

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: April, 2010

REVISED: January 16, 2017

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| | 006. MEETINGS |
| | <p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings will be conducted in an orderly and business-like manner.</p> |
| 65 P.S. 701 et seq | <p>Robert’s Rules Of Order, Newly Revised shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures. The district solicitor shall function as the parliamentarian for the Board.</p> |
| | <p>Section 2. <u>Quorum</u></p> |
| SC 422 | <p>A quorum shall be five 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>Section 3. <u>Presiding Officer</u></p> |
| SC 405, 426, 427, 428 | <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> |
| 65 P.S. 703, 709 | <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> |
| 65 P.S. 703, 709 | <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 for the calendar year at least three days prior to the time of the first regular meeting.</p> |
| 65 P.S. 703, 709 et seq | <p>b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four hours prior to the time of the meeting, except that</p> |

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| <p>65 P.S. 703</p> | <p>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>c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four hours prior to the time of the meeting.</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 P.S. 709</p> | <p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Somerset 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 423</p> | <p>Written notice of all regular and special Board meetings shall be given to Board members not later than twenty-four hours prior to the time of the meeting.</p> |
| <p>65 P.S. 701 et seq SC 421</p> | <p>Notice of executive sessions, if not previously announced, shall be provided in writing to Board members at least twenty-four hours prior to the executive session.</p> <p>Section 5. <u>Regular Meetings</u></p> |
| <p>65 P.S. 701 et seq SC 421</p> | <p>Regular Board meetings shall be public and shall be held at specified places at least once every two months.</p> <p>a. Agenda</p> <p>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. The agenda, together with all relevant reports, shall be provided each school director at least three 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:</p> <p>Call to order Roll Call Salute to the Flag Approval of the agenda Recognition of Visitors Approval of the minutes</p> <p>Approval of the board bills Approval of the Treasurer's Report Approval of the Budgetary Transfers Approval of the Transfer of Funds Committee Reports</p> |

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| <p>65 P.S. 701 et seq</p> <p>SC 426</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 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 Board members.</p> <p>The order of business for special meetings shall be as follows unless altered by the President:</p> <ul style="list-style-type: none"> Call to order Roll call Salute to the flag Announcement Reading of Notice of Meeting Transaction of business for which meeting was called Adjournment |
| <p>Pol. 903</p> <p>65 P.S. 701 et seq</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 324</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 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 consecutive terms of four years each, after resigning his/her office. 2. Appoint as Board Secretary of a district of the fourth class a Board member who has resigned the office. |
| <p>SC 609</p> | <p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p> <ol style="list-style-type: none"> 1. Transfer of budgeted funds. |
| <p>SC 687</p> | <ol style="list-style-type: none"> 2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another. |

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| SC 634 | 3. Incur a temporary debt or borrow money upon such obligation. |
| SC 665, 687 | 4. Incur a temporary debt to meet an emergency or catastrophe. |
| SC 324 | 5. Elect to a teaching position a person who have served as a Board member and who has resigned. |
| SC 707 | 6. Convey land or buildings to the municipality co terminus with the school district. |
| SC 803 | 7. Adopt or change textbooks without the recommendation of the Superintendent. |
| SC 1129 | 8. Dismiss, after a hearing, a tenured professional employee. |
| SC 671 | 9. Fix the fiscal year to begin on the first day of January. |
| Pol. 003 | 10. Adopt, amend, or repeal a Board procedure. |
| SC 508 | c. The following actions require the recorded affirmative votes of a majority of the full number of Board members: |
| | 1. Fixing the length of school term. |
| Pol. 108 | 2. Adopting textbooks recommended by the Superintendent. |
| SC 1071, 1076 | 3. Appointing the district Superintendent and Assistant Superintendent(s). |
| | 4. Appointing teachers and principals. |
| Pol. 604 | 5. Adopting the annual budget. |
| Pol. 005, 606 | 6. Appointing tax collectors and other appointees. |
| Pol. 605 | 7. Levying and assessing taxes. |
| | 8. Purchasing, selling, or condemning land. |
| | 9. Locating new buildings or changing the location of old ones. |
| Pol. 107 | 10. Adopting planned instruction. |
| | 11. Establishing additional schools or departments. |
| SC 621 | 12. Designating depositories for school funds. |
| | 13. Expending district funds. |
| Pol. 610 | |

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| SC 224 | 14. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the purchase is subject to bid. |
| | 15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board. |
| | 16. Combining or reorganizing into a larger school district. |
| SC 514, 1080 | 17. 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 212 | 18. Dismissing, after a hearing, a non-tenured employee. |
| SC 702 | 19. Adopting a corporate seal for the district. |
| SC 708 | 20. Determining the location and amount of any real estate required by the school district for school purposes. |
| SC 1503 | 21. Vacating and abandoning property to which the Board has title. |
| Pol. 004 | 22. 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. |
| Pol. 004 | 23. Removing a Board member. |
| Pol. 005 | 24. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify. |
| Pol. 005 | 25. Removing an officer of the Board. |
| Pol. 003 | 26. Removing an appointee of the Board. |
| 65 P.S. 706 SC 518 | <p>27. Adopting, amending or repealing Board policy.</p> <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> <ol 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. |

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| <p>65 P.S. 705</p> | <ul style="list-style-type: none"> 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. |
| <p>SC 433</p> | <p>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting no later than three days prior to the next regular meeting.</p> <p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.</p> <p>Business meetings will be taped/recorded to assist the Secretary in the preparation of the official minutes.</p> |
| <p>Pol. 006 65 P.S. 703, 709</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>65 P.S. 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 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>If the executive session is not announced for a future specific time, members of the agency shall be notified twenty-four hours in advance of the time of the convening of the meeting specifying the date, time, location and purpose of the executive session.</p> <p>The Board may meet in executive session for one or more of the following reasons:</p> <ul style="list-style-type: none"> a. To discuss any matter involving employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or any disciplinary matter relating to a prospective public officer or employee or current public officer or employee employed or appointed by the Agency. b. To hold information, strategy and negotiation sessions related to negotiation or arbitration of collective bargaining agreements. c. To consider the purchase or lease of real property not including the official |

action to purchase or lease.

- d. To consult with legal counsel or other professional advisors regarding information or strategy in connection with litigation or with issues which identifiable complaints are expected to be filled.
- e. To review and discuss agency business which if conducted in public would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law.

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

Section 12. Work Sessions

The Board may meet as a Committee of the Whole in an open meeting to vote or to discuss issues. Public notice of such meetings shall be made.

65 P.S. 701 et seq

Section 13. Committee Meetings

Committee meetings may be called at any time by the committee chairperson, with proper public notice. No business shall be transacted.

65 P.S. 703, 709

A majority of the total membership of a committee shall constitute a quorum.

65 P.S. 701 et seq

Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.

The Board will meet as a committee of the whole to discuss financial issues to be acted upon at a subsequent meeting. Business will be transacted if the need arises. Public notice of such meetings shall be made.

Section 14. Conference Meetings

The Board may be involved in training programs or seminars organized and conducted for the purpose of providing information to members on matters directly related to their official responsibilities. These sessions are not required to be open to the public.

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