

SECTION: Local Board Procedures

TITLE: Meetings

ADOPTED: September 14, 1998

REVISED: November 10, 2005

REVIEWED: November 10, 2005

CATASAUQUA AREA SCHOOL DISTRICT

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|---------------------------------|---|---|
| | #006 – Meetings | 1 |
| | Section 1 – <u>Parliamentary Authority</u> | 2 |
| 65 P.S. 271 et seq | Cushing’s Manual, Roberts Rules of Order, Newly Revised, including small group rules shall govern the board in its deliberations in all cases in which it is not inconsistent with statute, or rules of the State Board. | 3 4 5 6 7 |
| | Section 2 – <u>Quorum</u> | 8 9 |
| SC 422 | A quorum shall be (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. | 10 11 12 13 |
| | Section 3 – <u>Presiding Officer</u> | 14 15 |
| SC 426, 428, 405 | The President shall preside at all meetings of the Board. In the absence, disability or disqualification of the President, and Vice President, the Secretary 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. | 16 17 18 19 20 21 |
| | Section 4 – <u>Notice</u> | 22 23 |
| 65 P.S. 271 et seq | 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 and the posting of such notice at the office of the Board located in the Francis H. Sheckler Elementary School. | 24 25 26 27 28 29 |
| 65 P.S. 271 et seq | a. Notice of regular meetings shall be given by the publication, posting of a schedule showing the date, place, and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting. | 30 31 32 33 34 35 36 37 38 |

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65 P.S.
271 et seq

- b. 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.
- c. 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.
- 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 who have requested such notice in writing.

65 P.S.
271 et seq
SC 421

- e. Notice of all public meetings shall be given to any newspaper circulating in Lehigh County or any radio or television station which so requests, in writing. Notice of all public meetings shall be given to any individual who so requests in writing and provides a stamped, addressed envelope for such notification.

Section 5 – Regular Meetings

65 P.S.
271 et seq
SC 421

Regular meetings of the Board shall be public and shall be held in the Catasauqua High School, or at such other places as the Board shall from time to time determine, on the second Monday of each month at an advertised time.

It shall be the responsibility of the Superintendent to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda together with all such reports as can be completed shall be reviewed at the Thursday work session scheduled prior to the Monday regular board meeting.

Section 6 – Special Meetings

65 P.S.
271 et seq
SC 426

Special meetings shall be public and may be called for special or general purposes.

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.

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Pol. 903

Section 7 – Hearing of Citizens

A member of the public present at a meeting of the Board may address the Board in accordance with the Board’s rules.

Section 8 – Voting

All motions shall require for adoption the number of votes as prescribed by school code.

Section 9 – Minutes

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:

**65 P.S.
271 et seq.
281 et seq.**

- 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 taken
- e. recorded votes and a record by individual members of all roll call votes taken
- f. the names of all citizens who appeared officially and the subject of their testimony
- g. the board authorizes the use of recording devices to record all proceedings. These recordings may be kept by the district for a minimum of four years.

SC 433

The Secretary shall endeavor to provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.

SC 433

The minutes of Board meetings shall be approved at the next succeeding meeting.

The approved minutes shall be signed by the Secretary of the Board.

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Section 10 – Adjournment

The Board may at any time recess or adjourn. The recessed or adjourned meeting may then be continued at a specified date and place upon the majority of those present and voting. 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 CASD policy 006 – sec. 4,c.

Section 11 – 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.

The Board may discuss the following matters in executive session.

- a. personnel issues
- b. labor relations
- c. the purchase or lease of real estate
- d. consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation
- e. matters which must be conducted in private to protect a lawful privilege or confidentiality

Official actions based on discussions held in executive session shall be taken at a public meeting.

Section 12 – Public Work Sessions

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. Action may be taken at the public work session. Public work sessions are scheduled to convene on the Thursday prior to the regularly scheduled board meeting. Public notice of such meetings shall be made.

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CASD 006
Sec. 4c

Act 84 of
1986

#006 – Meetings – Page 5

- a. 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 CASD policy #006, 4.b.
- b. The secretary shall provide notice of a meeting of the committee of the whole as per the notice provisions of these procedures.

School Code

212, 224,
324, 405,
408, 421,
422, 423,
426, 428,
433, 508,
514, 518,
609, 621,
634, 668,
671, 687,
701, 707,
708, 803,
1071, 1075,
1076, 1077,
1080, 1111,
1129, 1503,
3601, 3603

**PA
Constitution
Art. III
Sec. I (a)
Art. IV
Sec. 6**

**Board
Policy
004, 005,
006,
Sec. 4c**

**PA Statute
65 P.S.
271 et seq**

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