

McGUFFEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: September 14, 1998

REVISED: April 19, 2012

	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>Robert's Rules Of Order, Newly Revised, will be followed but not adopted by the Board of Education in its deliberations in all cases in which it is not inconsistent with statute, rules of the State Board, or these 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 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> <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 offices of the Board.</p> <p>a. Notice of regular meetings shall be given by the publication, posting of a schedule showing the date, place and time of all regular meetings for the fiscal year 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, 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 Washington 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 65 Pa. C.S.A. Sec. 709</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>Notice of executive sessions, if not previously announced, shall be provided to members of the Board at least twenty-four (24) hours prior to the executive session.</p>
<p>SC 421 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 5. <u>Regular Meetings</u></p> <p>The date, time and place of regular Board meetings shall be set by Board vote during the annual organizational meeting or thereafter.</p> <p>It shall be the responsibility of the Superintendent in cooperation with the Assistant Superintendent, Business Administrator, and Board Secretary 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>Meetings shall have two (2) Public Comment periods one at beginning of meeting; one at end of meeting.</p>
<p>SC 423, 426 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 6. <u>Special Meetings</u></p> <p>Special meetings 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 609, 687</p> <p>SC 687</p> <p>SC 324</p> <p>SC 707</p> <p>SC 803</p> <p>SC 1129</p>	<p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:</p> <ol style="list-style-type: none"> 1. Transfer of budgeted funds during the first three (3) months of the fiscal year. 2. Incur a temporary debt to meet an emergency or catastrophe. 3. Elect to a teaching position a person who has served as a Board member and who has resigned. 4. Convey land or buildings to the municipality co-terminus with the school district in accordance with law. 5. Adopt or change textbooks without the recommendation of the Superintendent. 6. Dismiss, after a hearing, a tenured professional employee.
<p>SC 508</p> <p>SC 508 Pol. 108</p> <p>SC 508, 1071, 1076</p> <p>SC 508</p> <p>SC 508 Pol. 604</p> <p>SC 508 Pol. 005, 006</p> <p>SC 508 Pol. 605</p> <p>SC 508</p>	<p>c. The following actions require the recorded affirmative votes of a majority of the full number of school directors:</p> <ol style="list-style-type: none"> 1. Fixing the length of school term. 2. Adopting textbooks recommended by the Superintendent. 3. Appointing the district Superintendent and the Assistant District Superintendents. 4. Appointing teachers and principals. 5. Adopting the annual budget. 6. Appointing tax collectors and other appointees. 7. Levying and assessing taxes. 8. Purchasing, selling, or condemning land.

SC 508	9. Locating new buildings or changing the location of old ones.
SC 508 Pol. 107	10. Adopting courses of study.
SC 508	11. Establishing additional schools or departments.
SC 508, 621	12. Designating depositories for school funds.
	13. Expending district funds.
SC 687 Pol. 612	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.
SC 508 Pol. 610	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).
SC 508	16. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
SC 224	17. Combining or reorganizing into a larger school district.
SC 508	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.
SC 508, 514, 1080	19. Dismissal, after hearing, of a nontenured employee.
SC 212	20. Adoption of a corporate seal for the district.
SC 702	21. Determination of the location and amount of any real estate required by the school district for school purposes.
SC 708	22. Vacating and abandoning property to which the Board has title.
SC 1503	23. 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	24. Removing of a school director.

Pol. 004	25. Declaring a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	26. Removing of an officer of the Board.
Pol. 005	27. Removing of an appointee of the Board.
Pol. 003	28. Adopting, amending or repealing a policy or procedure 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 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"> a. Date, place, and time of the meeting. b. Names of members present. c. Presiding officer. d. Substance of all official actions. e. Actions taken. f. Recorded votes and a record by individual members of all roll call votes taken. g. Names of all citizens who appeared officially and the subject of their testimony.
65 Pa. C.S.A. Sec. 705	<p>The Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regularly scheduled Board meeting.</p> <p>The Board Secretary shall audio tape record all meetings and keep for review for six (6) months.</p>
SC 407	The minutes of Board meetings shall be approved at the next succeeding meeting.
SC 433	The approved minutes shall be signed by the Secretary of the Board and the President of the Board.

<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p> <p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>When minutes are approved by unanimous consent or approved as corrected by unanimous vote, there is no need for a roll call vote; however, if a Board member has an objection to the minutes and requests a roll call vote, only members present at the meeting in question shall be permitted to vote on the minutes; members who were absent shall be required to abstain.</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>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 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>
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<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 006</p>	<p>Section 12. <u>Discussion Sessions</u></p> <p>The Board may meet as a committee of the whole in a public meeting to discuss issues to be acted upon at a subsequent regular or special meeting of the Board; however, no official action may be taken at the discussion meeting. Public notice of such meetings shall be made.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</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>65 Pa. C.S.A. Sec. 701 et seq</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, 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</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, 612, 801, 903</p>