

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: August 20, 1998

REVISED: July 16, 2009

PINE GROVE AREA SCHOOL DISTRICT

<p>SC 407 65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 422</p> <p>SC 405, 426, 427, 428</p>	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including small group rules shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.</p> <p>Any deviations from Robert's Rules of Order shall be acceptable, provided the change was approved by a two-thirds vote of the Board prior to acting on a motion presented for consideration by any member of the Board.</p> <p>Section 2. <u>Quorum</u></p> <p>A quorum shall be five (5) school directors present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p> <p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all meetings of the Board. In the absence, disability or disqualification of the President, the Vice-President shall act instead; if neither person is present, a school director shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p>
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<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Section 4. <u>Notice</u></p> <p>Notice of all open public meetings of the Board, including committee meetings and work sessions, shall be given by the publication of the date, place, and time of such meetings in the newspaper of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>a. Notice of regular meetings shall be given by the publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.</p>
<p>65 Pa. C.S.A. Sec. 703</p>	<p>d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.</p>
<p>65 Pa. C.S.A. Sec. 709</p>	<p>e. Notice of all public meetings shall be given to any newspaper circulating in Schuylkill County or a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.</p>
<p>SC 423</p>	<p>Notice of all regular and special meetings of the Board shall be given to school directors prior to the time of the meeting.</p>
<p>SC 421 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 5. <u>Regular Meetings</u></p> <p>Regular meetings of the Board shall be public and shall be held at a place and time determined by the Board.</p> <p>It shall be the responsibility of the Superintendent to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda, together with all such reports as can be completed, shall be provided each school director at least three (3) days before the meeting.</p>

	<p>The order of business shall be as follows, unless altered by the chairperson or a majority of those present and voting:</p> <ul style="list-style-type: none">Call to OrderRoll CallReading of MinutesSuperintendent's ReportTreasurer's ReportCommittee ReportsOther BusinessReports/Correspondence/AnnouncementsSolicitor's ReportMaintenance ReportBoard SummaryCafeteria ReportUpcoming Meeting SchedulePublic CommentAdjournment <p>Section 6. <u>Special Meetings</u></p> <p>65 Pa. C.S.A. Sec. 701 et seq</p> <p>Special meetings shall be public and may be called for special or general purposes.</p> <p>SC 426</p> <p>The President may call a special meeting at any time and shall call a special meeting upon the presentation of requests, in writing, of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors.</p> <p>Section 7. <u>Public Participation</u></p> <p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p> <p>District residents present at a Board meeting may address the Board in accordance with law and Board procedures and policy.</p>
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	<p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those school directors present and voting except as provided by statute or these procedures.</p> <p>SC 324</p> <p>a. The following actions require the unanimous consent of all remaining members of the Board:</p> <ol style="list-style-type: none"> 1. Appoint as attorney or solicitor of the Board a school director who has served for two (2) consecutive terms of four (4) years each after resigning his/her office. <p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:</p> <p>SC 609, 687</p> <ol style="list-style-type: none"> 1. Transfer of budgeted funds. 2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another. 3. Incur a temporary debt or borrow money upon such obligation. SC 687 4. Incur a temporary debt to meet an emergency or catastrophe. SC 324 5. Elect to a teaching position a person who has served as a school director and who has resigned. SC 707 6. Convey land or buildings to the municipality co-terminus with the school district. SC 803 7. Adopt or change textbooks without the recommendation of the Superintendent. SC 1129 8. Dismiss, after a hearing, a tenured professional employee. <p>c. The following actions require the recorded affirmative votes of a majority of the full number of school directors:</p> <p>SC 508</p> <ol style="list-style-type: none"> 1. Fixing the length of school term. SC 508 Pol. 108 2. Adopting textbooks recommended by the Superintendent.
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<p>SC 508, 1071, 1076</p>	<p>3. Appointing the district Superintendent and the Assistant district Superintendent.</p>
<p>SC 508</p>	<p>4. Appointing teachers and principals.</p>
<p>SC 508 Pol. 604</p>	<p>5. Adopting the annual budget.</p>
<p>SC 508 Pol. 005, 606</p>	<p>6. Appointing tax collectors and other appointees.</p>
<p>SC 508 Pol. 605</p>	<p>7. Levying and assessing taxes.</p>
<p>SC 508</p>	<p>8. Purchasing, selling, or condemning land.</p>
<p>SC 508</p>	<p>9. Locating new buildings or changing the location of old ones.</p>
<p>SC 508 Pol. 107</p>	<p>10. Adopting planned instruction.</p>
<p>SC 508</p>	<p>11. Establishing additional schools or departments.</p>
<p>SC 508, 621</p>	<p>12. Designating depositories for school funds.</p>
<p>Pol. 610</p>	<p>13. Expending district funds.</p> <p>14. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$4,000 for school supplies and \$4,000 for construction, reconstruction, and repairs (including items subject to \$10,000 bid requirements).</p>
<p>SC 508</p>	<p>15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.</p>
<p>SC 224</p>	<p>16. Combining or reorganizing into a larger school district.</p>
<p>SC 508</p>	<p>17. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.</p>
<p>SC 508, 514, 1080</p>	<p>18. Dismissing, after a hearing, a nontenured employee.</p>

