

PASBO Board of Directors Meeting

Friday, January 27, 2023
PASBO Office, Harrisburg, PA
8:30 a.m. — 11:45 a.m.

MEETING AGENDA

1. CALL TO ORDER, Diane Richards, PCSBA, CPA, President – 8:30 a.m.

Meeting was called to order at 8:30 a.m. by President Richards.

2. APPOINTMENT OF SECRETARY, Diane Richards, PCSBA, CPA, President – 8:31 a.m.

- a. Action Item: Approval of Brent Kessler, PCSBA, Immediate Past President, to serve as board secretary for the January 27, 2023 board of directors meeting.*

A motion was made by Director Kirk, seconded by Director Pawling. All were in favor, motion passed.

3. ROLL CALL, Brent Kessler, PCSBA, Immediate Past President – 8:32 a.m.

- President Richards
- President-Elect Mummert
- Immediate Past President Kessler
- Director Burchill
- Director Ciaciulli
- Director Pawling
- Director Kirk
- Director Reger
- Director Stabile
- Director Billman
- Director Jaffee
- Director Scott

Director Stabile and Director Scott were absent, all others were present, note the current vacant Vice-President position.

4. APPROVAL OF AGENDA, Diane Richards, PCSBA, CPA, President – 8:33 a.m.

A motion was made by Director Ciaciulli, seconded by President-Elect Mummert. All were in favor, motion passed.

5. CONSENT ACTION ITEMS – 8:34 a.m.

- a. Action Item: Approval of [Minutes of December 2022 Board of Directors meeting](#)
- b. Action Item: Approval of Treasurer's Report (12/31 [Balance Sheet](#); [Income Statement](#))
- c. Action Item: Approval of [Membership Report](#)
- d. Action Item: Approval of [Interim Services Report](#)
- e. Action Item: Approval of [Professional Certification Report](#)

Executive Director Barrick provided some additional information, notes, and highlights for the presented financial reports, professional development events and membership.

A motion was made by Director Burchill, seconded by Director Kirk to approve the above listed reports a-e. All were in favor, motion passed.

6. PRESIDENT'S REPORT, Diane Richards, PCSBA, CPA, President – 8:35 a.m.

President Richards shared that Hannah, Jeff, Brent and herself will be attending the ASBO Leadership Forum in February and will report back to the Board in March about how the conference went.

7. NOMINATIONS & ELECTIONS COMMITTEE REPORT, Brent Kessler, PCSBA, Immediate Past President – 8:38 a.m.

- a. Draw ballot positions

Immediate Past President Kessler share the candidates for election and confirmed that all are qualified. The Board selected names out of a hat for position on the ballot. For Director, order is: Brian Cooney, Matt Shields, Amy Todd. For Immediate Vice-President: Kathy Ciaciulli. For Vice-President: Bill Meiser, Brian Pawling.

Director Kirk did ask a question regarding the length of time a member would have completed their 3 year term on the board and can submit application to run for Vice-President. Asked if there should be a time limit. This was referred to the Policy Committee as election rules, etc. are covered by Policy.

8. AUDIT REVIEW COMMITTEE REPORT, Jeff Mummert, PCSBA, President-Elect – 8:41 a.m.

- a. [Audit Report](#)
- b. Action Item: Approval of the report of the Audit Review Committee and acceptance of the 2021-22 PASBO audit.

A motion was made by by President-Elect Mummert, seconded by Director Pawling. All were in favor, motion passed.

9. AWARDS COMMITTEE REPORT, Brent Kessler, PCSBA, Immediate Past President – 8:43 a.m.

- a. Facilities Committee recommendations for the 2023 PASBO Award of Excellence in School Facilities:
 - i. Southern York County SD, Gold Award
 - ii. Great Valley SD, Gold Award
 - iii. Pennridge SD, Gold Award
 - iv. Nazareth Area SD, Award
- b. *Action Item: Approval of the recommendations of the Facilities Committee, as noted above, for the 2023 PASBO Awards of Excellence in School Facilities*

A motion was made by Immediate Past President Kessler, seconded by President-Elect Mummert. All were in favor, motion passed.

10. GARY REESER AWARD COMMITTEE REPORT, Jeff Mummert, PCSBA, President-Elect – 8:44 a.m.

President Elect Mummert shared an update on the status of the Reeser award for 2023.

11. EXECUTIVE DIRECTOR'S REPORT, Hannah Barrick – 8:45 a.m.

- a. Legislative/policy update – Hannah shared several updates
- b. Sponsorship program update – 9:05 a.m. Hannah reviewed all the options. Board had in depth discussion and provided feedback and suggestions. Hannah will fine tune option 2 and bring back a draft for review and approval at the March meeting.
 - i. [Draft option 1](#)
 - ii. [Draft option 2](#)
- c. AMS/website update – 9:20 a.m. Hannah presented updates and share progress on the new website and software system.
- d. [PETE&C registration, sponsor, and exhibit updates](#) – 9:30 a.m. Hannah shared updates on the planned and final steps for PETE conference at Kalahari in Feb.
- e. Interim Program update – 9:40 a.m. Hannah discussed the current status of the program and concerns for the future staffing and management of the program.
- f. PASBO Staffing update – 9:45 a.m. Hannah shared updates on staffing
- g. Auditor General's report fund balance – 9:50 a.m. Hannah reviewed the recent fund balance report and had discussions with the Board.

- h. Consulting Services – 10:10 a.m. Hannah presented information and had discussion on how PASBO can provide consulting services for Allentown S.D. and talked about forming a team or committee of members to help in the process.

12. PASBO ANNUAL CONFERENCE UPDATES, Hannah Barrick – 10:25 a.m.

- a. [Registration, sponsor, and exhibitor updates](#)
- b. Planning updates

Hannah reviewed updates and planning for the annual conference in March and shared additional details with the Board.

13. ROUNDTABLE DISCUSSION, Diane Richards, PCSBA, CPA, President – 10:40 a.m.

President Richards introduced and thanked the Business Advisory Members in attendance. She asked if any remaining Board Members had anything to share or any information or thoughts for the good of the order. We went around the room and there were a couple topics shared regarding future of the Food Service Conference and topics on ESSER Monitoring currently taking place in districts around the state.

14. ADJOURNMENT – 11:07 a.m.

Meeting adjourned at 11:07 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brent A. Kessler". The signature is fluid and cursive, with the first name "Brent" and last name "Kessler" clearly distinguishable.

Brent A. Kessler, PCSBA

Immediate Past President / Board Secretary