



# CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD  
NEW OXFORD, PENNSYLVANIA 17350

## BOARD OF SCHOOL DIRECTORS' MEETING – FEBRUARY 14, 2022 A G E N D A

**7:00 pm Study Session/Executive Session; Personnel, Confidential, Legal Information**

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1. Call to Order/Opening Exercises
2. Approval of minutes
3. Building reports
4. Student report
5. Assistant Superintendent report
6. Superintendent report
7. Public comment on agenda related items
8. [Honors/Recognitions](#)
9. Treasurer's report
10. Recommendations for Board action
  - a. [Finance](#)
  - b. [Ways & Means/Curriculum](#)
  - c. [Personnel](#)
  - d. [Property & Supplies/ Use of Facilities](#)
11. Other business which may properly come before the Board
12. Public comment on non-agenda items
13. [Dates to Remember](#)
14. Adjourn business meeting

- [Link for Live YouTube Streaming](#)
- [Link for Public Comment](#)



# CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD  
NEW OXFORD, PENNSYLVANIA 17350

BOARD OF SCHOOL DIRECTORS' MEETING – FEBRUARY 14, 2022

## AGENDA

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### ITEMS RECOMMENDED FOR ACTION:

#### FINANCE

1. **(Finance)** Recommend approval to pay the bills as listed, such list to include check and wire transfer numbers as listed in the total amount of:

**\$7,016,188.30**

Check #10006775 to Check #10006902

Wire #8000000182 to Wire #8000000199

Wires include credit card transactions

Ach #9000014914 to Ach #9000015848

from the Capital Reserve Account **\$0.00**

No Checks

from the Cafeteria Account **\$50,064.83**

Check #50000847 to Check #50000863

and from the Construction Account Bond 2019: **\$1,415.00**

Check # 45000488

for a total of **\$7,067,668.13**

2. **(Finance)** Recommend that PDE-2087 Monthly Reimbursement Voucher, School Lunch and Milk Program be accepted as a financial report on the operation and filed for audit.

#### ADDITIONAL FINANCE

3. **(Finance)** Recommend approval for the District to proceed with the construction of a greenhouse according to PDE bid and purchasing requirements and funded by a donation/grant.

[To Agenda](#)

## WAYS & MEANS/CURRICULUM

1. ***(Ways & Means/Curriculum)*** Recommend approval of the 2022-2023 Tentative Academic School Calendar. Go to [Tentative 2022-2023 Calendar](#).
2. ***(Ways & Means/Curriculum)*** Recommend approval of updates to the following Board Policies:  
  
[Board Policy 006 - Board Meetings](#)  
[Board Operating Guideline -006-BOG-0](#)  
[Board Policy 903 - Public Participation in Board Meetings](#)
3. ***(Ways & Means/Curriculum)*** Recommend approval of the Conewago Valley School District Updated Health and Safety Plan for 2021-2022 school year. Available at the meeting and on the website.
4. ***(Ways & Means/Curriculum)*** Recommend authorizing Olivia O'Brien, Brittany Quinnan, Marcy Mummert, and Nancy Buckley, to attend a Co-Teaching Workshop, sponsored by Lincoln Intermediate Unit #12, on February 17, 2022, from 8:30 am to 3:30 pm, at LIU #12 in New Oxford, PA, at no cost to the district except the cost of 4 substitutes for 1 day.
5. ***(Ways & Means/Curriculum)*** Recommend authorizing Bryan Rehm and Crystal Krumrine, to attend a Meaningful Watershed Educational Experience (MWEE) Ambassador Workshop, sponsored by Lincoln Intermediate Unit #12, on March 24, 2022, from 9:00 am to 3:30 pm, at Nixon Park Nature Center in York, PA, with expenses to be paid or reimbursed by the district for the cost of travel not to exceed \$30, and the cost of 2 substitutes for 1 day.
6. ***(Ways & Means/Curriculum)*** Recommend authorizing Jennifer Shearer and Melissa Gantz, to attend a Meaningful Watershed Educational Experience (MWEE) Ambassador Workshop, sponsored by Lincoln Intermediate Unit #12, on March 24, 2022, from 9:00 am to 3:30 pm, at Nixon Park Nature Center in York, PA, with expenses to be reimbursed by the district for the cost of travel not to exceed \$22.
7. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately eight (8) members of the New Oxford FFA, accompanied by Kristyn Cales, to travel to the Winter Ag Skills Day at Northern High School in Dillsburg, PA from 2:30 pm to 8:00 pm on February 23, 2022, to compete in the Floriculture Career Development Event, at no cost to the District.
8. ***(Ways & Means/Curriculum)*** Recommend authorizing one hundred fifty to two hundred (150-200) members of New Oxford Middle School and Conewago Valley Intermediate School Choirs, Band, and Orchestra, accompanied by Grace Moser, Ashley Kriel, Tim Rohrbaugh, and Carlee Moyer, to travel to the Hershey Theatre and Chocolate World in Hershey, PA on May 7, 2022 from 7:30 am to 6:30 pm, to see the live musical performance of Hairspray, have lunch, and visit Chocolate World, at no cost to the District.

**\*\* This trip was originally approved on November 8, 2021 on a conditional basis for the high school and middle school students to see a professional theater performance in the spring of 2022. The details have been finalized and the group has been changed to middle school and intermediate school students seeking approval, at no cost to the District.**

9. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately seventy-one (71) members of New Oxford High School Concert Band, accompanied by Shawn Campopiano, to travel to the Towson University in Towson, MD on March 24, 2022, to participate in a US Bands Music Performance Assessment, with the cost to the District not to exceed \$890.00, balance will be paid by the Music Booster Club.
- \*\* This trip was originally planned to take place through PMEA at Central York High School. That event has been canceled this year and this request is in place of that, with an additional cost of \$185 to the District than originally planned.
10. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately four to nine (4-9) members of the New Oxford FFA, accompanied by Kristyn Cales, to travel to the Area Public Speaking Leadership Development Event at Bermudian Springs High School in York Springs, PA from 2:30 pm to 8:00 pm on March 24, 2022, to showcase their skills in public speaking, at no cost to the District.
11. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately four to nine (4-9) members of the New Oxford FFA, accompanied by Kristyn Cales, to travel to the Regional Public Speaking Leadership Development Event in Harrisburg, PA at a date and time to be determined, to showcase their skills in public speaking if they place in the Area Event on March 24, 2022, at no cost to the District.
12. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately four to eight (4-8) members of the New Oxford FFA, accompanied by Kristyn Cales, to travel to the PA State FFA Convention in State College, PA from 7:00 am on June 7, 2022 to 2:00 pm on June 9, 2022, to participate, compete and present with other members from across the state, at no cost to the District.
13. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately three (3) members of the New Oxford SkillsUSA Welding Fabrication Team, accompanied by Rick Jones, to travel to the Penn College of Technology in Williamsport, PA, on March 7-8 , 2022, to represent District 5 and compete at the state level, at no cost to the District.
14. ***(Ways & Means/Curriculum)*** Recommend authorizing one hundred to two hundred (100-200) students of New Oxford High School Senior Class, accompanied by Meghan Latshaw, to travel to a location to be determined based on monies raised, on May 20, 2022, to celebrate the success and build memories one last time together, at no cost to the District.

