

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy:	007
Section:	LOCAL BOARD PROCEDURES
Title:	BOARD MEETINGS
Date Adopted:	10/15/18
Date Last Revised:	9/10/21; 12/4/20

R007 BOARD MEETINGS

Regular Public Legislative Meetings

Regular public legislative meetings of the Board of School Directors shall be public and shall normally be held on the third Monday of each month at 8:00 p.m. at a designated District location.

Education Committee and Special Legislative Meetings

The Education Committee is a committee comprised of the whole Board which typically, although not always, meets the second Monday of the month when school is in session. Education Committee meetings are routinely advertised as supplementary regular meetings and, therefore, Board action may be taken at Education Committee when the need arises.

Special legislative meetings shall be public and may be called for special or general purposes. See the section of the accompanying Board Policy titled "Hearings of Members of the Public" for regulations regarding public comment.

Minutes

As a permanent record of the District, minutes of public meetings of the Board shall be made and retained. Said minutes shall be comprehensive and complete by showing:

- 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 taken (not applicable to committee meetings).
- e. Recorded votes and a record by individual members of all roll call votes taken (not applicable to committee meetings).
- f. The names of all citizens who officially participated in the public participation and the subject of their participation.
- g. Compliance with the School Code, the Sunshine Act and other applicable laws.

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The secretary shall provide each school director with a copy of the minutes of the last meeting no later than two days before the next regular meeting. The approved minutes shall be signed by the secretary.

Notice

Notice of all public meetings of the Board shall be given by the publication of the date, place and time of such meeting in a newspaper of general circulation as provided by the Sunshine Act and designated by the Board and the posting of such notice in the lobby entrance to the School Administration Building. Notice of all special meetings shall be given by publication and posting of notice at least 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. Notice of all rescheduled meetings shall be given by publication and posting of notice at least 24 hours prior to the time of the meeting. Notice of special meetings of the Board shall be given to school directors by courier not later than 24 hours prior to the time of the meeting. At its discretion, the District may also provide notice of special meetings through other District communication media, including but not limited to interschool mail, electronic transmissions, social media, email, bulletin boards, District produced cable television, and the District website.

Posting of Agendas for Public Board and Board Committee Meetings

In accordance with applicable law, the Superintendent or designee shall post the agendas for each public Board or Board Committee meeting on the District's publicly accessible website no later than 24 hours in advance of the time of the convening of such meeting. The agenda shall include a listing of each matter of business that will or may be subject to deliberation or action at the meeting. Such agendas shall also be posted at the location of the meeting and at the District's Administrative Offices. Copies of such agendas shall also be available at the location of the meeting for individuals in attendance at the meeting.

Action at Public Board and Board Committee Meetings

Unless an exception applies, as outlined immediately below, or unless otherwise permitted by applicable law, the Board and Board Committees may not take official action on a matter that was not included on the agenda posted no later than 24 hours in advance of the time of the convening of the meeting. Exceptions apply, and this requirement does not apply, to the following:

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- Official action at a regularly scheduled meeting or an emergency meeting on a matter of agency business relating to a real or potential emergency involving a clear and present danger to life or property;
- Official action on a matter of agency business that is not listed on a meeting agenda if (1) the matter arises or is brought to the attention of the agency within the 24-hour period prior to the meeting; and (2) the matter is de minimis in nature and does not involve the expenditure of funds or entering into a contract or agreement by the agency.
- Business that arises during the meeting, in accordance with the provisions of this paragraph. If, during a meeting, a resident or taxpayer brings a matter of agency business that is not listed on the meeting agenda to the attention of the agency, the agency may take official action to refer the matter to staff, if applicable, for the purpose of researching the matter for inclusion on the agenda of a future meeting, or, if the matter is de minimis in nature and does not involve the expenditure of funds or entering into a contract or agreement, the agency may take official action on the matter.
- Official action added to the agenda after a change to the agenda in accordance with the provisions of this paragraph. Upon a majority vote of the individuals present and voting during a meeting, an agency may add a matter of agency business to the agenda. The reason(s) for the change to the agenda shall be announced at the meeting before any vote is conducted to make the change(s) to the agenda. The amended agenda shall subsequently be posted on the District’s publicly accessible website and at the District’s Administrative Offices no later than the first business day following the meeting at which the agenda was changed. The substance of any action taken pursuant to this paragraph shall be reflected in the meeting minutes, along with the vote on the addition to the agenda and the announced reasons for such addition.

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Voting

All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.

- a. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:
 - a. Transfer of budgeted funds.
 - b. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.
 - c. Incur a temporary debt or borrow money upon such obligation.
 - d. Incur a temporary debt to meet an emergency or catastrophe.
 - e. Elect to a teaching position a person who has served as a Board member and who has resigned.
 - f. Adopt or change textbooks without the recommendation of the Superintendent.
 - g. Dismiss, after a hearing, a tenured professional employee.
 - h. Convey real estate to a charitable organization pursuant to Section 707 of the School Code.
- b. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
 - a. Fixing the length of school term.
 - b. Adopting textbooks recommended by the Superintendent.
 - c. Appointing the District Superintendent and Assistant Superintendent(s).
 - d. Appointing teachers and principals.

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- e. Adopting the annual budget.
- f. Appointing or removing tax collectors and other appointees.
- g. Levying and assessing taxes.
- h. Purchasing, selling, or condemning land.
- i. Locating new buildings or changing the location of old ones.
- j. Adopting planned instruction.
- k. Establishing additional schools or departments.
- l. Designating depositories for school funds.
- m. Entering into contracts of any kind where the amount involved exceeds \$100 (including items subject to mandatory bid requirements).
- n. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
- o. Combining or reorganizing into a larger School District.
- p. 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.
- q. Dismissing, after a hearing, a non-tenured employee.
- r. Adopting a corporate seal for the District.
- s. Determining the location and amount of any real estate required by the School District for school purposes.
- t. Vacating and abandoning property to which the Board has title.

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- u. 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.
- v. Removing a school director for reasons stated in the School Code.
- w. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
- x. Removing an officer of the Board.
- y. Adopting, amending or repealing a Board Policy or procedure.

Cross Reference:

LMSD Policy/Administrative Regulation 800 (Records Management)

LMSD Policy/Administrative Regulation 006 (Civility)