

North East School District

The North East Board of School Directors welcomes you to this regularly scheduled School Board Meeting.

We have designed this pamphlet to help you understand how our school board functions and how you may participate in our meetings.

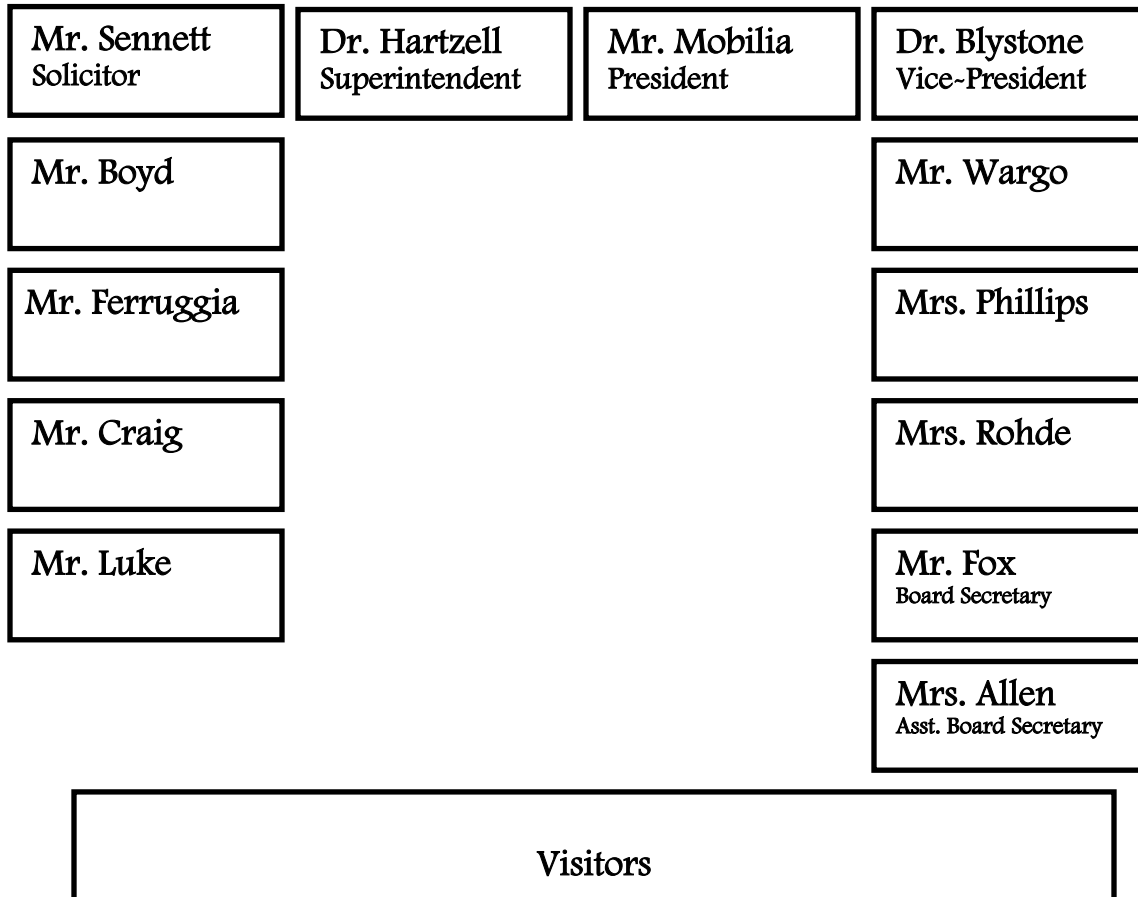
School Board Organization

The Pennsylvania Legislature delegates the responsibility of operating public schools to School Boards throughout the state. The North East Board of School Directors represents citizens in matters of public education. The Board makes education policy, adopts a yearly budget, approves and expends the funds given to the school district from local, state, and federal sources. The Board also approves the hiring of all employees, and acts in a quasi-judicial role in administrative hearings.

