



**WATTSBURG AREA**  
SCHOOL DISTRICT  
STUDENT CENTERED · FUTURE FOCUSED

# School Board Meeting Guide



The Wattsburg Area School District challenges all students with rigorous, differentiated instruction provided by a caring staff.





## **Introduction**

Welcome to a meeting of the Wattsburg Area School District Board of School Directors. The purpose of this brochure is to provide Wattsburg Area School District residents with information about the Board of School Directors and Wattsburg Area School Board Meetings. You will find information on ways to participate in our monthly meetings, along with directions for accessing additional information about the School Board on our District website. Please know that we are committed to providing you with the information you need to fully engage with our School Board and District. If you are unable to find an item, or have a question or concern, please contact the Administration office at (814) 824-3400.

## **Role of the School Board**

The Wattsburg Area School District Board of School Directors is comprised of nine members who have been elected at-large by citizens of Wattsburg Area School District. Each Board member is elected to serve a four-year term, without pay.

School Boards are policy-making bodies that primarily function to create and evaluate policies needed to operate the school districts they govern. An administrative team manages the Wattsburg Area School District, within the scope of existing School Board-approved policy. The administrative team is led by the Superintendent, who is appointed by the School Board.

## **Board of School Directors**

Mr. Jeremy Bloeser - President  
Mrs. Amanda Farrell – Vice President  
Mrs. Britni Burlingham  
Mrs. Lea Hetherington  
Mrs. Nicole Lee  
Mr. Shawn Matson  
Mr. Stephen Morvay  
Mrs. Tara Pound  
Dr. Andy Pushchak

Mr. Ken Berlin, Superintendent\*  
Mrs. Vicki Bendig Board Secretary\*

\*Indicates Non-Voting Member

## **School Board Meeting Schedule**

The Wattsburg Area School District Board of School Directors holds public meetings twice each month on the second and third Mondays (except July and December). All meetings begin at 7:00 p.m. and are held at the Wattsburg Elementary Center.

Committee meetings are open to the public and will be held any Monday as requested by the Committee Chairperson at a time and place designated by the President of the Board.

## **About the School Board Meetings**

The Wattsburg Area School District Board of School Directors holds two public meetings each month. The first meeting is known as the Work Session, during which the School Board hears administrative reports, conducts discussion of items they will be asked to take action on in the future, and reviews agenda items for the upcoming Regular Meeting.

The Regular Board Meeting is the second Public Meeting held each month and is comprised of administrative presentations, and action on all agenda items.

## **Contact the Board of School Directors**

Please do not hesitate to contact the School Board with any questions or concerns. Contact information for each board member can be found on the district web site: <http://www.wattsburg.org/MeetOurBoard.aspx>



## **Board Meeting Agendas, Minutes & More**

The Wattsburg Area School District Board of School Directors began conducting “paperless” School Board meetings in 2013. To view the Board of School Directors website, visit <http://www.wattsburg.org> and click on the “Board of Education” button on the top of the homepage. You will be redirected to the Board of Education website. There are links on the right-hand side of the web page to access:

- Work Session Agendas and Minutes
- Regular Board Meeting Agendas & Minutes
- Committee Meeting Minutes
- Board Policies

Please note - printed versions of the meeting agenda are available at all School Board meetings and may be obtained at the Sign-in Table prior to each meeting.

## **Citizen Participation**

The Board of School Directors welcomes and encourages citizen participation in Public Meetings. The following information will provide you with an overview of the different opportunities to address the Board of School Directors during a Public Meeting.

### **Procedure**

- The Board requires that public participants in a board meeting be residents or taxpayers of this district or anyone representing a group in the community or school district; any district employee; or any district student.
- If a person wants to be on the agenda, contact the central office with a request to be placed on the board meeting agenda to speak. You must complete and submit the Request to Speak form one week PRIOR to the meeting to the District Administration Office. The person’s name and topic to be addressed will be listed on the board meeting agenda.
- If the person is not on the agenda, then s/he must sign the visitor’s log on the night of the meeting. It may not be possible to hear all persons who are not on the agenda.

### **Addressing the School Board**

- If you have requested in advance to speak to the school Board during one of its public meetings, the School Board President will recognize you by name and ask you to approach the microphone/seating area to address the School Board during Citizen’s Input Agenda Item. Your comments are limited to five (5) minutes.
- If you are not on the agenda to speak to the school board, you should sign the visitor’s log the night of the meeting. The Board President will direct you to approach the microphone/seating area. You will be asked to state your name, and address for the record before commenting. Your comments will be limited to 3 minutes.
- If you have a question or concern that cannot be addressed publicly during the course of the meeting, you will be asked to provide contact information to an administrator so that the School District can follow-up with you.

