

WELCOME

The Allentown School District welcomes you to a meeting of the board of school directors. Decisions of the school board affect the quality of our children's education, our tax rates, as well as the quality of community life.

ADDRESSING THE BOARD

If you wish to address the board, fill in a "REQUEST TO ADDRESS THE BOARD" card (on the table inside the door). The card, listing your name, address, and your topic of concern, should be handed to the board secretary prior to the start of the meeting. Remarks of a personal nature directed against any individual may be ruled out of order. This same procedure generally prevails at all committee meetings.

The board provides a period for public participation at the beginning of the meeting for agenda items, and at the end of the formal business for non-agenda items. The Board President may request a limit to the discussion due to time constraints.

BOARD COMMITTEES

The Allentown board operates under the committee system. All of the board members sit on each committee (committee-of-the-whole). Individual committees are as follows:

Building	Education	Legislative
Finance		Policy

MEETING DATES

The Allentown School Board generally meets on the fourth Thursday of each month at 7:30 P.M. In November and December the meetings are moved ahead one week to accommodate the holidays. Committee meetings are held at 7:00 P.M. on the second and third Thursdays prior to the board meeting. Meetings are held in the Board Meeting Room, in the Administration Center, at 31 S. Penn Street, Allentown.

BOARD RESPONSIBILITIES

The Allentown School Board sets policies and engages in planning within the guidelines of the Pennsylvania School Code. The board's responsibility to provide a free public education basically contains three major functions: planning, setting policy, and evaluating results.

- **Planning** - The board is required to engage in long-range planning by regulations of the State Board of Education. Appropriate reports of the results of such planning are filed with the Department of Education.
- **Setting Policy** - The central responsibility of the board is to be the policy-forming body. Policies governing the operation of Allentown schools are formed in response to local needs and desires.
- **Evaluating Results** - The board's third responsibility is to evaluate the results of planning. Evaluation is constant and occurs both formally and informally.

SOME REQUIRED DUTIES

- Approve a school calendar for students and staff.
- Elect a superintendent and all employees necessary to the operation of the district.
- Enter into written contracts with all bargaining units.
- Adopt the annual budget.
- Levy taxes.
- Provide appropriate and safe facilities for education of pupils and the administration of the educational program.
- Follow the District's Mission and Goals in providing an educational program for all students - pre-kindergarten through grade 12 - and those in exceptional and alternate programs.
- Approve matters relating to finance - investments and expenditures.
- Retain the minutes, the auditor's annual reports, financial reports and other documents.

THE BOARD MEETING

Each board meeting follows a set agenda that is available prior to the start of each meeting. The agenda may be picked up at the table on the right as you enter the boardroom. The order of business is generally as follows:

1. Roll Call
2. Pledge of Allegiance
3. Superintendent's Remarks
4. Approval of Minutes
5. Requests to Address the Board, Agenda Items
6. Board of Directors' Report
7. Secretary's, Treasurer's Reports
8. Superintendent's Report
9. Personnel Report
10. Supply Report
11. Finance Report
12. Building Report
13. Requests to Address the Board, Non-Agenda Items
14. Motion to Adjourn

REQUESTS FOR INFORMATION

The Right to Know Law is Pennsylvania's Open Records Law. All requests for information **must** be submitted **in writing** to the Allentown School District Office of Open Records on the request form available online at www.allentownsd.org/openrecords.htm. Fees will be assessed for each request and prepayment will be necessary for completion. Every attempt will be made to send the information to the requesting party through the requested media. However, the District will not convert records to the requested format unless the document is maintained in that format.

For additional information concerning the Right to Know Law (*Open Records: Act 3 of 2008*), please visit **Pennsylvania Office of Open Records** at <http://openrecords.state.pa.us>.

PROBLEMS

Parents or Guardians who have a specific concern about their child's education or school are urged to bring the problem to the attention of the student's teacher, school counselor, school nurse or person closest to the situation. If a satisfactory resolution is not reached, the matter should be referred to the assistant principal (where applicable), then the principal. If further attention is required, the problem should be referred to the school supervisor, and then to the superintendent.



EXCELLENCE IN EDUCATION

WHAT IS A SCHOOL BOARD?

A school board is a legislative body of citizens called school directors, who are elected locally by the district's citizens. School board directors serve as agents of the state legislature. Each board consists of nine members who serve four-year terms of office, without pay. School directors, although locally elected, are really state officials, co-partners with the legislature. They are designated by school law to administer the school system in each district.

In addition to the nine member board, the board employs a lawyer to advise and administer school law, a secretary to maintain complete and accurate records of the school directors' meetings and other official business, and a treasurer who is in charge of the business and financial matters of the district.

Importantly, the board also appoints the superintendent. The superintendent serves as a non-voting member of the board and, along with the administrative team, acts as a professional resource for educational and financial actions taken by the board.

The Allentown School District is an equal rights and equal opportunity agency. It does not discriminate against individuals or groups because of race, color, national origin, religion, age, gender, marital status or qualified disabilities (as defined by law).

The Allentown School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For more information about this policy, please contact the ADA Coordinator at the ASD Administration Center.



EXCELLENCE IN EDUCATION

BOARD OF SCHOOL DIRECTORS

Jeff Glazier
President

Julie Ambrose
Vice President

Dr. Ellen B. Bishop
Donna-Marie Daday, Esq.
Holly Edinger

Debra H. Lamb
Robert E. Smith, Jr.
Andrew J. Weiss

David F. Zimmerman

ADMINISTRATION

Karen S. Angello, Ph.D.
Superintendent of Schools

C. Russell Mayo, Ed.D.
Deputy Superintendent of Schools

Robert W. Culp, Ed.D.
Assistant Superintendent
Curriculum & Instruction

Trevor S. Jackson
Acting Chief Financial/Operating Officer

Karen J. Boardman
Executive Director of Elementary Education

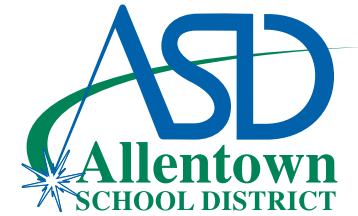
David M. Wildonger
Executive Director of Secondary Education

Sally S. West
Executive Director of Planning & External Funding

Susan Lozada
Executive Director of Community
& Student Services

Diane M. Holben, Ed.D.
Executive Director of Academic Accountability

The Allentown School District
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www.allentownsd.org



BOARD OF
DIRECTORS
WELCOMES
YOU.

EXCELLENCE
IN EDUCATION