School Board Meetings

State law requires that we hold meetings that are open to the public except in certain circumstances when the Board is allowed to meet in private. Such a meeting is known as an executive session. The law permits holding an executive session for discussion of personnel, confidential student matters, collective bargaining, real estate, and legal issues.

At the Board Table you will see...



Addressing the Board During a Regularly Scheduled Meeting

On your agenda, you will see two opportunities for Public Participation. Item V is for concerns relative to meeting agenda items only, and Item VIII is for all other topics of concern. The Board wishes to be responsive to public concerns about school matters. For this reason, the Board has provided these times to hear **appropriate** concerns from anyone attending the meeting. If you wish to address the Board, we ask that you consider the following:

1. Does your problem deserve the attention of the entire Board, administrative staff, and the public? Often, by speaking with a school administrator, you can usually find a solution to your concern.
2. Appeals to the Board are appropriate when the Superintendent has been unable to resolve the problem.

Public Participation

Public participation is a regular part of the Board Meeting agenda and takes place early in the meeting for agenda item concerns, and also near the end of the meeting for all other issues. These segments of the meeting are for citizen comments, not for question-answer discussion or debate.

School policy limits a citizen's comments to three minutes, or five minutes with advance notice. Please refer to **Board Policy 903** (attached and also posted on the district website) for full public participation guidelines.

While the Board encourages public participation and will be attentive to your concerns and opinions, it is not obligated to respond, comment, or vote on issues arising from public participation.

We encourage groups to identify a single spokesperson to avoid repetition. If you wish to address the Board, you must first state your name, home address, and group affiliation, if any. Comments about agenda items or matters for Board consideration are appropriate during this time.

Finally, conducting an orderly meeting helps the Board complete its business. For this reason, the Board President is responsible for the orderly and efficient conduct of the meeting and will decide on the time and appropriateness of public presentations to the Board.

Meeting Information

North East School District typically holds its meetings the first and third Thursday of the month unless otherwise announced. The meeting start time will be 6:30 PM effective in January 2024. During the school year the Board will continue meeting on the first and third Thursday of each month. The Board may also set additional meetings as needed.

The Board conducts its meetings in accordance with parliamentary procedure. Once the Board President calls the meeting to order, the Board will follow the printed agenda available to the public. The sequence of events is as follows:

Call to Order
Pledge of Allegiance
Roll Call
Agenda Revisions
Recognition of Students and Staff
Public Participation (Agenda Items Only)
Reports
Approval of Minutes
Approval of Business and Personnel Items
Travel Requests and Curriculum Items
Additional Educational and Operational Functions
Items for Future Presentation, Discussion, and/or Board Action
Public Participation (Any concerns)
Adjournment

A quorum of five Board members is required to conduct and vote on official Board business. The School Secretary records the minutes of all meetings. Board members approve minutes from the previous meeting. They are then available for public review on our district website at www.nesd1.org. All backup information for agenda items is also available on the website with the exception of items protected by confidentiality laws (such as items relative to students and staff.)

Scheduled Meetings for Fiscal Year 2023-2024

August 3, 2023	August 17, 2023
September 7, 2023	September 21, 2023
October 5, 2023	October 19, 2023
November 2, 2023	November 16, 2023
December 7, 2023	December 21, 2023
	January 18, 2024
February 1, 2024	February 15, 2024
March 7, 2024	March 21, 2024
	April 18, 2024
May 2, 2024	May 16, 2024
June 6, 2024	June 20, 2024
NO BOARD MEETINGS IN JULY MEETINGS DATES ARE SUBJECT TO CHANGE	

Board of School Directors

The Board of School Directors is comprised of nine members elected at large from the North East community for a four-year term. To become a board member in Pennsylvania, an individual must be a resident of the community, must be 18 years of age, and must be of good moral character.

School Board elections occur every two years. Below you will find a list of current School Board Members, their addresses, and their term of office.

