

# PENN MANOR SCHOOL DISTRICT

## BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED: August 20, 2012

### 006-BOG-1. OFFICIAL BOARD MINUTES

The Board will keep written minutes of all open meetings. In accordance with Board Policy 006, at a minimum, the minutes will contain:

1. Date, time and place of meeting.
2. Type of meeting (regular or special).
3. Persons present:
  - a. Board members, by name.
  - b. School staff, by name.
  - c. Others who address the Board, by name.
4. 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.)
5. Official correspondence to the Board.
6. Recommendations of the Superintendent as to policies, appointments, programs, expenditures, and personnel actions.
7. A list of expenditures authorized by the Board.
8. Such other items as may be required by law or by the prudential judgment of the Board.

To comply with state audits, the Auditor General's office recommends that a record of the following be included in the district's official Board minutes:

1. Board President's and Board Secretary's signatures on all minutes of regular, adjourned and special meetings.
2. Board approval of minutes of the previous meeting at the subsequent meeting.

3. School calendar, including length of school term, starting date, closing date, Act 80 days, holidays, vacations, revised calendar changes.
4. Hirings and promotions, with starting salaries and Board-approved raises.
5. Dismissal of a teacher, with charges, hearing and vote on action by the Board.
6. Budget listed in detail.
7. Advertisement of proposed budget, with ten (10) days public notice prior to adoption.
8. Proposed budget, with twenty (20) days allowed for public inspection.
9. Adoption of annual budget.
10. All budgetary transfers with Board approval.
11. Budget addition when authorized.
12. Monthly Treasurer's report, with all investments listed.
13. Monthly bills, with an account code and what was/is to be paid.
14. Depository(ies) designated yearly.
15. Purchase, sale and condemnation of land and articles.
16. Contracts exceeding \$100, all transportation contracts, professional and support staff contracts, insurance policy contracts.
17. Bids:
  - a. Announcement for public notice to receive bids.
  - b. When bids are opened, list of each bidder and amount.
  - c. Who was awarded the bid.
  - d. Reasons why lowest bidder was not accepted, if applicable.
18. How Board members voted on important issues, such as borrowing money, emergency appropriations, teachers hired or fired, sabbatical leaves, etc.
19. Election of all Board members, who was elected and length of term.
20. Designation of solicitor and salary or retainer.

21. Election of tax collector(s) and length of term(s).
22. Information regarding bonds for Board Secretary, Board Treasurer, tax collectors, and employees of trust.
23. If bank is Treasurer, must be elected or designated annually by a majority vote of the Board; fiduciary powers to act as Fiscal Agent or Treasurer.
24. Adoption of courses of study and textbooks.
25. All debts approved according to law.
26. Approval of breakfast, lunch and milk prices for students and adults.
27. Local auditor's report accepted and included.
28. Auditor General's report accepted and included.
29. All PlanCons.
30. Gifts to the district.
31. Mortgage time and dates.
32. Deposit of funds.
33. Executive sessions; whether held at beginning of the meeting, end of the meeting, during a Sunshine meeting, or between Sunshine meetings; persons present; topics discussed.