#### **ADDITIONAL WAYS AND MEANS**

15. ***(Ways & Means/Curriculum)*** Recommend authorizing Sharon Perry, to attend the Lincoln Intermediate Unit #12 Superintendent Symposium, sponsored by Lincoln Intermediate Unit #12, all day from March 30, through April 1, 2022, at Nemaquin Resort in Farmington, PA, with expenses to be paid or reimbursed by the district not to exceed \$800.
16. ***(Ways & Means/Curriculum)*** Recommend authorizing Sarah Ruffner and Jessica Plank to attend a Meaningful Watershed Educational Experience (MWEE) Ambassador Workshop, sponsored by Lincoln Intermediate Unit #12, on March 24, 2022, from 9:00 am to 3:30 pm, at Nixon Park Nature Center in York, PA, at no cost to the district except for the cost of 2 substitutes for 1 day.

17. ***(Ways & Means/Curriculum)*** Recommend approval of amending the 2021-2022 Academic School Calendar, to reflect that the district offices will be closed on Friday, June 10, 2022

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## **PERSONNEL**

1. **(Personnel)** Recommend acceptance of the resignation of Joanna Knott as the Learning Coach at Conewago Valley Intermediate School, effective January 25, 2022.
2. **(Personnel)** Recommend approval of a paid and unpaid leave of absence for Pamala Adams, gifted teacher at Conewago Township and New Oxford Elementary Schools, such leave to begin retroactively on December 17, 2021 through January 24, 2022, providing the employee signs the specified agreement to meet the requirements stated in the “Uncompensated Leave Policy” adopted by the Board on August 13, 2018.
3. **(Personnel)** Recommend approval of a paid and unpaid leave of absence for Shonda Covington, personal care aide at New Oxford High School, such leave to begin retroactively on January 3, 2022 through January 28, 2022, providing the employee signs the specified agreement to meet the requirements stated in the “Uncompensated Leave Policy” adopted by the Board on August 13, 2018.
4. **(Personnel)** Recommend approval of the following faculty position transfers effective during the 2021-2022 school year:
  - Joanna Knott from librarian at Conewago Valley Intermediate School to long-term substitute English teacher at New Oxford High School, retroactive to January 24, 2022 to the end of the 2021-2022 school year.
5. **(Personnel)** Recommend employment of Deborah Ruiz-Jemison as a LongTerm Substitute Employee - Family and Consumer Science Teacher at New Oxford High School, at a salary equal to Instructional I, Step 1 of the applicable negotiated agreement, retroactive from January 31, 2022 through to the end of the first semester of the 2022-2023 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
6. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2022-2023 school year only, pending having met all Federal, State, local hiring regulations, and subject to contractual terms relative to school or activity closures due to the Pandemic.

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Stipend</u></b>
Dr. Stephanie Mueller	Speech and Debate Advisor	\$789.00

7. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2021-2022 school year only, pending having met all Federal, State, local hiring regulations, and subject to contractual terms relative to school or activity closures due to the Pandemic.

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Stipend</u></b>
Chris Arnold	Head Percussion Instructor (Winter)	\$1,656.12
Hunter Groft	Percussion Instructor (Winter)	\$1,560.60
Abigail Wilson	Percussion Instructor (Winter)	\$1,040.40
Brianna Worley	Head Colorguard Instructor (Winter)	\$1,530.00
Susan Travis	Colorguard Instructor (Winter)	\$1,020.00
Amanda Wood	Colorguard Instructor (Winter)	\$1,020.00

8. **(Personnel)** Recommend employment of Tyler Kline as a Temporary Professional Employee - Technology Education Teacher at New Oxford High School, at a salary equal to Instructional II, Step 9 of the applicable negotiated agreement, effective March 7, 2022, or upon release from previous school district, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
9. **(Personnel)** Recommend approval of a paid and unpaid leave of absence for Caitlin Danner teacher at Conewago Township Elementary School, such leave to begin approximately March 8, 2022 through the end of the 2021-2022 school year, providing the employee signs the specified agreement to meet the requirements stated in the “Uncompensated Leave Policy” adopted by the Board on August 13, 2018.
10. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2021-2022 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Lindsay Fadenrecht (retro 1/24/22)  
 Samuel Miller (retro 1/18/22)

Ashlyn Miller (retro 1/18/22)  
 Haley Still (retro 2/3/22)

11. **(Personnel)** Recommend approval of the following volunteers, pending having met all Federal, State, and local regulations.

Baker, Matthew A.  
 Deak, Jr. Joseph C.  
 Laughman, Emiley M.  
 Pryor, Sarah, M.  
 Stalcup, Melissa A.  
 Viands, Sandra D.

Baumgardner, Jamie A.  
 Hankey, Molly M.  
 Mobley, Nichole  
 Smith, Melissa M.  
 Stoken, Christine A.  
 Wildasin, Misti R.

Bowman, Jennifer G.  
 Heaton, James A.  
 Motter, Eric E.  
 Smith, Tanya P.  
 Sturgeon, Elizabeth A.  
 Zinneman, Brittany R.

### **ADDITIONAL PERSONNEL**

12. **(Personnel)** Recommend approval of the following staff position transfers effective during the 2021-2022 school year:
  - Barb Hoover from food services worker (salary range 4e) to food services cashier (salary range 4d) at Conewago Valley Intermediate School, retroactive to February 7, 2022.
  - Bonnie Little from secretary at Conewago Valley Intermediate School (salary range 1b) to transportation coordinator of Conewago Valley School District (salary range 5a), effective February 28, 2022.
13. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2021-2022 school year only, pending having met all Federal, State, local hiring regulations, and any required PIAA training and certifications, and subject to contractual terms relative to school or activity closures due to the Pandemic.

