

WEATHERLY AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: October 12, 1998

REVISED: June 9, 2010

	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>65 Pa. C.S.A. Sec. 701 et seq</p> <p>All Board meetings will be conducted in an orderly and business-like manner. Robert’s Rules of Order, Newly Revised, 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>SC 422</p> <p>A quorum shall be five (5) Board members 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>Pol. 006.1</p> <p>Attendance and participation by electronic communication shall be limited to two (2) times per calendar year (See Policy 006.1).</p> <p>Section 3. <u>Presiding Officer</u></p> <p>SC 405, 426, 427, 428</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>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Section 4. <u>Notice</u></p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Notice of all open public Board meetings, including committee meetings and discussion 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 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 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>
<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</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. 709</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>SC 423</p>	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Carbon County and 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 421 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Notice of all regular and special Board meetings shall be given to Board members prior to the time of the meeting.</p>
	<p>Section 5. <u>Regular Meetings</u></p>
	<p>Regular Board meetings shall be public and shall be held at times and places as specified at the Reorganization meeting held in December each year.</p>
	<p>a. Agenda</p>
	<p>It shall be the responsibility of the Superintendent, in cooperation with the Board Secretary, and Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda, together with all relevant reports, shall be provided each Board member prior to the meeting.</p>

<p>65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 426</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 Roll call Approval of minutes of the last regular meeting and intervening meetings Meeting Open to the Public Chief Administrator's Report Treasurer's Report Payment of Bills Committee Reports</p> <p>Section 6. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes.</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>Reasonable notice shall be given by the Secretary of all special meetings, except by unanimous consent of all members of the Board or in the event of an emergency, shall mean notice in writing mailed to all Board members at least three (3) days prior to the date of meeting.</p> <p>The order of business for special meetings shall be as follows unless altered by the President or a majority of those present and voting:</p> <p>Call to Order Roll Call Announcement Reading of Notice of Meeting Transaction of Business for Which Meeting was Called Adjournment</p>
--	--

<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p>	<p>Section 7. <u>Hearing Of The Public</u></p> <p>A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.</p>
<p>SC 609, 687</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>a. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p>
<p>SC 687</p>	<p>1. Transfer of budgeted funds during the first three (3) months of the fiscal year.</p>
<p>SC 324</p>	<p>2. Incur a temporary debt to meet an emergency or catastrophe.</p>
<p>SC 707</p>	<p>3. Elect to a teaching position a person who has served as a Board member and who has resigned.</p>
<p>SC 803</p>	<p>4. Convey land or buildings to the municipality co-terminus with the school district.</p>
<p>SC 1129</p>	<p>5. Adopt or change textbooks without the recommendation of the Superintendent.</p>
<p>SC 508</p>	<p>6. Dismiss, after a hearing, a tenured professional employee.</p> <p>b. The following actions require the recorded affirmative votes of a majority of the full number of Board members:</p>
<p>Pol. 108</p>	<p>1. Fixing the length of school term.</p>
<p>SC 1071, 1076</p>	<p>2. Adopting textbooks recommended by the Superintendent.</p>
<p>Pol. 604</p>	<p>3. Appointing the district Superintendent and Assistant Superintendent(s).</p>
<p>Pol. 005, 606</p>	<p>4. Appointing teachers and principals.</p>
<p>Pol. 605</p>	<p>5. Adopting the annual budget.</p>
	<p>6. Appointing tax collectors and other appointees.</p>
	<p>7. Levying and assessing taxes.</p>

<p>Pol. 107</p>	<p>8. Purchasing, selling, or condemning land.</p> <p>9. Locating new buildings or changing the location of old ones.</p> <p>10. Adopting courses of study.</p> <p>11. Establishing additional schools or departments.</p>
<p>SC 621</p>	<p>12. Designating depositories for school funds.</p> <p>13. Expending district funds.</p>
<p>SC 687</p>	<p>14. 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>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 \$4,000 (including items subject to \$10,000 bid requirements).</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>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 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>22. Vacating and abandoning property to which the Board has title.</p>
<p>SC 1503</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>

Pol. 004	24. Removing a school director.
Pol. 004	25. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	26. Removing an officer of the Board.
Pol. 005	27. Removing an appointee of the Board.
Pol. 003	28. Adopting, amending or repealing a policy of the Board.
SC 518 65 Pa. C.S.A. Sec. 706	<p>Section 9. <u>Minutes</u></p> <p>The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:</p>
65 Pa. C.S.A. Sec. 705	<ul style="list-style-type: none"> a. The date, place, and time of the meeting. b. The names of Board members present. c. The presiding officer. d. The substance of all official actions. e. Actions taken. f. Recorded votes and a record by individual members of all roll call votes taken. g. The names of all citizens who appeared officially and the subject of their testimony.
SC 433	<p>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.</p>
SC 407 Pol. 800, 801	<p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.</p> <p>Notations and any tape or audiovisual recordings shall not be the official record of an open 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>65 Pa. C.S.A. Sec. 707, 708</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 vote of those present. 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 Board policy.</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>Board members cannot attend or participate in executive sessions via electronic communication devices.</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.f. Matter of academic admission or standing as related to state-owned, state-aided, state-related colleges and community colleges. <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
--	---

65 Pa. C.S.A. Sec. 701 et seq	<p>Section 12. <u>Discussion Sessions</u></p>
65 Pa. C.S.A. Sec. 703, 709	<p>The Board may meet as a Committee of the Whole in an open meeting to discuss issues to be acted upon at a subsequent regular or special meeting of the Board, except that no official action may be taken at the discussion meeting. Public notice of such meetings shall be made.</p>
65 Pa. C.S.A. Sec. 701 et seq	<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>References:</p>
	<p>School Code – 24 P.S. Sec. 212, 224, 324, 405, 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</p>
	<p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p>
	<p>Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 903</p>