



Book	Policy Manual
Section	000 Local Board Procedures
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### **Parliamentary Authority**

All Board meetings will be conducted in an orderly and business-like manner. Robert’s Rules of Order shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures.[\[1\]](#)[\[2\]](#)

### **Quorum**

A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.[\[3\]](#)

### **Superintendent**

The Superintendent, as Board Member ex officio, or their designee shall have the right to and shall attend all meetings of the Board and all Board committee meetings, both open and closed, except when their employment is being discussed.

### **Presiding Officer**

The President shall preside at all Board meetings. In the absence, disability, or disqualification of the President, the first Vice-President shall act instead. If neither person is present, the second Vice-President shall preside, if they are not present, a Board member shall be elected President pro tempore by a plurality of those present 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. The act of any person so designated shall be legal and binding.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

## **Notice**

Notice of all open public Board meetings, including committee meetings and discussion 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 the 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 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 meeting and sending copies of such notice to interested parties.[\[8\]](#)
5. Notice of all public meetings shall be given to any newspaper(s) circulating in Allegheny County and a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[\[9\]](#)

Written notice of all regular and special Board meetings shall be given to Board members at least two (2) days prior to the time of the meeting.[\[9\]](#)[\[10\]](#)

## **Agenda Notifications**

Beginning July 1, 2025, the agenda, together with all relevant reports, shall be provided to each school director at least ten (10) days before the meeting.

It is the responsibility of each school director to review all materials and relevant reports in advance and submit any questions in writing at least four (4) days before the meeting to the Superintendent or designee.

The Superintendent or designee will provide responses to the questions in advance of the meeting to school directors as an attachment to the agenda.

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

## **Order of Business**

### Legislative Meetings

The Legislative Meeting of the Board shall occur each month of the fiscal year, except that the Board may elect not to meet during the months of July or August. The meeting shall be open to the public and shall occur on a date as determined by the month calendar published on the District's Internet site. The meeting shall begin at the specified time or as soon thereafter as the Board is able to convene. The Board reserves the right to change the day, time, and place of the legislative meeting and shall provide notice in accordance with the law in the event such change is made.

The order of business for regular meetings and special meetings called for general purposes shall established by the President or a majority of those present and voting.

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

### Goal Progress Monitoring Reports

The Board shall adopt a calendar that specifies which district Goals are to be progress monitored by the Board each month throughout the year. The administration will prepare monitoring reports on the Goal(s) to be shared with the Board publicly detailing (1) which Goal is being monitored, (2) the relevant data for the period and previous reporting periods if available, (3) the Superintendent's interpretation of the data and what it says about system performance relative to the goal and (4) a plan sufficient for moving the district to achieve its Goals.

The Board should vote to accept to accept the plan if the monitoring report meets the four criteria outlined above. If the monitoring report does not meet the criteria above the Board should consider voting not to accept the report, signaling that the report did not meet the Board's expectations for a monitoring report.

## **Consent Agenda**

The Board will use a Consent Agenda to efficiently execute its governance responsibilities. Consent agenda action items are those that school directors do not wish to devote discussion time at the Board Meeting. There is no discussion or debate permitted on the consent agenda itself during the Board Meeting though each board member may specify which items on the consent agenda they will be voting no on or abstain from. Excluding items required by statute to be considered separately, all items are initially placed on the consent agenda.

School directors who have questions about an item on the agenda shall submit those questions in writing as outlined in the "Agenda Notification" policy section above. To the extent that school directors do not receive satisfactory answers to their questions, items can be pulled from the consent agenda for a separate vote if a written question was submitted no later than four days before the board meeting and three Directors request that the item be pulled for separate consideration by 5:00pm on the day before the Board meeting.

When voting on the consent agenda, Board Directors may specify which specific items they are voting no on or abstaining from, though no additional discussion is allowed if it was not pulled from the Consent Agenda by normal procedure.

### **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.[\[8\]](#)[\[11\]](#)

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.

***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. Once announced and approved by majority vote, the Board 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 apply to both regular and special open meetings of the Board. These requirements and rules do not apply to Executive Sessions.[\[9\]](#)[\[11\]](#)[\[12\]](#)

### **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.[\[2\]](#)[\[5\]](#)[\[10\]](#)[\[13\]](#)

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**

Members of the Public may address the Board at monthly public hearings in accordance with law and Board policy and procedures. See Board Policy 1001.1 - Public Participation in Board Meetings.[\[2\]](#)[\[14\]](#)

## **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.

All votes on motions and resolutions shall be by oral roll call.