**NAME**  
 Roger Miller

**POSITION**  
 Asst. Softball Coach

**STIPEND**  
 \$2,630.00

14. **(Personnel)** Recommend approval of an additional unpaid leave of absence for Pamala Adams, gifted teacher at Conewago Township and New Oxford Elementary Schools, such leave to begin retroactive to February 8, 2022 and extend through March 8, 2022 providing the employee signs the specified agreement to meet the requirements stated in the “Uncompensated Leave Policy” adopted by the Board on August 13, 2018.
15. **(Personnel)** Recommend acceptance of rescinding the approval of Sarah Lewis as the 21-22 HS Musical/Play Costumer, effective January 20, 2022.
16. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2021-2022 school year only, pending having met all Federal, State, local hiring regulations, and subject to contractual terms relative to school or activity closures due to the Pandemic.

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Stipend</u></b>
Marcia Knorr	21-22 HS Musical/Play Director - Music	\$2,278.48
Lauren Siegman	21-22 HS Musical/Play Choreographer	\$1,138.92
Kelly Kuhn	21-22 HS Musical/Play Ticket Coordinator	\$ 789.00
Debra Schott	21-22 HS Musical/Play Stage Manager	\$ 500.00
AJ Warner	21-22 HS Musical/Play Lighting/Sound Manager	\$1,200.00
Brandon Campbell	21-22 HS Musical/Play Stage Crew Chief	\$ 300.00
Kyle Moser	21-22 HS Musical/Play Set Construction Coordinator	\$1,000.00

17. **(Personnel)** Recommend employment of Britney Malloy as an instructional aide at New Oxford Middle School, (category 3A) (salary range 3b), effective February 22, 2022, pending having met all required Federal, State, and local hiring regulations.
18. **(Personnel)** Recommend approval of the following volunteers, pending having met all Federal, State, and local regulations.

Johnson, Woodrow M.

Kieffer, Dana N.

[To Agenda](#)



## **PROPERTY & SUPPLIES (USE OF FACILITIES)**

1. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for New Oxford Flames Softball with Matt Smith as representative, to use the New Oxford high and middle school softball fields, on Mondays through Fridays from 5:00 pm to 8:30 pm, Saturdays from 8:00 am to 6:00 pm, and on Sundays from 12:00 pm to 8:00 pm, from March 13, 2022 through October 30, 2022, for softball practices and games, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
2. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the School of Music and Dance with Lauren Seigman as representative, to use the District Auditorium, chorus and band rooms, high school front and rear parking lots from 10:00 am on Saturday, May 21, 2022 to 3:00 pm on Sunday, May 22, 2022, for their Spring Recital, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
3. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the CVSD Music Department with Ashley Kriel as representative, to use the New Oxford high and middle school chorus and band rooms and the middle school LGIA on Saturday, May 21, 2022 from 8:00 am to 8:00 pm, for a Chamber Music Workshop, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
4. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing the American Cancer Society with Alicia Sinicropi as representative, to use the New Oxford High School stadium, gymnasium, cafeteria, classrooms, and all parking lots from 4:30 pm to 9:00 pm on Friday, July 22, 2022 for set up and on Saturday July 23, 2022, for the purpose of the Relay for Life of the Hanover Area presented by Cooper Motors, with charges outlined in Board Policy #707, with the provision of proof of insurance as per Board Policy and for any services of custodians, security, cooks, and/or technical personnel as needed.
5. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing the CVIS Mini-THON with Erin Jacoby as representative, to use the Conewago Valley Intermediate School gymnasium, auxiliary gymnasium, cafeteria, kitchen, and outdoor basketball courts from 3:30 pm to 9:00 pm on Friday, May 6, 2022, for the purpose of the CVIS Mini-THON, at no charge.

**New Oxford Flames Softball - \$30 Utility Charge.**

**School of Music and Dance - \$105 per hour Rental Charge for the Auditorium; \$50 per day per classroom; \$25 Utility Charge; \$35 per hour Custodial Charge; \$35 per hour Sound and Lighting Technician Charge. Total estimated charges = \$3,800. Bill will be determined based on actual usage.**

**CVSD Music Department - \$25 Utility Charge; \$35 per hour Custodial Charge. Total charges will be determined based on actual usage.**

**American Cancer Society - \$200 Rental Charge; \$30 Utility Charge; \$35 per hour custodial charge. Total charges will be determined based on actual usage.**

## **ADDITIONAL PROPERTY & SUPPLIES / USE OF FACILITIES**

N/A

## **DATES TO REMEMBER**

- |                             |   |
|-----------------------------|---|
| ● <b>March 7, 2022</b>      | <b>Study Session - District Office - 7:00 PM</b>            |
| ● <b>March 14, 2022</b>     | <b>Board Meeting – District Office – 7:30 PM</b>            |
| ● <b>April 4, 2022</b>      | <b>Study Session - District Office - 7:00 PM</b>            |
| ● <b>April 11, 2022</b>     | <b>Board Meeting – District Office – 7:30 PM</b>            |
| ● <b>May 2, 2022</b>        | <b>Study Session - District Office - 7:00 PM</b>            |
| ● <b>May 9, 2022</b>        | <b>Board Meeting – District Office – 7:30 PM</b>            |
| ● <b>May 26, 2022</b>       | <b>Graduation</b>   |
| ● <b>June 6, 2022</b>       | <b>Study Session - District Office - 7:00 PM</b>            |
| ● <b>June 13, 2022</b>      | <b>Board Meeting – District Office – 7:30 PM</b>            |
| <br>                        |   |
| ● <b>August 1, 2022</b>     | <b>Study Session - District Office - 7:00 PM</b>            |
| ● <b>August 8, 2022</b>     | <b>Board Meeting – District Office – 7:30 PM</b>            |
| ● <b>September 12, 2022</b> | <b>Study Session - District Office - 7:00 PM</b>            |
| ● <b>September 19, 2022</b> | <b>Board Meeting – District Office – 7:30 PM</b>            |
| ● <b>October 3, 2022</b>    | <b>Study Session - District Office - 7:00 PM</b>            |
| ● <b>October 10, 2022</b>   | <b>Board Meeting – District Office – 7:30 PM</b>            |
| ● <b>November 7, 2022</b>   | <b>Study Session - District Office - 7:00 PM</b>            |
| ● <b>November 14, 2022</b>  | <b>Board Meeting – District Office – 7:30 PM</b>            |
| ● <b>December 5, 2022</b>   | <b>Reorganization Board Meeting-District Office-6:30 PM</b> |

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# CONGRATULATIONS!

