

**NOTIFICATION OF REGULAR BOARD MEETINGS**

**Background**

The Pennsylvania Sunshine Act requires that notice be given for all public meetings. Notice of all regularly scheduled meetings must be given once a year by advertising in a newspaper of general circulation at least three days prior to the first meeting. The notice must give, date, time, and place of the first meeting and of the District's remaining regular meetings. Notice of the meeting must also be prominently posted at the administrative offices of the District located at 7 Horsman Drive or at the public building where the meeting is to be held. There is no provision in the law requiring public notice of the cancellation of a meeting. The public notice is not required to contain a statement of the purpose of the meeting or description of the business to be conducted. Emergency meetings and Executive Sessions do not have to be advertised or posted.

**Objective**

The purpose of this policy is to outline the procedures the Mt. Lebanon School Board will use to give notice of all public meetings. See Policy BED, Meeting Procedures, concerning the posting of agendas.

**Policy**

**1. Publication**

- a. Notice shall be published in a newspaper of general circulation of the date, place and time of all Discussion and Business meetings of the Mt. Lebanon School Board scheduled for the approaching calendar year after the Board Reorganization Meeting in the first week of December, and no later than three (3) days prior to the first scheduled Discussion Meeting. The dates of these meetings shall also be posted on the District's website after the Reorganization Meeting.
- b. In addition, notice of all special meetings shall be published not less than twenty four (24) hours notice in advance of such meeting. Such notice shall also be posted on the District's website.

**2. Posting**

- a. Public notice listing date, time and place of all regular meetings of the District shall be posted at the administrative offices located at 7 Horsman Drive, Pittsburgh, PA 15228 following the Board Reorganization Meeting the first week of December, and no later than three (3) days prior to the first scheduled Discussion Meeting.
- b. Posting of date, time and place of special meetings shall be at least twenty four (24) hours prior to said meeting.

**3. Copies**

Copies of the public notice shall be given to newspapers, broadcasters and interested parties who provide the Board with a stamped, self-addressed envelope prior to the meeting.

4. Notice to School Board Members

School Board members shall receive no less than twenty four (24) hours prior notice of all meetings and of executive sessions not held in connection with a meeting and three (3) days notice of such meetings or sessions if time permits.

Communication

This policy shall be communicated to:

1. All Administrators
2. The Mt. Lebanon Community

Adopted July 19, 2004  
Revised April 18, 2017  
Revised September 20, 2021