

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED:

REVISED: NOVEMBER 10, 2003

SENECA VALLEY SCHOOL DISTRICT

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| | 006. MEETINGS |
| 65 P.S. 701 et seq | <p>Section 1. <u>Parliamentary Authority</u></p> <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.</p> |
| SC 422 | <p>Section 2. <u>Quorum</u></p> <p>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.</p> |
| SC 405, 426, 427, 428 | <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> |
| 65 P.S. 703, 709 | <p>Section 4. <u>Notice</u></p> <p>Notice of all open public meetings of the Board, including committee meetings and discussion sessions, shall be given by the 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 offices of the Board.</p> |
| 65 P.S. 703, 709 | <p>a. 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 fiscal year at least three (3) days prior to the time of the first regular meeting.</p> |

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| <p>65 P.S. 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>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>d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the 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 Butler 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</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 in writing to members of the Board at least twenty-four (24) hours prior to the executive session.</p> |
| <p>65 P.S. 701 et seq SC 421</p> | <p>Section 5. <u>Regular Meetings</u></p> <p>Regular meetings of the Board shall be public and shall be held on the second Monday of each month.</p> <p>a. In order for the Board to conduct its business properly and efficiently, it is imperative that each Board member be thoroughly prepared. It shall be the responsibility of the Superintendent to prepare for each Board meeting by taking the following actions:</p> <ol style="list-style-type: none"> 1. A written agenda shall be prepared for each meeting. 2. Except in the case of emergency and special Board meetings, the Superintendent shall distribute the agenda and all accompanying materials to each Board member at least three (3) days in advance of the meeting. 3. The Superintendent shall confer with the President prior to each Board meeting. |

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| <p>65 P.S. 701 et seq</p> <p>SC 426</p> | <p>4. Adequate physical arrangements shall be made for each Board meeting.</p> <p>5. When possible, all information relevant to each agenda item shall be available to the Board.</p> <p>b. The order of business shall be as follows, unless altered by the Chairperson/President:</p> <p>Call to order.</p> <p>Public comments.</p> <p>Approval of minutes of previous meeting or meetings.</p> <p>Report of Treasurer.</p> <p>Communications, including action on same.</p> <p>Opening of bids, including action on same.</p> <p>Report of Superintendent, including action on same.</p> <p>Bills.</p> <p>Committee reports.</p> <p>Unfinished business.</p> <p>New business.</p> <p>Adjournment.</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 the presentation of the written requests 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.</p> |
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| <p>Pol. 903 65 P.S. 701 et seq</p> | <p>Section 7. <u>Hearing of Citizens</u></p> <p>A member of the public present at a meeting of the Board may address the Board in accordance with the Board's rules.</p> |
| <p>SC 324</p> | <p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those school directors 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 school director who has served for two (2) consecutive terms of six (6) years each after resigning his/her office. 2. Appoint as Board Secretary of a district of the second class a school director who has resigned his/her office. <p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:</p> |
| <p>SC 609</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. |
| <p>SC 634</p> | <ol style="list-style-type: none"> 3. Incur a temporary debt or borrow money upon such obligation. |
| <p>SC 687</p> | <ol style="list-style-type: none"> 4. Incur a temporary debt to meet an emergency or catastrophe. |
| <p>SC 324</p> | <ol style="list-style-type: none"> 5. Elect to a teaching position a person who has served as a school director and who has resigned. |
| <p>SC 707</p> | <ol style="list-style-type: none"> 6. Convey land or buildings to the municipality co-terminus with the school district. |
| <p>SC 803</p> | <ol style="list-style-type: none"> 7. Adopt or change textbooks without the recommendation of the Superintendent. |
| <p>SC 1129</p> | <ol style="list-style-type: none"> 8. Dismiss, after hearing, a tenured professional employee. |

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| SC 671 | 9. Fix the fiscal year to begin on the first day of January. |
| SC 508 | c. The following actions require the recorded affirmative votes of a majority of the full number of school directors: |
| | 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 district Assistant Superintendents. |
| | 4. Appointing teachers and principals. |
| Pol. 604 | 5. Adopting the annual budget. |
| | 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 | 14. 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 1075, 1077 | 15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board. |
| SC 224 | 16. Combining or reorganizing into a larger school district. |
| SC 508 | 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. |

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| SC 514, 1080 | 18. Dismissing, after hearing, a nontenured employee. |
| SC 212 | 19. Adopting a corporate seal for the district. |
| SC 702 | 20. Determining the location and amount of any real estate required by the school district for school purposes. |
| SC 708 | 21. Vacating and abandoning property to which the Board has title. |
| SC 1503 | 22. 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 | 23. Removing a school director. |
| Pol. 004 | 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. 005 | 26. Removing an appointee of the Board. |
| Pol. 003 | 27. Adopting, amending or repealing a policy or procedure of the Board. |
| | Section 9. <u>Minutes</u> |
| 65 P.S. 706 SC 518 | The Board shall cause to be made, and shall 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: |
| | a. The date, place, and time of the meeting. |
| | b. The names of 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. |

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| <p>SC 433</p> | <p>The Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.</p> |
| <p>Pol. 006 Sec. 4d</p> | <p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Secretary of the Board.</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>The Board may discuss the following matters in executive session:</p> <ul style="list-style-type: none"> a. Employment issues. b. Labor relations. c. The 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> <p>Section 12. <u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.</p> |

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| 65 P.S. 703, 709 | Section 13. <u>Committee Meetings</u> Committee meetings may be called at any time by the committee chairperson with proper public notice or when requested to do so. |
| 65 P.S. 701 et seq | 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. |