Congratulations to Kiefer Bell who was selected as the New Oxford High School Rotary Student of the Month for January!

Congratulations to Ella Billman who was one of 5 students nominated for the Gettysburg Times Winter Sports Athlete of the Week for January 10, 2022!

Congratulations to Jake Bixler who was one of 5 students nominated and subsequently won the Gettysburg Times Winter Sports Athlete of the Week for January 10, 2022!

Congratulations to Alaina Myers, Beauen Garman, and Camden Elmo who won first place in the district SkillsUSA competition, designing and building a wood-fired pizza oven in our CCTC welding program. They now advance to the state competition in the spring!

Congratulations to Aden Strausbaugh who was one of 5 students nominated for the Gettysburg Times Winter Sports Athlete of the Week for February 7, 2022!

## COLLEGE ACCEPTANCE

First Name	Last Name	College(s)
Kylee	Keplinger	University of Florida
Isabelle	Kirkpatrick	West Chester University
Linsay	Wagner	Shippensburg University

## SCHOLARSHIPS

First Name	Last Name	College	Scholarship Amount
Isabella	Kennedy	Lock Haven University	\$10,000.00

[To Agenda](#)



# Conewago Valley School District

130 Berlin Road, New Oxford, PA 17350 Phone: 717-624-2157 / Fax: 717-624-5020

## 2022-2023 Academic Calendar

**JULY 2022**

S	M	T	W	T	F	S
	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**July**

4 - Independence Day  
(Offices Closed)  
1, 8, 15, 22, 29 - Offices  
Closed

**AUGUST 2022**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August**

5 - Offices Closed  
16, 17, 18, 22 - Teacher  
In-Service  
23 - First Student Day

**SEPTEMBER 2022**

S	M	T	W	T	F	S
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**September**

5 - Labor Day  
(Schools/Offices Closed)  
26 - Early Dismissal

**OCTOBER 2022**

S	M	T	W	T	F	S
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**October**

10 - Teacher In-Service  
(No School for Students)  
24 - Early Dismissal  
26 - 1st MP Ends (4-12)

**NOVEMBER 2022**

S	M	T	W	T	F	S
	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**November**

16 - Trimester Ends (K-3)  
21 - Early Dismissal  
21-23 - Parent/Teacher  
Conf/Pro. Dev.  
24-25 - Thanksgiving Break  
(Schools/Offices Closed)  
28 - Thanksgiving Break  
(Schools Closed)

**DECEMBER 2022**

S	M	T	W	T	F	S
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**December**

19 - Early Dismissal  
23-30 (Schools Closed)  
23, 26 (Offices Closed)  
30 (Offices Closed)

### PSSA/KEYSTONE EXAM SCHEDULE

\*December 5-16, 2022

\*January 4-18, 2023

\*April 24-28, 2023

\*May 1-12, 2023

\*May 1-12, 2023

\*May 15-26, 2023

\*July 24-28, 2023

Keystone Exams: Winter Wave 1

Keystone Exams: Winter Wave 2

PSSA Grades 3-8 English Language Arts

PSSA Grades 3-8 Mathematics & Science

PSSA Make-Up

Keystone Exams: Spring

Keystone Exams: Summer

### Key:

First Day for Students

Early Dismissal: Gr. 7-12 - 12:30; Gr. K-6 - 1:30

Vacation (No School Students and Teachers)

In-Service (No School for Students)

End of Marking Period/Trimester

Last Day/Early Dismissal: Gr. 7-12 - 10:30; Gr. K-6 - 11:30

\* Graduation

Approved:

**January**

13 - 2nd MP Ends (4-12)  
16 - Teacher In-Service  
(No School for Students)  
30 - Early Dismissal

**JANUARY 2023**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February**

17, 20 - Presidents' Day  
(Schools Closed)  
(20 - Offices Closed)  
27 - Early Dismissal  
28 - 2nd Trimester Ends  
(K-3)

**FEBRUARY 2023**

S	M	T	W	T	F	S
	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**March**

21 - 3rd MP Ends (4-12)  
27 - Early Dismissal

**MARCH 2023**

S	M	T	W	T	F	S
	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April**

6, 7, 10 - Spring Break  
(Schools Closed)  
(7 - Offices Closed)  
24 - Early Dismissal

**APRIL 2023**

S	M	T	W	T	F	S
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May**

25 - Early Dismissal  
25 - Graduation  
26 - Early Dismissal  
26 - Last Day of School  
26 - 4th MP/3rd Tri Ends  
29 - Memorial Day  
(Offices Closed)

**MAY 2023**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25*	26	27
28	29	30	31			

**June**

9, 16, 23, 30 - Offices  
Closed

**JUNE 2023**

S	M	T	W	T	F	S
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	Student Days	Staff Days
August	7	11
September	21	21
October	20	21
November	17	19
December	16	16
January	21	22
February	18	18
March	23	23
April	17	17
May	20	20
June	0	0
<b>Total Days</b>	<b>180</b>	<b>188</b>

### K-3 Trimester End Dates:

1st Tri - Ends - November 16

2nd Tri - Ends - February 28

3rd Tri - Ends - May 26

### 4-12 Marking Period End Dates:

1st MP - Ends (45 days) - October 26

2nd MP - Ends (46 days) - January 13

3rd MP - Ends (44 days) - March 21

4th MP - Ends (45 days) - May 26

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Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Code	006 Vol IV 2021
Status	Study Session Review

### **Parliamentary Authority**

All Board meetings shall be conducted in an orderly and business-like manner. **Robert's Rules of Order, Newly Revised, (Fill in Board's current parliamentary procedure)** shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.[\[1\]\[2\]](#)

### **Quorum**

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time.[\[3\]](#)

### **Presiding Officer**

The President shall preside at all Board 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 majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[\[4\]\[5\]\[6\]\[7\]](#)

### **Meeting Notifications**

Notice of all open Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.[\[8\]\[9\]](#)

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the {X} calendar year { } fiscal year at least three (3) days prior to the time of the first regular meeting.[\[8\]\[9\]](#)
2. 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.[\[8\]\[9\]](#)
3. 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.[\[8\]\[9\]](#)
4. 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.[\[8\]](#)
5. Notice of all open meetings shall be given to any newspaper(s) circulating in **Adams** County and any radio or television station which so requests. Notice of all open meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[\[9\]](#)

Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting.[\[9\]\[10\]](#)

### **Agenda Notifications**

The agenda, together with all relevant reports, shall be provided to each school director at least **3** days before the meeting.

