

## **EXECUTIVE SESSIONS**

### **Background**

The Pennsylvania Sunshine Act allows for School Boards to conduct business in Executive Sessions which are defined as “a prearranged gathering attended by a quorum of members for deliberating agency business, but one from which the agency may legally exclude the public.” The reason for holding an Executive Session must be announced at a public meeting immediately prior or subsequent to the Executive Session. Any official action taken on the basis of discussions held in an Executive Session must occur at an open public meeting.

### **Objective**

The purpose of this policy is to establish the legal purposes and process for the School Board to hold Executive Sessions.

### **Policy**

1. The Board President will announce Executive Sessions, and the reason thereof, at the public meeting immediately preceding or following the session.
2. Executive sessions of the District may be called by the President, the Vice President, the presiding officer of a meeting or by a majority of the members of the Board, and may be held during a meeting, at the conclusion of a meeting or may be announced for a future time. Where not announced for a future time, Board members shall receive 24 hours advance notice of the date, time, location and purpose of the executive session.
3. Executive Sessions will be conducted for the following reasons as allowed by law:
  - a. To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the District, or former public officer or employer.
  - b. To hold information, strategy and negotiation sessions related to the negotiation or arbitration of a collective bargaining agreement or, in the absence of a collective bargaining unit, related to labor relations and arbitration.
  - c. To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained or up to the time an agreement to purchase or lease such property is obtained if the agreement is obtained directly without an option.
  - d. To consult with the District’s attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.
  - e. To review and discuss District business which if conducted in public would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

Communication

This policy shall be communicated to:

1. All Administrators
2. The Mt. Lebanon Community

Adopted July 19, 2004  
Reviewed October 10, 2016