-Meets the first Monday/Tuesday of each month.
- Board Finance Committee**-Meets the first Monday/Tuesday of each month.
- Board Property Committee**-Meets the first Monday/Tuesday of each month.
- Board Extra Curricular Committee**-Meets the first Monday/Tuesday of each month.
- Board Personnel Committee**-Meets the first Monday/Tuesday of each month.

**AD HOC COMMITTEES
Meets As Needed**

- Board Policy Review Committee**- Meets during policy review cycle.
- Board Discipline Committee**
- Board Morale Committee**
- Board Communication Committee**

These meeting dates are subject to change based on prior notice to the public and are in compliance with the Sunshine Law (Act 84 of 1986). Please check the district's website at www.columbiabsd.org. for date, time, and location of Board meetings.

REPRESENTATION ON OTHER BOARDS

Members of the Columbia Borough School District Board of Directors also serve on the following:

- Lancaster/Lebanon IU Representative
- Lancaster County Career Technology Center
- Pennsylvania School Board Association
- Lancaster County Tax Collection Bureau
- Community Development
- Columbia Education Foundation
- Land Bank

DISTRICT ADMINISTRATORS

Dr. Ashley Rizzo, Superintendent of Schools
 Dr. Crystal Martin, Assistant to the Superintendent
 Keith Ramsey, Business Manager
 Donna Prokay, Director of Human Resources
 Dr. Gregory McGough, Director of Curriculum & Instruction
 Lotsie Wooten, Director of Technology
 John Moslander, Director of Pupil Services
 Brian Rathgeb, Director of Food Services
 Mike Shirk, Director of Maintenance and Grounds

PUBLIC COMMENT

At Board Committee Meetings, Regular Board Meetings and Special Meetings, the Board offers two Courtesy of the Floor segments. The first Courtesy of the Floor is prior to official action by the Board on agenda items only, and the second Courtesy of the Floor is at the end of each meeting on agenda items and education items only. The Board requires that public participants be residents or taxpayers of this district, anyone having registered a legitimate interest in a contemplated action of the Board, anyone representing a group in the community or school district, any representative of a firm eligible to bid on materials or services solicited by the Board, any district employee or any district student. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable. Speakers are limited to five minutes each. The Board requests that, when possible, all individuals supporting a like position on a topic select a speaker to present their common views to avoid repetition. If that is not possible, all are welcome to speak. It is asked that speakers observe proper decorum, without personal attacks towards a specific individual or individuals. It is not the custom for the Board to enter a dialogue at these meetings about concerns. However, the Board does listen with care to issues raised. Speakers may receive responses by the administration or Board President.

PUBLIC CONCERNS

The Board encourages parents and other residents who have a concern about their children’s education and other school-related problems to first try to resolve them at the level most directly involved – usually the classroom teacher or the principal. If the problem cannot be resolved at the principal level, then the next level would be the Superintendent. The School Board may become involved if the matter concerns a policy or board action. The Board is also accessible via email through the district’s website at www.columbiabsd.org.

PUBLIC CORRESPONDENCE

Anyone wishing to send correspondence to the Board of School Directors may send the information to 200 N. Fifth Street, Columbia, PA 17512. You may also email the Board information and their email addresses can be found on the district’s website at www.columbiabsd.org

PERSONNEL PRESENT AT BOARD MEETINGS

Superintendent - The Superintendent is appointed by the Board to serve as its chief executive officer in administering board policies in the operation of the CBSD schools. The Superintendent also acts as the primary advisor in keeping the Board informed of the needs and programs of the school. The Superintendent is available to the Board as a professional resource. The Superintendent is appointed by the Board to a specific term of office. Superintendent information and contact information are available on the district’s website at www.columbiabsd.org.

Secretary - The School Board Secretary is elected by the Board every four years and is responsible for the correspondence and accurate recording of all board actions.

Treasurer - The School Board Treasurer is elected by the Board every year and monitors the investment, accounting, and reporting of funds received and used by the district.

Solicitor - The School Board Solicitor is an attorney retained by the School Board as a legal counselor and advisor for school board action