Name	Address	Term Ending Date
Jane M. Blystone	12022 Sunset Drive North East, PA 16428	2025
Corrie E. Boyd	8520 Route 89 North East, PA 16428	2025
Glenn D. Craig	34 E. Division Street North East, PA 16428	2027
Charles A. Ferruggia	3730 Cemetery Road North East, PA 16428	2027
Mackenzie Luke	9291 W. Middle Road North East, PA 16428	2027
Nicholas C. Mobilia	12234 Archer Road North East, PA 16428	2025
Katie Phillips	75 Skellie Drive North East, PA 16428	2027
Alene Rohde	10680 West Law Road North East, PA 16428	2025
James M. Wargo	11810 Findley Lake Road North East, PA 16428	2027

Administration

Administrators are always willing to work with parents and community. If you have any questions or concerns, we ask that you speak with the building level administrator so you can work together to resolve the problem. If you feel that you have not been able to resolve your concern at the building level, your next level of appeal is to the Superintendent who will speak with you over the telephone or meet with you in person.

Below you will find the names, positions, locations, and telephone numbers of our administrative staff.

Name	Position	Location	Telephone Number
Dr. Michele S. Hartzell	Superintendent	Administration Building	725-8671 Ext. 3907
Mr. Jeffrey Fox	Business Manager/ Board Secretary	Administration Building	725-8671 Ext 3905
Dr. William Renne	Principal	N.E. High School	725-8671 Ext. 1001
Mr. Corey Garland	Assistant Principal	N.E. High School	725-8671 Ext. 1002
Mr. Nathan Otis	Principal	N.E. Middle School	725-8671 Ext 2007
Mrs. Dina Hathaway	Assistant Principal	N.E. Middle School	725-8671 Ext. 2002
Mr. Brian Emick	Principal	N.E. Intermediate Elem	725-8671 Ext. 3001
Dr. Jennifer Ritter	Principal	Earle C. Davis Primary	725-8671 Ext. 3051
Mr. Bill Wingerter	Facilities Supervisor	Maintenance Building	725-8671 Ext 4283
Mr. Randy Fedei, Jr.	Transportation Supv.	Transportation Garage	725-8671 Ext. 4288
Mrs. Denise Pyle	Food Services Director	N.E. H.S. Cafeteria	725-8671 Ext. 1009
Mr. Tyler Wilson	Technology Supv.	N.E. Middle School	725-8671 Ext. 2020

Solicitor

You will also see our solicitor sitting with the Board during meetings. The solicitor is an attorney hired by the Board to assist with legal matters and interpretations of the Pennsylvania Public School Code, which is the law governing how public schools conduct business. Our solicitor is Mr. Timothy Sennett, from the law firm Knox, McLaughlin, Gornall, and Sennett.

Board Philosophy

The North East Board of School Directors believes the manner in which they can function as a leadership team is to work together to carry out the strategic plan and our vision.

We will strive to discuss and solve issues on their merits, thereby creating an atmosphere where everyone trusts that any issue can be discussed without fear. Mistakes are treated as lessons.

We believe that while we are entitled to and responsible for our personal opinions and votes, we are also responsible that our differences of opinion should not become a diversion to the greater good of the staff, students and district.

We believe we are an integral link in creating a seamless mesh in the partnership with our staff and community.

Board Vision

The North East Board of School Directors is dedicated to making a genuine difference in the gains in educational achievement of the students of the district.

We intend to provide leadership in supporting more graduates who are able and ready to advance successfully beyond our schools.

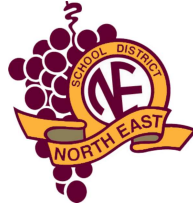
In doing this, we are committed to a non-threatening culture in our system where all educational stakeholders are comfortable talking together without fear because student learning is the most important issue.

We want staff to be well trained and measures of student achievement to reflect continuous trends of improvement.

We want parents and students to be involved and informed in the student achievement issues.

Final Thoughts

Thank you for attending our Board Meeting. We appreciate your interest in North East School District. If you have any questions about information contained in this pamphlet, please do not hesitate to call us at 725-8671, extension 3906.



Book	Policy Manual
Section	900 Community
Title	Public Participation in Board Meetings
Code	903
Status	Active
Adopted	May 16, 2019
Last Revised	February 15, 2024
Last Reviewed	February 15, 2024

Purpose

The Board encourages the residents of the North East School District to come before the Board to present their petitions, inquiries, or other communications of interest to the North East School District. The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.

