

PENN MANOR SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: September 13, 2010

REVISED: April 18, 2011

<p>SC 407 65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 422</p> <p>SC 405, 426, 427, 428 Pol. 005</p> <p>65 Pa. C.S.A. Sec. 703, 709</p> <p>65 Pa. C.S.A. Sec. 703, 709</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>Section 2. <u>Quorum</u></p> <p>A quorum shall consist of a majority of the members of the Board. 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 Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member 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> <p>Section 4. <u>Notice</u></p> <p>Notice of all public Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.</p> <p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings at least three (3) days prior to the time of the first regular meeting.</p>
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<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(s) circulating in Lancaster County and any 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 65 Pa. C.S.A. Sec. 709</p>	<p>Notice of all rescheduled meetings and special Board meetings shall be given to Board members no later than twenty-four (24) hours 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 Board meetings shall be public and shall be held at specified places at least once every two (2) months.</p> <p>a. Agenda</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.</p> <p>The agenda, together with all relevant reports, shall be provided each Board member at least three (3) days before the meeting.</p> <p>b. Order Of Business</p> <p>The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting:</p> <p>Call to order Prayer and flag salute Next meeting Roll call</p>

	<p>Citizens' comments Approval of minutes Student report Superintendent's report Treasurer's report Payment of bills Unfinished business New business Adjournment</p> <p>Section 6. <u>Special Meetings</u></p> <p>SC 423, 426 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 and shall be public except when conducted as an executive session for purposes authorized by the Sunshine Act.</p> <p>SC 426 Pol. 005</p> <p>The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Board members. 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 Board members.</p> <p>Sec. 423</p> <p>No business shall be transacted at any special meeting except that named in the call sent to members for such special meeting.</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> <p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.</p> <p>All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.</p> <p>SC 324</p> <p>a. The following action(s) require(s) 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 Board member who has served for two (2) consecutive terms of six (6) years each after resigning his/her office.
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	<p>2. Appoint as Board Secretary of a district of the second class a Board member who has resigned his/her office.</p> <p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p>
<p>SC 609, 687</p>	<p>1. Transfer of budgeted funds during the first three (3) months of the fiscal year.</p>
<p>SC 687</p>	<p>2. Incur a temporary debt to meet an emergency or catastrophe.</p>
<p>SC 324</p>	<p>3. Elect to a teaching position a person who has served as a Board member and who has resigned.</p>
<p>SC 707</p>	<p>4. Convey land or buildings to the municipality co-terminus with the school district in accordance with law.</p>
<p>SC 803</p>	<p>5. Adopt or change textbooks without the recommendation of the Superintendent.</p>
<p>SC 1129</p>	<p>6. Dismiss, after a hearing, a tenured professional employee.</p>
<p>SC 671</p>	<p>7. Fix the fiscal year to begin on the first day of January.</p>
<p>Pol. 003</p>	<p>8. Adopt, amend or repeal a Board procedure.</p>
	<p>c. The following actions require the recorded affirmative votes of a majority of the full number of Board members:</p>
<p>SC 508</p>	<p>1. Fixing the length of school term.</p>
<p>SC 508 Pol. 108</p>	<p>2. Adopting textbooks recommended by the Superintendent.</p>
<p>SC 508, 1071, 1076</p>	<p>3. Appointing the district Superintendent and Assistant Superintendent(s).</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>

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<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></p>	<p>13. Expending district funds.</p>
<p>SC 687 Pol. 612</p>	<p>14. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.</p>
<p>SC 508 Pol. 610</p>	<p>15. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).</p>
<p>SC 508</p>	<p>16. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.</p>
<p>SC 224</p>	<p>17. Combining or reorganizing into a larger school district.</p>
<p>SC 508</p>	<p>18. 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>19. Dismissing, after a hearing, a nontenured employee.</p>
<p>SC 212</p>	<p>20. Adopting a corporate seal for the district.</p>
<p>SC 702</p>	<p>21. Determining the location and amount of any real estate required by the school district for school purposes.</p>

<p>SC 708</p> <p>SC 1503</p> <p>Pol. 004</p> <p>Pol. 004</p> <p>Pol. 005</p> <p>Pol. 005</p> <p>Pol. 003</p>	<p>22. Vacating and abandoning property to which the Board has title.</p> <p>23. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.</p> <p>24. Removing a school director.</p> <p>25. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.</p> <p>26. Removing an officer of the Board.</p> <p>27. Removing an appointee of the Board.</p> <p>28. Adopting, amending or repealing Board policy.</p> <p>Section 9. <u>Minutes</u></p>
<p>SC 518 65 Pa. C.S.A. Sec. 706</p>	<p>An accurate record of the proceedings of each Board meeting shall be kept by the Board Secretary. This record shall be written in the form of legal minutes and distributed to the members of the Board and shall be made available to interested citizens within a reasonable time following each regular and special meeting of the Board.</p> <p>The minutes of the last regular and special meetings occurring since the last regular meeting shall be considered at each regular Board meeting. The minutes may be approved and adopted; or corrected by addendum, and approved and adopted as corrected. Following the approval of the minutes, they shall be entered in the book of minutes of the Board in chronological order of the Board meeting.</p> <p>The minutes shall include at least the following information:</p> <ul style="list-style-type: none"> a. Date, time and place of meeting. b. Type of meeting (regular or special). c. Persons present: <ul style="list-style-type: none"> 1. Board members, by name. 2. School staff, by name.

<p>65 Pa. C.S.A. Sec. 705</p>	<p>3. Others who address the Board, by name.</p> <p>d. An accurate statement of each motion with the names of its maker and seconder, and a tally by name of Board members who voted for and against. (A unanimous vote may be so stated, with the understanding that all Board members present and voting were listed.)</p> <p>e. Correspondence to the Board.</p> <p>f. Recommendations of the Superintendent as to policies, appointments, programs, expenditures, and personnel actions.</p> <p>g. A list of expenditures authorized by the Board.</p> <p>h. Such other items as may be required by law or by the prudential judgment of the Board.</p>
<p>SC 433</p>	<p>The approved minutes shall be signed by the Board Secretary and the Board President.</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>Recess/Reconvene</u></p> <p>The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board 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 a public 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 public meeting prior to or after the executive session.</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. Purchase or lease of real estate.d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.e. Matters that 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>
65 Pa. C.S.A. Sec. 701 et seq Pol. 006	<p>The Board may meet as a Committee of the Whole in a public meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.</p> <p>A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Board procedures.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.</p>
65 Pa. C.S.A. Sec. 703, 709 Pol. 006	<p>Section 13. <u>Committee Meetings</u></p> <p>Standing 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>
65 Pa. C.S.A. Sec. 701 et seq	<p>Unless held as an executive session, standing committee meetings shall be open to the public, other Board members, and the Superintendent.</p>

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.

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