

Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Number	006
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Legal

1. 65 P.S. 701 et seq

[2. 24 P.S. 422](#)

[3. 24 P.S. 405](#)

[4. 24 P.S. 426](#)

[5. 24 P.S. 427](#)

[6. 24 P.S. 428](#)

7. 65 P.S. 703

8. 65 P.S. 709

[9. 24 P.S. 423](#)

[10. 24 P.S. 421](#)

11. Pol. 903

[12. 24 P.S. 324](#)

[13. 24 P.S. 609](#)

[14. 24 P.S. 687](#)

[15. 24 P.S. 634](#)

[16. 24 P.S. 707](#)

[17. 24 P.S. 803](#)

[18. 24 P.S. 1129](#)

[19. 24 P.S. 508](#)

20. Pol. 108

[21. 24 P.S. 1071](#)

[22. 24 P.S. 1076](#)

23. Pol. 604

24. Pol. 005

25. Pol. 606

26. Pol. 605

27. Pol. 107

[28. 24 P.S. 621](#)

29. Pol. 610

[30. 24 P.S. 224](#)

[31. 24 P.S. 514](#)

[32. 24 P.S. 1080](#)

[33. 24 P.S. 212](#)

[34. 24 P.S. 702](#)

[35. 24 P.S. 708](#)

[36. 24 P.S. 1503](#)

37. Pol. 004

38. Pol. 003

39. 65 P.S. 705

40. 65 P.S. 706

[41. 24 P.S. 518](#)

[42. 24 P.S. 433](#)

43. 65 P.S. 707

44. 65 P.S. 708

Parliamentary Authority

Roberts Rules of Order, Newly Revised edition of parliamentary procedures shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, rules of the State Board, or these procedures.[1]

Quorum

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 directors at such a meeting may adjourn to another time.[2]

Presiding Officer

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.[3][4][5][6]

Notice

Notice of all public meetings of the Board 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.[7][8]

1. 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.[7][8]
2. 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.[7][8]
3. 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.[7][8]
4. 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.[7]
5. Notice of all public meetings shall be given to any newspaper circulating in Allegheny County or a radio or television station which so requests. Notice of all public meetings shall be given to an individual who so requests and who provided a stamped, addressed envelope for such notification.[8]

Notice of all regular and special meetings of the Board shall be given to school directors by email not later than three (3) days prior to the time of the meeting, or in an emergency by ~~phone~~ email.[9]

Notice of discussion sessions, if not previously announced, shall be provided in ~~writing~~ written email, to members of the Board at least twenty-four (24) hours prior to the discussion session.

Regular Meetings

Regular meetings of the Board shall be public and shall be held at least every month.[1][10]

1. 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.
2. The order of business shall be as follows, unless altered by the chairperson or a majority of those present and voting:

Call to Order

Roll Call

Approval of Minutes

~~Treasurer's Report~~

~~Monthly Bill Listing~~

~~Correspondence~~

Student Feature

Citizens' ~~Remarks~~ **Comments**

Formal Superintendent's Agenda

Adjournment

Special Meetings

Special meetings shall be public and may be called for special or general purposes.[1]

1. The President may call a special meeting at any time and shall call a special meeting upon the presentation of requests in ~~writing~~ **a written email** 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.[\[4\]](#)

2. The order of business shall be as follows unless altered by the chairperson or a majority of those present and voting:

Call to Order

Roll Call

Announcement (Article VI, 5)

~~Reading of Notice of Meeting~~

Citizens' Remarks

Transaction of Business for Which Meeting was Called

Adjournment

Hearing of Citizens' Remarks

The Board shall establish guidelines to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.

In order to permit fair and orderly expression of public comment, the Board shall provide a reasonable opportunity at each open meeting of the Board for residents and taxpayers to comment on matters of concern, official action or deliberation before the Board prior to official action by the Board. The Board shall require that all public comments be made at the beginning of each meeting. However the presiding officer has the discretion to conduct the public comment prior to or at the conclusion of the meeting.

In no case will meetings extend beyond three (3) hours. Citizens' remarks are limited to five (5) minutes. After every citizen has had an opportunity to make remarks, citizens who previously spoke may speak again for an additional five (5) minutes. If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.

Guidelines for citizens

The Board requires that public participants be residents or taxpayers of this district, anyone having registered a legitimate interest in a contemplated action of the Board, anyone representing a group in the community or school district, any representative of a firm eligible to bid on materials or services solicited by the Board, any district employee, or any district student.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

Each statement made by a participant shall be limited to five (5) minute duration. No participant may speak more than once, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

The presiding officer may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
5. Waive these rules with the approval of the Board.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under the guidelines established by the Board and provided they do not disrupt the meeting.