{X} If the agenda includes an item of business related to removal of an officer of the Board, the agenda shall be provided to each school director at least seven (7) days before the meeting.

**The district shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[9]**

1. **On the district's website.**
2. **At the location of the meeting.**
3. **At the district's administrative office.**

**The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[9]**

### **Agenda Preparation**

It shall be the responsibility of the Superintendent, in cooperation with the

{ } Board Secretary,

{X} Board President,

to prepare an agenda of the items of business **anticipated** to come before the Board at each **open** meeting.

### **Order of Business**

**The order of business for regular meetings and special meetings called for general purposes shall be as follows, unless altered by the President or a majority of those present and voting:**

**Call To Order**

**Roll Call**

**Presentation Of Minutes Of Previous Meeting**

**Treasurer's Report**

**Consideration Of Bills**

**Communications And Bid Openings**

**Committee Reports**

**Recommendations of the Superintendent**

**Other Business As May Properly Come Before The Board**

**Adjournment**

**The order of business for other special meetings shall be determined according to the stated purpose of the special meeting.**

### **Additions to the Agenda**

**The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[11]**

***Emergencies* – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[8][11]**

***Business Arising Within Twenty-Four (24) Hours Prior to the Meeting* – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.[11]**

***Business Raised by Residents or Taxpayers During the Meeting* – When a matter of Board business is raised by a resident or taxpayer during a meeting:[11][12]**

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include **it** on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

**Majority Vote** – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote **to add the agenda item**. Once announced and approved by majority vote, the Board **must allow public comment on the added agenda item and then** may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose. [\[11\]](#)

The public posting of agenda requirements and rules for adding items to a posted agenda **applies** to both regular and special open meetings of the Board. These requirements and rules do not apply to: [\[9\]](#)[\[11\]](#)[\[13\]](#)

1. Conference sessions.
2. Executive sessions.

### **Regular Meetings**

Regular Board meetings shall be **open** and shall be held at specified places at least once every two (2) months. [\[2\]](#)[\[14\]](#)

**The Board authorizes the administration to provide the equipment and facilities required to livestream open meetings of the Board. The district shall provide notice to those in physical attendance in the Boardroom that there is no expectation of privacy if a Board meeting is live streamed.**

### **Special Meetings**

Special meetings may be called for special or general purposes and shall be **open** except when conducted as an executive session for purposes authorized by law. [\[2\]](#)[\[5\]](#)[\[10\]](#)[\[15\]](#)

The President may call a special meeting at any time and shall call a special meeting upon 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. [\[5\]](#)

No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting. [\[10\]](#)

### **Public Participation**

At each **open** Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy. [\[2\]](#)[\[12\]](#)

### **Voting**

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

**{X}** All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.

*Special Voting Requirements –*

*\*Indicates actions for which the minutes also must reflect how each school director voted.*



1. **Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:**
  - a. **Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected.\***[\[16\]](#)[\[17\]](#)
  - b. **Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.\***[\[16\]](#)[\[17\]](#)
2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:
  - a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.\*[\[17\]](#)[\[18\]](#)[\[19\]](#)
  - b. **Adding or increasing appropriations to meet an emergency or catastrophe.\***[\[17\]](#)[\[19\]](#)
  - c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.\*[\[16\]](#)[\[17\]](#)
  - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.\*[\[17\]](#)[\[20\]](#)
  - e. **{ } Fixing the fiscal year to begin on the first day of January. (2nd class school districts only) [21]**
  - f. **Incurring temporary debt (non-emergency).\***[\[19\]](#)[\[22\]](#)
  - g. Dismissing a tenured professional employee after a hearing.\*[\[17\]](#)[\[23\]](#)
  - h. **Borrowing in anticipation of current revenue.\***[\[17\]](#)[\[24\]](#)
3. Actions requiring the affirmative votes of two-thirds of those voting in the presence of a quorum:
  - a. Incurring temporary debt to meet an emergency or catastrophe.\*[\[17\]](#)[\[19\]](#)
  - b. Adopting or changing textbooks without the recommendation of the Superintendent.\*[\[17\]](#)[\[25\]](#)
4. Actions requiring the affirmative votes of a majority of the full membership of the Board:
  - a. Fixing the length of the school term.\*[\[17\]](#)
  - b. Adopting textbooks recommended by the Superintendent.\*[\[17\]](#)[\[26\]](#)
  - c. Appointing the district Superintendent and Assistant Superintendent(s).\*[\[17\]](#)[\[27\]](#)[\[28\]](#)
  - d. Appointing teachers and principals.\*[\[17\]](#)
  - e. Adopting the annual budget.\*[\[17\]](#)[\[29\]](#)
  - f. Appointing tax collectors and other appointees.\*[\[17\]](#)[\[30\]](#)[\[31\]](#)
  - g. Levying and assessing taxes.\*[\[17\]](#)[\[32\]](#)
  - h. Purchasing, selling, or condemning land.\*[\[17\]](#)
  - i. Locating new buildings or changing the location of old ones.\*[\[17\]](#)
  - j. **Creating or increasing any indebtedness.\***[\[17\]](#)
  - k. Adopting planned instruction.[\[17\]](#)[\[33\]](#)
  - l. Establishing additional schools or departments.\*[\[17\]](#)
  - m. Designating depositories for school funds.\*[\[17\]](#)[\[34\]](#)[\[35\]](#)
  - n. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.\*[\[17\]](#)[\[19\]](#)
  - o. 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 bid requirements).\*[\[17\]](#)[\[36\]](#)
  - p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.\*[\[17\]](#)
  - q. 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.\*[\[17\]](#)



