

## BOARD OF SCHOOL DIRECTORS

Michael E. Faccinetto, President

Shannon L. Patrick, Vice President

Winston Alozie

M. Rayah Levy

Karen Beck Pooley

Michael Recchiuti

Dr. Jack P. Silva, Superintendent of Schools

Arutyun Aristakesian, Board Secretary

Frank Pearn, Treasurer

King, Spry, Herman, Freund & Faul, LLC, Solicitor

Emily R. Schenkel

Kim L. Shively

Silagh White

### Student Board Representatives

Brady Roche, Freedom HS

Eliza Moore, FHS Alternate

Molly Patrick, Liberty HS

Farina Ismail, LHS Alternate

## STANDING COMMITTEES

### Committees of the Whole

**Board Curriculum Committee** - Meets the first Monday of the month following the Board Facilities Committee.

**Board Facilities Committee** - Meets the first Monday of the month at 6:00 p.m.

**Board Finance Committee** - Meets the second Monday of the month at 6:00 p.m.

**Board Human Resources Committee** - Meets the second Monday of the month following the Board Finance 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.basdschools.org](http://www.basdschools.org) for date, time, and location of Board meetings.

## REPRESENTATION ON OTHER BOARDS

Members of the Bethlehem Area School District Board of School Directors also serve on the following:

**Bethlehem Area Vocational-Technical School Board** - Five Board members serve for a three-year term on the Joint Operating Committee. ([www.bethlehemavts.org](http://www.bethlehemavts.org))

**Colonial Intermediate Unit #20 Board** - One Board member serves for a three-year term. ([www.ciu20.org](http://www.ciu20.org))

**Northampton Community College Board** - Four members serve for a six-year term as a Trustee. ([www.northampton.edu](http://www.northampton.edu))

## DISTRICT ADMINISTRATORS

Dr. Jack P. Silva, Superintendent of Schools

Dr. Maureen Leeson, Assistant Superintendent for Education; Chief Academic Officer

Arutyun Aristakesian, Chief Financial Officer

Marie Bachman, Chief Technology Officer

Dr. John Burrus, Chief Human Resources Officer

Tracey Hirner, Director of Student Services

Claire Hogan, Chief Pupil Services Officer

Leigh Kuenne Rusnak, Director of Special Education

Mark Stein, Chief Facilities and Operations Officer

## BOARD OF SCHOOL DIRECTORS MEETING GUIDE

### WELCOME

When you live in the Bethlehem Area School District (BASD), 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 BASD:

- \* 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

The Bethlehem Area School District, in partnership with the home and community, is committed to providing a safe and supportive environment in which each student will attain the knowledge, skills, and attitudes necessary to become a productive citizen and lifelong learner in our technologically demanding and culturally diverse society.

### ROLE OF A SCHOOL BOARD DIRECTOR

The Bethlehem 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.

### ROLE OF STUDENT REPRESENTATIVES

Per Board Policy, the Board of School Directors has student representation from both Freedom High School and Liberty High School. The purpose of these positions is to establish a communication link between the Board and the students, and to have the students' viewpoints and concerns presented at official Board meetings. Each high school selects one student representative and one alternate student representative. Student representatives attend Board meetings as a non-voting member.

## ELECTION OF SCHOOL BOARD DIRECTORS

The BASD is comprised of all municipalities that lie within the boundaries of the City of Bethlehem, Bethlehem Township and Hanover Township (in Northampton County), Borough of Freemansburg, and Borough of Fountain Hill.

The Bethlehem Board of Schools Directors is governed by a nine-member board. The term of office for each Board member is four years and shall expire on the first Monday of December, except for a Board member appointed to fill a vacancy and shall expire on the first Monday of December after the municipal election occurring more than 60 days after his/her appointment. The voting regions and end of date terms for the Board of School Directors are as follows:

**At Large** - Six School Directors are elected.

M. Rayah Levy (2027), Director Beck Pooley (2027), Director Faccinetto (2025), Director Patrick (2025), Director Schenkel (2027), and Director White (2025) are the At Large School Directors.

**Region 1** - One School Director is elected for Region 1 which consists of Bethlehem Wards 1N, 1S, 2, 3, 4, 5, 6, 15-3, 16, 17, and Freemansburg Borough Wards in Northampton County; and 10, 13-1, and Fountain Hill (1, 2, and 3) Wards in Lehigh County.

Director Alozie (2025) is the current Region 1 School Director.

**Region 2** - One School Director is elected for Region 2 which consists of Bethlehem Wards 7, 8, 9-1 9-2, 9-3, 14-1, 15-1, and Hanover Township Wards in Northampton County; and parts of the Lehigh County Wards which consists of 11, 12-1, 12-2, 13-2, 13-3, 13-4, 13-5, 13-6, 13-7, 13-8.

Director Recchiuti (2027) is the current Region 2 School Director.

**Region 3** - One School Director is elected for Region 3 which consists of Bethlehem Wards 14-2, 14-3, 14-4, 14-5, 14-6, 14-7, 14-8, 15-2, and Bethlehem Township Wards in Northampton County.

Director Shively (2027) is the current Region 3 School Director.

## BOARD MEETINGS

The Board of School Directors meets the first and second Mondays of the month for Board Committee Meetings, and the third Monday of the month for a Regular Board Meeting, unless a holiday falls within those weeks. The Board has four (4) Standing Committees: Curriculum, Facilities, Finance, and Human Resources. The Board Committee Meetings and Budget Workshops are held at the Education 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 East Hills Middle School in the Auditorium beginning at 7:00 p.m. Locations of these meetings may change if there is a scheduling conflict at the building. Please check the district's website to check date, time, and location of meetings at [www.basdschools.org](http://www.basdschools.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 as Committee Chairs, and they lead the respective Committee Meeting. Agendas are developed by the Superintendent's Office. Agendas are on the district's website at 4:00 p.m. the Friday before the meeting at [www.boarddocs.com/pa/beth/Board.nsf/Public](http://www.boarddocs.com/pa/beth/Board.nsf/Public).

## PUBLIC COMMENT

At Board Committee Meetings, Regular Board Meetings, Special Board Meetings, and Budget Workshops, the Board offers two Courtesy of the Floor segments. The first Courtesy of the Floor is for agenda items only, and the second Courtesy of the Floor is for any district concerns or business. Speakers are asked to come to the podium, stating their name and address. 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. As per school board policy, generally, speakers are limited to taxpayers, residents, or employees of this school district. 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 into 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 CONCERN

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 Assistant Superintendent or 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.basdschools.org](http://www.basdschools.org).

## PUBLIC CORRESPONDENCE

Anyone wishing to send correspondence to the Board of School Directors may send the information to 1516 Sycamore Street, Bethlehem, Pennsylvania 18017. You may also email the Board information and their email addresses can be found on the district's website at [www.basdschools.org](http://www.basdschools.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 BASD 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.basdschools.org](http://www.basdschools.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.