

# PASBO Board of Directors Meeting

Saturday, June 10, 2023  
Residence Inn by Marriott, Rehobeth Beach, DE  
8:30 a.m.

## MEETING MINUTES

1. **CALL TO ORDER**, Diane Richards, PCSBA, CPA, President – 8:30 a.m.  
President Richard's called the meeting to order at 8:29am
2. **APPOINTMENT OF SECRETARY**, Diane Richards, PCSBA, CPA, President – 8:31 a.m.
  - *Action Item: Approval of Kathy Ciaciulli, PCSBA, Vice President, to serve as board secretary for the June 10, 2023 board of directors meeting. President Richards requested a motion to approve Kathy Ciaciulli, Vice President to serve as board secretary for the June 10, 2023 board of directors meeting. President Elect Mummert motioned, Director Reger second. Motion passed.*

3. **ROLL CALL**, Kathy Ciaciulli, PCSBA, Vice President – 8:33 a.m.

President Richards  
President-Elect Mummert  
Vice President Ciaciulli  
Immediate Past President Kessler– not present  
Director Burchill  
Director Pawling  
Director Kirk  
Director Reger  
Director Stabile not present  
Director Billman  
Director Jaffee  
Director Scott

(Directors-elect Shields and Todd were present as well)

4. **APPROVAL OF AGENDA**, Diane Richards, PCSBA, CPA, President – 8:35 a.m.  
President Richards asked for a motion on the approval of the June 10, 2023 agenda as presented. Director Burchill motioned, Director Pawling seconded. Motion passed.
5. **POLICY COMMITTEE RECOMMENDATIONS**, Hannah Barrick – 8:37 a.m.
  - Review and discussion of proposed changes to policies 200, 400, 2200, and 2500

- *Action Item: Approval of proposed changes to policies 200, 400, 2200, and the addition of policy 2500*

Executive Director Barrick provided a brief overview of the policy changes. There was board discussion. Director Kirk motioned and Director Burchill seconded. Motion passed.

**6. STRATEGIC PLANNING NEXT STEPS, Hannah Barrick –9:00 a.m.**

- Review of timeline, process from April meeting
- Discussion of focus on identification/removal of internal barriers within school business officials (from April meeting: create internal expectations for SBOs, develop professional development to create discussions of/incent understanding across SBOs, better define relationships and communications strategies for working with colleagues within and outside an LEA)

Executive Director Barrick provided an update to the strategic planning timeline, reviewed a new component identified during the April meeting.

**7. EXECUTIVE DIRECTOR'S REPORT, Hannah Barrick – 9:30 a.m.**

- 2023-24 PASBO budget review (draft only)
  - *Action Item: Approval of 2023-24 PASBO budget*
- AMS/website update
- PSDLAF transition update
- Legislative/policy update
- Bylaws review

Executive Director Barrick reviewed the 2023-24 budget, updated on AMS migration, PSDLAF transition and provided a legislative/policy update. Director Kirk motioned, Director Pawling seconded. Motion passed.

**8. PRESIDENT'S REPORT, Diane Richards, PCSBA, CPA, President – 10:40 a.m.**

President Richards had no report.

**9. CONSENT ACTION ITEMS – 11:00 a.m.**

- *Action Item: Approval of Minutes of April 2023 Board Meeting*
- *Action Item: Approval of Treasurer's Reports (April Income Statement; April Balance Sheet and May Income Statement; May Balance Sheet)*
- *Action Item: Approval of Membership Report*
- *Action Item: Approval of Professional Certification Report*
- *Action Item: Approval of Interim Services Report*
- *Action Item: Approval of Professional Development Report*
- *Action Item: Approval of One-Year Contract Renewals for Dr. Tim Shrom and Dale Kirsch*

Executive Director Barrick review the consent action items as presented. Director Kirk motioned, seconded by President Elect Mummert. Motion passed with one abstention by Director Burchill.

**10. ROUNDTABLE DISCUSSION**, Diane Richards, PCSBA, CPA, President – 11:20 a.m.

**11. REVIEW OF SATURDAY ACTIVITIES**, Diane Richards, PCSBA, CPA, President – 11:40 a.m.

**12. ADJOURNMENT** – 11:45 a.m.