- r. Dismissing, after a hearing, a **Superintendent, Assistant Superintendent** or non-tenured teacher.\*[\[17\]](#)[\[37\]](#)[\[38\]](#)
- s. Determining the location and amount of any real estate required by the school district for school purposes.\*[\[17\]](#)[\[39\]](#)
- t. Vacating and abandoning property to which the Board has title.\*[\[17\]](#)[\[40\]](#)
- u. **Appointing a school director to fill a vacancy on the Board.**\*[\[17\]](#)[\[41\]](#)
- v. **Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.**[\[5\]](#)
- w. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[\[42\]](#)
- x. Adopting, amending or repealing Board procedures and policy.[\[43\]](#)
- y. Combining or reorganizing into a larger school district.[\[44\]](#)
- z. Adopting a corporate seal for the district.[\[45\]](#)

### **Abstention from Voting**

**A school director shall be required to abstain from voting when the issue involves either one of the following:**

1. **Conflict of interest under the Ethics Act.**[\[46\]](#)[\[47\]](#)[\[48\]](#)

**Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.**

**Conflict of interest - use by a public official of the authority of their office or any confidential information received through holding public office for the private pecuniary benefit of the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.**[\[46\]](#)

**De minimis economic impact – an economic consequence which has an insignificant effect.**[\[46\]](#)

**Immediate family – parent, spouse, child, brother or sister.**[\[46\]](#)

**Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.**[\[46\]](#)

2. **Relative recommended for appointment to or dismissal from a teaching position.**[\[23\]](#)[\[49\]](#)

**Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.**

**The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.**[\[47\]](#)[\[48\]](#)

### **Minutes**

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all **open** Board meetings. Said minutes shall be comprehensible and complete and shall show:[\[50\]](#)[\[51\]](#)

1. Date, place, and time of the meeting.

2. Names of school directors present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[\[52\]](#)
7. Names of all residents who appeared officially and the subject of their testimony.
8. **Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable.**[\[9\]](#)[\[11\]](#)

The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.[\[1\]](#)

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[\[53\]](#)

Notations and any tape or audiovisual recordings shall not be the official record of an **open** Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.[\[1\]](#)[\[54\]](#)[\[55\]](#)

### **Recess/Reconvene**

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.[\[8\]](#)[\[9\]](#)[\[56\]](#)

### **Executive Session**

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.[\[13\]](#)[\[15\]](#)[\[57\]](#)

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. **School safety and security, of a nature that if conducted in public, would:**[\[15\]](#)
  - a. **Be reasonably likely to impair the effectiveness of school safety measures.**
  - b. **Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.**

Official actions based on discussions held in executive session shall be taken at an **open** meeting.

### **Work Sessions**

{X} 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 in accordance with Board procedures.[\[2\]](#)[\[56\]](#)

{X} 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 the meeting shall be made in accordance with Board procedures.

{X} The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[\[8\]\[9\]\[56\]](#)

### **Committee Meetings**

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, **or when requested to do so by \_\_\_\_\_ members of the committee.**[\[8\]\[9\]\[56\]](#)

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent.[\[2\]](#)

{X} A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.

### **PSBA Revision 8/21 © 2021 PSBA**

Legal

1. 24 P.S. 407
2. 65 Pa. C.S.A. 701 et seq
3. 24 P.S. 422
4. 24 P.S. 405
5. 24 P.S. 426
6. 24 P.S. 427
7. 24 P.S. 428
8. 65 Pa. C.S.A. 703
9. 65 Pa. C.S.A. 709
10. 24 P.S. 423
11. 65 Pa. C.S.A. 712.1
12. Pol. 903
13. 65 Pa. C.S.A. 707
14. 24 P.S. 421
15. 24 P.S. 425
16. 24 P.S. 324
17. 24 P.S. 508
18. 24 P.S. 609
19. 24 P.S. 687
20. 24 P.S. 707
21. 24 P.S. 671
22. 24 P.S. 634
23. 24 P.S. 1129
24. 24 P.S. 640
25. 24 P.S. 803
26. Pol. 108
27. 24 P.S. 1071
28. 24 P.S. 1076
29. Pol. 604
30. Pol. 005
31. Pol. 606
32. Pol. 605
33. Pol. 107
34. 24 P.S. 621
35. Pol. 608
36. Pol. 610

37. 24 P.S. 1080  
38. 24 P.S. 514  
39. 24 P.S. 702  
40. 24 P.S. 708  
41. 24 P.S. 315  
42. Pol. 004  
43. Pol. 003  
44. 24 P.S. 224  
45. 24 P.S. 212  
46. 65 Pa. C.S.A. 1102  
47. 65 Pa. C.S.A. 1103  
48. Pol. 827  
49. 24 P.S. 1111  
50. 24 P.S. 518  
51. 65 Pa. C.S.A. 706  
52. 65 Pa. C.S.A. 705  
53. 24 P.S. 433  
54. Pol. 800  
55. Pol. 801  
56. Pol. 006  
57. 65 Pa. C.S.A. 708  
24 P.S. 408  
24 P.S. 1075  
24 P.S. 1077  
65 Pa. C.S.A. 1101 et seq  
Pol. 612

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## BOARD OPERATIONS GUIDELINE

APPROVED: February 14, 2022

REVISED:

### 006-BOG-0. PUBLISH, POST AND NOTIFY - BOARD MEETINGS/AGENDAS

The Sunshine Act establishes requirements regarding publishing, posting and notifying the community about the open meetings of the Board. The manner and time of notification, who is required to be notified and what the notification must include depend on the type of meeting.

#### Newspaper Publication

Public notice of all open Board meetings, including committee meetings, must be given by publication of the place, date and time of such meeting in a newspaper of general circulation designated by the Board. A newspaper of general circulation is defined as a newspaper issued daily or not less than once a week, which is published and/or circulated in the district.

Although the Sunshine Act specifies the timeframes for advertising open meetings, the Board directs the Board Secretary or designee to be aware that newspapers have their own internal deadlines for accepting advertisements that may require earlier submission of advertisements. With respect to the requirements that public notice be given by a certain date, the Board Secretary or designee must give the notice in time to allow it to be published in a newspaper of general circulation twenty-four (24) hours in advance of most meetings and three (3) days before the first regular meeting of the

{ X } calendar year.

{ } fiscal year.

