



Department of
School Board Secretaries
and Affiliates (DSBSA)

ACHIEVE EXCELLENCE

PSBA 

About DSBSA The job of board secretary often is overlooked but nonetheless is critical to the success of any school district. As a result of changes in school laws, school organization, financial trends, regulations, mandates and open records laws, an ever-increasing responsibility has been placed on the board secretary. PSBA provides a number of programs and services designed to help you do your job more effectively and efficiently.

In an effort to ensure the most efficient and effective organization of school board operations, the DSBSA was established to provide support and professional development for school board secretaries, business managers, executive secretaries, recording secretaries and others.

Purpose

The purpose of the Department of School Board Secretaries and Affiliates (DSBSA) is to elevate school board secretary standards and to increase awareness of the vital role of an educated and informed school board secretary, while gaining recognition as a professional in the field of education. This is accomplished by assisting members in raising their level of secretarial proficiency, improving communications skills and validating professionalism through education, experience and commitment.

History

The board secretary's position can be traced back to the office of the town clerk, who was charged with keeping minutes for the municipality, and assumed the same responsibility when towns undertook public schooling duties in colonial times. The first formal law providing for a clerk of the school board was passed in Connecticut in 1794. Pennsylvania passed its first provision in 1834 as part of the Free School Act.

A 1962 merger between the Pennsylvania State School Directors Association and the Association of School Board Secretaries of Pennsylvania brought the school directors and board secretaries together. When the merger was approved at the PSSDA convention in October 1962, the name of the new organization instantly changed to the Pennsylvania School Boards Association Inc., and all board secretaries – members and nonmembers of school boards alike – became full members. In 2009, the Board Secretaries changed their name to Department of School Board Secretaries and Affiliates (DSBSA).

Save the date!

DSBSA Annual Conference
Wed., Oct. 18-Friday, Oct. 20, 2017

Hershey Lodge & Convention Center

Keynote Speakers:

Thursday: **Paul Brandus**, Founder of
West Wing Reports

Friday: **Nadea Lopez**, Founder and
Principal of Mott Hall Bridges
Academy



Resources

The School Board Secretary's Handbook

An invaluable resource for school board secretaries, affiliates and public school officials, this frequently updated handbook includes information on the role and responsibility of the school board secretary, parliamentary procedure, preparing board minutes, preparing for school board organization and appendices of major laws.

www.psba.org

School Board Secretary section on PSBA website that contains helpful information on the day-to-day responsibilities of the board secretary.

Mission

The mission of the Pennsylvania School Boards Association Department of School Board Secretaries and Affiliates is to promote excellence in school board governance through leadership, service and advocacy for public education.

Training

School Board Secretaries Annual Conference

Held annually in the fall, this two-day conference offers comprehensive training in a relaxed but professional atmosphere and draws attendees from across the state. In addition to excellent featured keynote speakers and education sessions, the networking that takes place at this event is invaluable.

New School Board Secretary and Best Practice Training

This training session provides instruction on the role of the board secretary, how to prepare for board meetings, how to ensure all legal requirements are met, how to record effective and compliant minutes, and the importance of policies and procedures. Presented by the DSBSA executive committee, this training, combined with questions and answers and networking, provides a unique opportunity to interact with your colleagues across the Commonwealth.

Membership

The membership of DSBSA is open to:

- School board secretaries
- Assistant board secretaries
- Acting board recording secretaries
- Recording secretaries and
- Any person designated in a similar capacity in a public school of this commonwealth appointed by the local board or school district whose school entity is a member of PSBA.

Someone to talk to

The DSBSA executive committee is comprised of knowledgeable, dedicated school board secretaries who welcome the opportunity to interact with the membership. Have a question? They are here to serve you.

Jodi Onstead – President; School Board Secretary/
Administrative Assistant to the Federal Programs Coordinator/
Grants Administrator, Salisbury-Elk Lick S D, (814)-662-2733;
onsteadj@selsd.com

Bethanne Zeigler – Vice President; Secretary to the
Superintendent/Board Recording Secretary/Supervisor of
Educational Secretaries, Shikellamy S D, (570)-286-3721;
zeiglerbl@shikbraves.org

Christine Kardong – Immediate Past President; Confidential
Administrative Assistant to the Superintendent and School
Board Secretary, Quaker Valley S D, (412)-749-3617;
kardongc@qvsd.org

Carl Mitchell, Business Manager/Board Secretary, Cameron
County S D, (814)-486-4000; carl.mitchell@camcosd.org

Lorraine Rocco, Member of the Board of Education and Board
Secretary, Freedom Area S D, (724)-775-7644; lrocco@freedom.
k12.pa.us

Brian Feick, Business Manager/Board Secretary, Lehigh
Area S D, (610)-377-4490; bfeick@lehighton.org

Lisa L. Pittner, Confidential Executive Assistant to the
Superintendent of Schools-Administrative/Board Secretary,
Crawford Central S D, (814)-724-3121; lisa.pittner@craw.org