No placards or banners will be permitted within the meeting room.

Voting

All motions shall require for adoption a majority vote of those school directors present and voting except as provided by statute or these procedures.

1. The following actions require the unanimous consent of all the remaining members of the Board:
 - a. 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.[\[12\]](#)
2. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:
 - a. Transfer of budgeted funds.[\[13\]](#)
 - b. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.[\[14\]](#)
 - c. Incur a temporary debt of borrow money upon an obligation.[\[15\]](#)
 - d. Incur a temporary debt to meet an emergency or catastrophe.[\[14\]](#)
 - e. Elect to a teaching position a person who has served as a school director and who has resigned.[\[12\]](#)
 - f. Convey land or buildings to the municipality co-terminus with the school district.[\[16\]](#)
 - g. Adopt or change textbooks without the recommendation of the Superintendent.[\[17\]](#)
 - h. Dismiss, after a hearing, a tenured professional employee.[\[18\]](#)
3. The following actions require the recorded affirmative votes of a majority of the full number of school directors:[\[19\]](#)

- a. Fixing the length of school term.
- b. Adopting textbooks recommended by the Superintendent.[20]
- c. Appointing the district Superintendent and Assistant Superintendents.[\[21\]](#)[\[22\]](#)
- d. Appointing teachers and principals.
- e. Adopting the annual budget.[23]
- f. Appointing tax collectors and other appointees.[24][25]
- g. Levying and assessing taxes.[26]
- h. Purchasing, selling, or condemning land.
- i. Locating new buildings or changing the location of old ones.
- j. Adopting courses of study.[27]
- k. Establishing additional schools or departments.
- l. Designating depositories for school funds.[\[28\]](#)
- m. Expending district funds.
- n. 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 \$4,000 bid requirements).[29]
- o. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
- p. Combining or reorganizing into a larger school district.[\[30\]](#)

- q. 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.
- r. Dismissal, after a hearing, of a non-tenured employee.[\[31\]](#)[\[32\]](#)
- s. Adoption of a corporate seal for the district.[\[33\]](#)
- t. Determination of the location and amount of any real estate required by the school district for school purposes.[\[34\]](#)
- u. Vacating and abandoning property to which the Board has title.[\[35\]](#)
- v. 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.[\[36\]](#)
- w. Removal of a school director.[\[37\]](#)
- x. Declaration that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[\[37\]](#)
- y. Removal of an officer of the Board.[\[24\]](#)
- z. Removal of an appointee of the Board.[\[24\]](#)
- aa. Adopt, amend or repeal a policy or procedure of the Board.[\[38\]](#)

Minutes

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: the date, place, and time of the meeting; the names of members present; the presiding officer; the substance of all official actions; actions taken; recorded votes and a record by individual members of all roll call votes taken; and the names of all citizens who appeared officially and the subject of their testimony.[\[39\]](#)[\[40\]](#)[\[41\]](#)

The Secretary shall provide each school director with a copy of the minutes of the last meeting no later than three (3) days before the next regular meeting. The minutes of Board meetings shall be approved at the next succeeding meeting. The approved minutes shall be signed by the Secretary of the Board.[\[42\]](#)

Adjournment

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 at Policy 006, Section 4.d.[\[7\]](#)[\[8\]](#)

Executive Session

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.[\[43\]](#)[\[44\]](#)

The Board may discuss only the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. The purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation.
5. Matters which must be conducted in private to protect a lawful privilege or confidentiality.

Official actions based on discussions held in executive sessions shall be taken at a public meeting.

Discussion Sessions

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.[1]

1. 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 two (2) school directors. Public notice of such meeting shall be made in accordance with Policy 006, 4.b.
2. The Secretary shall provide notice of a meeting of the committee of the whole as per the notice provisions of these procedures.[7][8]
- ~~3. There shall be no public participation in the discussion sessions unless directed by the President or a majority of the Board.~~

Committee Meetings

Committee meetings may be called at any time by the committee chairperson with proper public notice or when requested to do so by any member of the committee.[7][8]

A majority of the total membership of a committee shall constitute a quorum. Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent and a majority of the committee or the chairperson may invite Board employees, contractors, or other persons who may have special knowledge of the area under investigation.[1]

~~Board members who are not committee members but who attend committee meetings may not vote on committee matters.~~

~~There shall be no public participation in the committee meetings unless directed by the committee chairperson or a majority of the committee members.~~