#### Posting on One or More Buildings

In addition to the newspaper publication requirement, the notice of an open, public Board meeting must be posted prominently at the administrative office of the district or at the public building in which the meeting will be held. The posted notice must specify the date and time of the meeting and should include the specific physical or virtual location.

When the open meeting is not held at the administrative office of the district, the Board Secretary or designee will post the public notice at both the administrative office as well as the public building in which the meeting will be held.

#### Notice to Interested Parties

Upon request, the Board Secretary or designee must supply copies of the published public notice to newspapers, television or radio stations, or other interested individuals who provide a stamped, self-addressed envelope for such notification.

#### Other Communication Channels

**In addition to notifications required by law, the district will use the district website, existing newsletters, social media and other available communication channels where appropriate to provide the community with information about open meetings of the Board.**

### **Publish, Post and Notify - Board Meetings - Public Notice**

#### ***Regular Meetings and Work Sessions –***

**The district will give public notice of the first regular meeting of each**

**{ X} calendar year**

**{ } fiscal year**

**not less than three (3) days before the meeting. Following the first regular meeting, the schedule of the Board’s remaining regular meetings**

**{ X} and work sessions for the**

**{ X} calendar year**

**{ } fiscal year**

**will be published in a newspaper of general circulation. Publishing the schedule of remaining regular meetings satisfies the public notice requirements for those meetings, so that advertising of individual meetings is necessary only when special meetings are called or regular meetings are rescheduled.**

#### ***Virtual Meetings –***

**The legal requirements for advertising a virtual Board meeting are no different than for other open meetings. For virtual meetings, the published newspaper notice may include Internet links for the meeting to specify the location or to direct people to where additional connection information and meeting details can be found on the district website.**

**The Board directs the Board Secretary or designee to also make virtual Board meeting information available:**

- 1. { X} On the district website.**
- 2. { } Through the district’s email notification system.**
- 3. { } Through the district’s phone/text notification system.**

**The Board Secretary or designee will include the following with other notification information about virtual Board meetings:**

- 1. { } Suggestions for accessing public Internet in the community, such as libraries, Wi-Fi available in district parking lots, or other Wi-Fi hot spots.**
- 2. {X} How the Board will receive public comment at the virtual meeting.**

**If public comment will be accepted via email because other electronic means are limited or unavailable, the notification must specify the email address to which comments are to be sent and that emailed comments must identify the name and street address of the commenter so that the names of all individuals submitting comment and the subject of their comment can be included in the meeting minutes.**

**{ }** The notification will further specify that emailed comments must be received sufficiently in advance of the beginning of the meeting to be circulated to members of the Board and that emailed comment will not be read aloud during meetings.

The Superintendent or designee will consult with the school solicitor about any questions regarding conducting virtual meetings in accordance with the Sunshine Act.

#### ***Rescheduled Meetings –***

Public notice of all rescheduled meetings will be published and posted at least twenty-four (24) hours prior to the time of the meeting specified in the notice.

#### ***Recessed or Reconvened Meetings –***

No newspaper advertising is required for recessed or reconvened meetings; however, the Board Secretary or designee must post a meeting notice at the administrative office or other meeting site and send meeting notices to requesting interested parties, including the news media.

**{ }** The Board directs the Board Secretary or designee to reach out to local media organizations to let them know when meetings must be reconvened, rescheduled or relocated.

#### ***Committee Meetings –***

Committee meetings subject to the Sunshine Act will follow the publish, post and notify requirements for advertising meetings. Committees are not required to offer an opportunity for public comment.

Committee meetings may be called at any time, with proper public notice. The Board Secretary or designee will publish and post notice of committee meetings at least twenty-four (24) hours prior to each meeting.

**{ X}** The Board Secretary or designee will annually publish a schedule of when committee meetings will take place, in order to reduce the need for ongoing advertising.

#### ***Special Meetings –***

The PA Public School Code Section 423 permits special meetings of the Board to be scheduled from time to time. Special meetings are those not listed on the Board's annually published schedule of regular meetings. No business may be transacted except what is specified in the notice for the special meeting, but special meetings may be called and advertised for general purposes.

The Board Secretary or designee will provide notice of all special meetings by publication at least twenty-four (24) hours before the time of the meeting.

#### ***Executive Sessions –***

Executive sessions are meetings that are not open to members of the public and news media.

The Board President or designee will make an announcement at an open meeting to notify the public that an executive session has been or will be held. The reason for holding the executive session must be announced at the open meeting occurring immediately prior or

subsequent to the executive session, or at the current meeting in which the executive session is being held.

Executive sessions are closed to the public and news media, therefore, the Board Secretary or designee will not publish or post notice of such meetings or take minutes.

#### *Emergency Meetings –*

Emergency meetings are called for the purpose of dealing with a real or potential emergency involving a clear and present danger to life or property. Public notice is not required for emergency meetings, but the district shall provide as much notification as is feasible under the emergency circumstances, including the use of other available communication channels and affirmatively reaching out to news media outlets.

#### *Conferences –*

A conference is defined in the Sunshine Act as any training program or seminar, and any other session arranged by state or federal authorities for the sole purpose of providing information to school directors on matters directly related to their official responsibilities. Conferences need not be open to the public, and public notice is not required for them. Deliberation of or official action on agency business is not permitted at a conference.

#### Meeting Notifications to School Directors

In addition to the *public* notification requirements of the Sunshine Act, the Board Secretary is responsible for issuing notification to school directors for special meetings in accordance with PA Public School Code Section 423.

Section 423 of the PA Public School Code requires that school directors be given “reasonable notice” of all special meetings. In accordance with Policy 006, the Board directs that the Board Secretary or designee provide notice of all special meetings to each school director

{ } twenty-four (24) hours

{ X } three (3) days

{ } \_\_\_\_\_ (other, please note)

prior to the time of the meeting.

Executive sessions are a type of special meeting subject to this requirement.

The School Code also specifies that each school director must be given advance notice by mail for the following types of meetings:

1. Organization meetings – five (5) days.
2. Meetings at which the election or re-election of a Superintendent or Assistant Superintendent is planned – five (5) days.
3. Hearings for the removal of a Superintendent or Assistant Superintendent – one (1) week.

#### Post and Notify – Agendas

To comply with the Sunshine Act, 65 Pa. C.S.A. Sec. 712.1, the Board Secretary or designee will publicly post the agenda for all open meetings of the Board or Board committees at



which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:

1. On the district's website.
2. At the location of the meeting.
3. At the district's administrative office.

The published agenda shall include a listing of each matter of agency business that will be or may be the subject of deliberation or official action at the meeting. Agenda attachments and other background materials associated with agendas are not required to be published along with the agenda.

