

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: June 20, 1994

REVISED: December 17, 2007

# FAIRVIEW SCHOOL DISTRICT

	006. MEETINGS
SC 407 65 Pa. C.S.A. Sec. 701 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>Parliamentary Procedure at a Glance by O. Garfield Jones, including small group rules, 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.</p>
Bylaws 006.2	<p>The Board shall develop Local Board Procedures which shall incorporate parliamentary procedures, exceptions to the procedures, voting procedures, public participation, and staff participation.</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>
Bylaws 006.1, 006.6	<p>Section 3. <u>Types Of Meetings</u></p> <p>Board meetings shall be structured under the following headings: regular meetings, special meetings, organizational meeting, meetings of the Committee of the Whole and committee meetings.</p>
SC 405, 426, 427, 428	<p>Section 4. <u>Presiding Officer</u></p> <p>The President shall preside at all meetings of the Board, other than committee meetings. 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>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Section 5. <u>Notice</u></p>
<p>65 Pa. C.S.A. Sec. 703, 709</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 of general circulation designated by the Board and the posting of such notice at the offices of the Board.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>a. The district will give public notice of its first regular meeting not less than three (3) days before the meeting. The remainder of the regularly scheduled meetings and committee meetings shall be <u>published</u> in a newspaper of general circulation, <u>posted</u> at the principal office or public building in which the meeting is to be held and <u>notice</u> given to any newspaper, television, radio station or other interested party. The same procedure shall be followed before the first committee meeting of the new year.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>b. In the event of a special meeting, at least twenty-four (24) hours notice shall be given to allow it to be published or circulated within the school district.</p>
<p>65 Pa. C.S.A. Sec. 703</p>	<p>c. Notice of all rescheduled meetings shall be given by the 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 circulating in Erie 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 421 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>f. 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>Bylaws 006.7</p>	<p>Section 6. <u>Regular Meetings</u></p>
	<p>Regular meetings of the Board shall be public and will be established December of each year, and unless a change is made at a subsequent regular Board meeting, that meeting time will not be changed.</p>
	<p>The agenda shall be the responsibility of the Board Secretary in cooperation with the Board President and the Superintendent.</p>

<p>65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 426</p> <p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903 Bylaws 006.4</p> <p>65 Pa. C.S.A. Sec. 705 Bylaws 006.8</p> <p>SC 324</p>	<p>Procedures for input from Board members, staff, and the public shall be developed through bylaws.</p> <p>Board members will receive, in advance, an agenda and supportive material for every meeting to enable them to make proper preparation. Letters appearing under the correspondence section of the agenda shall be copied and will be placed in the agenda backup material with appropriate notations. Material arriving after agendas have been sent to Board members will normally (except in case of extreme urgency) be placed on the agenda for the subsequent month's Board meeting. The agenda will be followed unless the Board grants an exception.</p> <p>Section 7. <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 requests in writing 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> <p>Section 8. <u>Hearing Of Citizens</u></p> <p>At all regular Board meetings, a time early in the meeting shall be reserved for any resident of the Fairview School District to be recognized, providing they have completed the Visitor's Request Form. Others may be recognized at the discretion of the Board, which shall expect the Board President to exercise its discretion. Visitors at the meeting will not be involved in Board deliberations nor will they be recognized unless the Board first agrees to their involvement.</p> <p>Section 9. <u>Voting</u></p> <p>All members including the President shall vote. Roll call votes will be taken in compliance with the Pennsylvania School Code. All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or these procedures.</p> <p>a. The following action requires the unanimous consent of all remaining members of the Board:</p> <ol style="list-style-type: none"> <li>1. 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.</li> </ol>
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<p>SC 609, 687</p> <p>SC 687</p> <p>SC 687</p> <p>SC 324</p> <p>SC 707</p> <p>SC 803</p> <p>SC 1129</p> <p>SC 508</p> <p>SC 508 Pol. 108</p> <p>SC 508, 1071, 1073, 1076, 1080</p> <p>SC 508</p> <p>SC 508 Pol. 604</p> <p>SC 508 Pol. 005, 606</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"> <li>1. Transfer of budgeted funds.</li> <li>2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.</li> <li>3. Incur a temporary debt or borrow money upon an obligation.</li> <li>4. Incur a temporary debt to meet an emergency or catastrophe.</li> <li>5. Elect to a teaching position a person who has served as a school director and who has resigned.</li> <li>6. Convey land or buildings to the municipality co-terminus with the school district.</li> <li>7. Adopt or change textbooks without the recommendation of the Superintendent.</li> <li>8. Dismiss, after a hearing, a tenured professional employee.</li> </ol> <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"> <li>1. Fixing the length of school term.</li> <li>2. Adopting textbooks recommended by the Superintendent.</li> <li>3. Appointing the district Superintendent and the district director of curriculum and instruction.</li> <li>4. Appointing teachers and principals.</li> <li>5. Adopting the annual budget.</li> <li>6. Appointing tax collectors and other appointees.</li> </ol>
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SC 508 Pol. 605	7. Levying and assessing taxes.
SC 508	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 508 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 508	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.
SC 508, 514, 1080	18. Dismissing, after a 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 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.
	Board members are expected to vote on all issues not presenting a conflict of issue.
	In the case of an abstention, the abstaining member's vote shall be recorded as such and not considered in the determination of approval or non-approval. Those who choose to abstain have acquiesced to the will of the majority. An abstention does not count as either a 'yes' or 'no' vote.
	Section 10. <u>Minutes</u>
SC 518 65 Pa. C.S.A. Sec. 706	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:
	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.
65 Pa. C.S.A. Sec. 705	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 407	The Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.
SC 407	An open meeting may be recorded by persons in attendance.

<p>SC 433</p>	<p>The minutes of Board meetings shall be approved at the next succeeding meeting and shall be signed by the Secretary of the Board.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 11. <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 policy 006, Sec. 5(c).</p>
<p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>Section 12. <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"><li>a. Employment issues.</li><li>b. Labor relations.</li><li>c. The purchase or lease of real estate.</li><li>d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation.</li><li>e. Matters which must be conducted in private to protect a lawful privilege or confidentiality.</li></ul> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 13. <u>Discussion Sessions</u></p> <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>

<p>65 Pa. C.S.A. Sec. 703, 709</p> <p>65 Pa. C.S.A. Sec. 703, 709</p> <p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>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 school directors. Public notice of such meeting shall be made in accordance with Pol. 006, 5(b).</p> <p>The Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of these procedures.</p> <p>Section 14. <u>Committee Meetings</u></p> <p>Committee meetings may be called at any time by the committee chairperson with proper public notice.</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, 1073, 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, 903</p> <p>Bylaws – 006.1, 006.4, 006.6, 006.7, 006.8</p>
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