



# AGENDA

9:00 a.m. – 10:00 a.m.

**Registration**

10:00 a.m. – 10:30 a.m.

**Welcome and Ice Breaker**

- Bethanne Zeigler, chair, School Board Secretaries Forum, Shikellamy School District
- Jennifer Davidson, member, School Board Secretaries Forum Committee, Manheim Township School District

10:30 a.m. – 11:15 a.m.

**Policy Update**

- Heather Masshardt, director of policy services, PSBA

The past year has been a whirlwind of challenges and opportunities for schools, and this holds true for the legislation and legal changes that impacted board policies and processes for school entities. This session will discuss legislation and court cases that have impacted school board policies and administrative regulations, and what the school board secretary should know to assist the board in updating and implementing board policies.

11:15 a.m. – 12:00 p.m.

**Top 10 Things You Didn't Know About Being a Board Secretary**

- Bethanne Zeigler, chair, School Board Secretaries Forum, Shikellamy School District
- Jennifer Davidson, member, School Board Secretaries Forum Committee, Manheim Township School District
- Tracy Long, member, School Board Secretaries Forum Committee, Keystone Central School District
- Stephen Skrocki, member, School Board Secretaries Forum Committee, North Penn School District
- Jaime Lynn Zimerofsky, member, School Board Secretaries Forum Committee, Schuylkill IU 29

A board member resigns, now what do you do? The board decides to table an action item, what is the process? What happens when things come up during a board meeting that are not a part of the basic agenda? This session will delve into various scenarios that all board secretaries encounter in their jobs.

12:00 p.m. – 12:45 p.m.

**Lunch**

12:45 p.m. – 1:00 p.m.

**Service Project Presentation**

The School Board Secretaries Forum Committee invites attendees to participate in a service project to help a statewide charity.

1:00 p.m. – 1:30 p.m.

**School Board Trivia**

→ Bethanne Zeigler, chair, School Board Secretaries Forum, Shikellamy School District

Test your knowledge of all things administrative, procedural and organizational in a fun, interactive format!

1:30 p.m. – 2:15 p.m.

**You Bring the Questions: Panel Discussion**

→ Stuart Knade, chief legal officer, PSBA

→ Heather Masshardt, director of policy services, PSBA

→ Bethanne Zeigler, chair, School Board Secretaries Forum, Shikellamy School District

→ Jennifer Davidson, member, School Board Secretaries Forum Committee, Manheim Township School District

→ Facilitator: Jaime Lynn Zimerofsky, member, School Board Secretaries Forum Committee, Schuylkill IU 29

What questions do you have about your position and how it fits into the school district? What hot topics or issues do you want to discuss? This panel of experts is assembled to answer those questions and spark discussion!

2:15 p.m. – 2:30 p.m.

**Break**

2:30 p.m. – 3:00 p.m.

**Session V – Local School District Keynote Presentation**

→ Dr. Erik Orndorff, superintendent, Pequea Valley School District

3:00 p.m.

**Wrap-Up**