#### *Agenda Preparation –*

The Superintendent, in cooperation with the

{ } Board Secretary

{X} Board President

will carefully prepare the agenda to include a listing of each item of business that will be or may be the subject of deliberation or official action at the meeting. The agenda should be prepared to preserve maximum flexibility and avoid making additions to the published agenda to the extent possible. The Sunshine Act limits the addition of items to published agendas, but does not limit the deletion of agenda items. If it seems likely an item will need to be acted on, it should be included. If action on an item is anticipated, but certain details are not yet available by the agenda posting deadline, the action item still should be listed on the published agenda. For example, in the event that the name of the recommended candidate to be hired for employment is not yet confirmed, the position to be filled still can appear as an action item and the name added when available. The list of anticipated action items on published agendas also can include placeholders identifying the general nature of items that tend to come up at the last minute. For example, when a construction project is ongoing, the published agenda can include an item such as, “approval of change orders for X project” even if the details of specific change orders are not yet known.

#### *Additions to the Posted Agenda –*

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:

***Emergencies*** – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.

***Business Arising Within Twenty-Four (24) Hours Prior to the Meeting*** – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.

***Business Raised by Residents or Taxpayers During the Meeting*** – When a matter of Board business is raised by a resident or taxpayer during a meeting:

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action.

**Majority Vote** – During a meeting, the Board also may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda will be amended to reflect the new item of business and the amended agenda will be posted to the district’s website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.

When an addition to the agenda does not require a majority vote under the foregoing exceptions, the addition may be made during the meeting in the customary manner, including unanimous consent or prior to the meeting by the officials tasked with agenda preparation.

When an item is added to the agenda after the public comment period has ended, the Board will offer a further public comment opportunity limited to the added item(s).

The public posting agenda requirements and rules for adding items to a posted agenda apply to all meetings, except:

1. Conference sessions.
2. Executive sessions.

#### **Publish, Post and Notice - Chart**

The following chart lists the requirements for the various types of meetings:

<b>Types of Meetings</b>	<b>Publication Prior to Meeting</b>	<b>Post Meeting Notice Prior to Meeting (Admin office and/or meeting location)</b>	<b>Post Agenda Prior to Meeting (Admin office, meeting location, Website)</b>	<b>Notice to Interested Parties Upon Request</b>	<b>Notice to Board of School Directors</b>
<b>Organization</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
Regular/Work Session	Yes	Yes	Yes	Yes	N/A
Committees	Yes	Yes	Yes	Yes	N/A
Special	Yes	Yes	Yes	Yes	Yes
Rescheduled	Yes	Yes	Yes	Yes	Yes
Recessed/Reconvened	No	Yes	Yes	Yes	N/A

Executive Session	No	No	<b>No</b>	No	Yes
Emergency	No	No	<b>To the extent feasible under the circumstances</b>	No	Yes
Conference	No	No	<b>No</b>	No	Yes

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## Board Policy 903

Book	Policy Manual
Section	900 Community
Title	Public Participation in Board Meetings
Code	903 Vol IV 2021
Status	Study Session Review

### **Purpose**

The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.

### **Authority**

The Board adopts this policy to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.[\[1\]](#)

In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for residents and taxpayers to comment on matters of concern, official action or deliberation **which are or may be before** the Board prior to official action by the Board.[\[2\]](#)[\[3\]](#)

**{ } The Board shall require that public comments be made prior to each official action of the Board.**

**{ } The Board shall require that all public comments be made at the beginning of each meeting.**

If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.[\[2\]](#)

**When an item is added to the agenda after the public comment period has ended, the Board shall offer a further public comment opportunity limited to the added item(s).**[\[2\]](#)[\[3\]](#)

### **Delegation of Responsibility**

The presiding officer at each **open** Board meeting shall follow Board policy for the conduct of **open** meetings. Where **the presiding officer's** ruling is disputed, it may be overruled by a majority of those **school directors** present and voting.[\[4\]](#)[\[5\]](#)

### **Guidelines**

Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the district.

The Board requires that public participants be residents or taxpayers of this district or

**{ } anyone having registered a legitimate interest in a contemplated action of the Board.**

**{X }** anyone representing a group in the community or school district.

**{X }** any representative of a firm eligible to bid on materials or services solicited by the Board.

**{X }** any district employee.

**{X }** any district student.

**{X }** All individuals wishing to participate in an **open** Board meeting shall register their intent with the Board Secretary \_\_\_\_\_ **days in advance prior to the beginning** of the

meeting and shall include the name and address of the participant, topic to be addressed and group affiliation, if applicable.

{X} Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, **address**, and group affiliation if applicable.

{X} Each statement made by a participant shall be **reasonable in length and relevant to a subject under discussion. The Board reserves the right to establish specific time limits for individual statements at the meeting. limited to \_\_\_\_\_ minutes' duration.**

{X} No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

{X} All statements shall be directed to the presiding officer; no participant may address or question **school directors** individually.

{X} The presiding officer may

(X) interrupt or terminate a participant's statement when the statement is too lengthy, **and exceeds the time limit established by the Board, if the comment reveals confidential information about a minor child, or if the statement physically threatens harm. Participants are strongly encouraged to avoid comments that are** personally directed, abusive, obscene, or irrelevant.

(X) request any individual to leave the meeting when that person does not observe reasonable decorum.

(X) request the assistance of law enforcement officers to remove a disorderly person when **the person's** conduct interferes with the orderly progress of the meeting.

(X) call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

(X) waive these rules with the approval of the Board.

**{ } The portion of the meeting during which the public is invited to speak shall be limited to \_\_\_\_\_ minutes.**

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at **open** meetings under guidelines established by the Board.[\[6\]](#)

{X} No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent documents shall be available to the press and public at the meetings.[\[7\]](#)

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Legal

1. 65 Pa. C.S.A. 710
2. 65 Pa. C.S.A. 710.1
3. 65 Pa. C.S.A. 712.1
4. 24 P.S. 407
5. Pol. 006
6. 65 Pa. C.S.A. 711
7. 65 Pa. C.S.A. 709
- 65 Pa. C.S.A. 701 et seq
- Pol. 906