SC 212	19. Adopting a corporate seal for the district.
SC 702	20. Determining the location and amount of any real estate required by the school district for school purposes.
SC 708	21. Vacating and abandoning property to which the Board has title.
SC 1503	22. Determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the schools shall be closed for the whole day.
Pol. 004	23. Removing a school director.
Pol. 004	24. Declaring a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	25. Removing an officer of the Board.
Pol. 005	26. Removing an appointee of the Board.
Pol. 003	27. Adopting, amending or repealing a policy or procedure of the Board.
SC 518 65 Pa. C.S.A. Sec. 706	<p data-bbox="456 1098 716 1129">Section 9. <u>Minutes</u></p> <p data-bbox="456 1171 1463 1272">The Board shall cause to be made and shall retain as a permanent record of the district minutes of all open meetings of the Board. Said minutes shall be comprehensible and complete and shall show:</p> <ul style="list-style-type: none"> <li data-bbox="456 1314 1016 1346">a. The date, place, and time of the meeting. <li data-bbox="456 1388 1016 1419">b. The type of meeting (regular or special). <li data-bbox="456 1461 902 1493">c. The names of members present. <li data-bbox="456 1535 773 1566">d. The presiding officer. <li data-bbox="456 1608 967 1640">e. The substance of all official actions. <li data-bbox="456 1682 691 1713">f. Actions taken. <li data-bbox="456 1755 1511 1787">g. Recorded votes and a record by individual members of all roll call votes taken.
65 Pa. C.S.A. Sec. 705	

	<ul style="list-style-type: none"> h. The names of all citizens who appeared officially and the subject of their testimony. i. Correspondence to the Board. j. Recommendations of the Superintendent as to policies, appointments, programs, expenditures, and personnel actions. k. A list of expenditures authorized by the Board. l. Such other items as may be required by law or by the prudential judgment of the Board.
<p>SC 407</p>	<p>The Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.</p>
<p>SC 433</p>	<p>The minutes of Board meetings shall be approved and adopted; or corrected by addendum, and approved and adopted as corrected at the next succeeding meeting and signed by the Board Secretary.</p>
<p>SC 407 Pol. 800, 801</p>	<p>Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 10. <u>Adjournment</u></p> <p>The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place upon the majority of those present and voting. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in policy.</p>
<p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>Section 11. <u>Executive Session</u></p> <p>The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.</p>

<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 006</p> <p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p> <p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>The Board may discuss the following matters in executive session:</p> <ul style="list-style-type: none">a. Employment issues.b. Labor relations.c. The purchase or lease of real estate.d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation.e. Matters which must be conducted in private to protect a lawful privilege or confidentiality. <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p>Section 12. <u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in a public meeting to vote on or discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.</p> <p>Section 13. <u>Committee Meetings</u></p> <p>Committee meetings may be called at any time by the committee chairperson with proper public notice or when requested to do so.</p> <p>A majority of the total membership of a committee shall constitute a quorum.</p> <p>Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.</p> <p>There will be written minutes of all committee meetings, which must include the date, time and the place of the meeting, names of members present, substance of official actions, a record of roll call votes and the names of all citizens who spoke and their topics.</p>
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References:

School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 800, 801, 903