Board meetings are primarily for the conduct of School District business. The Board cannot tolerate the disruption of the prime purpose. This objective must be weighed against the concept of public participation. It is the maintenance of this delicate balance that is the Board's intent in this policy.

Authority

The Board adopts this policy to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.[\[1\]](#)

In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for residents and taxpayers to comment on matters of concern, official action or deliberation before the Board prior to official action by the Board.[\[2\]](#)

Time shall be set aside near the beginning of each meeting agenda for public comment regarding only items listed on the agenda for that meeting. Additional time shall be offered near the end of each public meeting for public comment regarding issues or concerns unrelated to the set meeting agenda.

If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.[\[2\]](#)

Delegation of Responsibility

The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings.[3][4]

Guidelines

Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the district.

The Board requires that public participants be residents or taxpayers of this district, 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.

All individuals wishing to participate in a public Board meeting shall register their intent with the Board Secretary or designee seventy-two (72) hours prior to the meeting if they want 5 minutes to speak and shall include the name and address of the participant, topic to be addressed and group affiliation, if applicable. They must also complete attachment A. Parents/guardians should address issues/concerns following the chain of command by first following Board Policy 906.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name and also complete attachment A.

In case of groups of two or more, the Board President has the right to ask that just one representative act as spokesman for the group.

Time limitations for the presentations will be five (5) minutes for those on the agenda and three (3) minutes for those who were not on the agenda with completion of attachment A.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

The presiding officer may:

1. Declare any persons out of order if they are beyond the time limit, become obscene or become slanderous.
2. Interrupt or terminate a participant's statement when the statement is beyond the time limit, obscene, or slanderous .
3. Request any individual to leave the meeting when that person does not observe reasonable decorum.
4. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
5. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
6. Waive these rules with the approval of the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda shall be available to the press and public at the meetings.

Legal

[1. 65 Pa. C.S.A. 710](#)

[2. 65 Pa. C.S.A. 710.1](#)

[3. 24 P.S. 407](#)

4. Pol. 006

[65 Pa. C.S.A. 701 et seq](#)

[903 ATT FORM - Public Participation in Board Meetings.pdf \(561 KB\)](#)

NORTH EAST SCHOOL DISTRICT

50 East Division Street, North East, PA 16428
(814) 725-8671



**PUBLIC PARTICIPATION IN BOARD MEETINGS
PUBLIC COMMENT FORM**

Any resident or taxpayer of North East School District wishing to comment at a public school board meeting must register intent to participate with the Board Secretary or designee. Please complete the information below and email to adminoffice@nesd1.org.

Name:		Phone:		Email:	
Address:					
Specific Topic of Comment:					
Could your concern be considered a personnel or a student matter? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Concerns regarding a particular employee or student should be addressed under Board Policy 906; see below.)</i>					

Please note that general comments regarding Board policy, district procedures, programs, personnel, operations or facilities should follow established procedures as outlined in **Board Policy 906 – Public Complaint Procedures**, beginning with an informal, direct discussion between the complainant and the appropriate district employee. If satisfactory resolution is not achieved at the first or second levels of the established complaint procedures, the matter may then be referred to the Board.

If the subject of your comment involves a concern with the District or its employees, have you attempted to resolve the matter with:			
The Employee(s) in question?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
The Building Principal or Supervisor where the issue exists?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
The District Superintendent?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If you answered "No" to any of the above questions, please follow the chain of command as detailed in Policy 906.			
<input type="checkbox"/> Not a complaint or problem with the District or its Employees			
The North East Board of School Directors desires that your concerns be addressed quickly and fairly at the appropriate administrative level.			
If you have answered "Yes" to all of the above, or if your comment is not regarding a complaint or problem with the District or district employee(s), please briefly state your issue below and return this form either in person to the Superintendent's office or via email to adminoffice@nesd1.org prior to the public board meeting.			

Thank you for your time and interest in the North East School District.