### *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.\*[\[15\]](#)[\[16\]](#)
  - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.\*[\[15\]](#)[\[16\]](#)
2. Actions requiring the affirmative votes of two-thirds (2/3) 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.\*[\[16\]](#)[\[17\]](#)[\[18\]](#)
  - b. Adding or increasing appropriations to meet an emergency or catastrophe.\*[\[16\]](#)[\[18\]](#)
  - c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.\*[\[15\]](#)[\[16\]](#)
  - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.\*[\[16\]](#)[\[19\]](#)
  - e. Incurring temporary debt.\*[\[16\]](#)[\[18\]](#)[\[20\]](#)
  - f. Dismissing a tenured professional employee after a hearing.\*[\[16\]](#)[\[21\]](#)
  - g. Borrowing in anticipation of current revenue.\*[\[16\]](#)[\[22\]](#)
  - h. Adopting or changing textbooks without the recommendation of the Superintendent.[\[16\]](#)[\[23\]](#)
3. Actions requiring the affirmative votes of a majority of the full membership of the Board:
  - a. Fixing the length of the school term.\*[\[16\]](#)

- b. Adopting textbooks recommended by the Superintendent.\*[\[16\]](#)[24]
- c. Appointing the District Superintendent and Assistant Superintendent(s).\*[\[16\]](#)[\[25\]](#)[\[26\]](#)
- d. Appointing teachers and principals.\*[\[16\]](#)
- e. Adopting the annual budget.\*[\[16\]](#)[27]
- f. Appointing tax collectors and other appointees.\*[\[16\]](#)[28][29]
- g. Levying and assessing taxes.\*[\[16\]](#)[30]
- h. Purchasing, selling, or condemning land.\*[\[16\]](#)
- i. Locating new buildings or changing the location of old ones.\*[\[16\]](#)
- j. Creating or increasing any indebtedness.\*[\[16\]](#)
- k. Adopting planned instruction.[\[16\]](#)[31]
- l. Establishing additional schools or departments.\*[\[16\]](#)
- m. Designating depositories for school funds.\*[\[16\]](#)[\[32\]](#)[33]
- 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.\*[\[16\]](#)[\[18\]](#)
- 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).\*[\[16\]](#)[34]
- p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.\*[\[16\]](#)
- 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.\*[\[16\]](#)
- r. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.\*[\[16\]](#)[\[35\]](#)[\[36\]](#)
- s. Determining the location and amount of any real estate required by the School District for school purposes.\*[\[16\]](#)[\[37\]](#)
- t. Vacating and abandoning property to which the Board has title.\*[\[16\]](#)[\[38\]](#)
- u. Calling a special meeting when the President has failed to do so after written request

of three (3) members of the Board.[\[5\]](#)

- v. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[\[39\]](#)
- w. Adopting, amending, or repealing Board procedures and policy.[\[40\]](#)
- x. Adopting a corporate seal for the District.
- y. Approving or denying a charter school application.[\[41\]](#)
- z. Approving or denying a multiple charter school organization application.[\[42\]](#)
- aa. Establishing joint schools or departments.[\[43\]](#)

### **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.[\[44\]](#)[\[45\]](#)[\[46\]](#)

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. A conflict of interest also includes the requirement of school directors to recuse themselves from all matters involving individuals or organizations who made campaign contributions to them. 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.[\[44\]](#)

**De minimis economic impact** – an economic consequence which has an insignificant effect.[\[44\]](#)

**Immediate family** – parent, spouse, child, brother or sister.[\[44\]](#)

**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.[\[44\]](#)

2. Relative recommended for appointment to or dismissal from a teaching position.[\[21\]](#)[\[47\]](#)

**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. [\[45\]](#)[\[46\]](#)

## **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: [\[48\]](#)[\[49\]](#)

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. [\[50\]](#)
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 month's regularly scheduled legislative meeting and signed by the Board Secretary. [\[51\]](#)

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. [\[1\]](#)[\[52\]](#)[\[53\]](#)

## **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. [\[12\]](#)[\[13\]](#)[\[54\]](#)

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: [\[13\]](#)
  - 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.

### **Committee Meetings**

Committee meetings or workshops may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by a majority of members of the committee. [\[8\]](#)[\[9\]](#)[\[55\]](#)

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

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

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.

### **Adjournment**

The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. 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 Board policy. [\[8\]](#)[\[9\]](#)[\[55\]](#)

### **Agenda Review Meetings**

The Board may meet as a Committee of the Whole in an Agenda Review meeting to vote on or to discuss issues. Public notice of such meetings shall be made. [\[2\]](#)[\[55\]](#)

The Agenda Review Meeting shall occur each month of the fiscal year, except that the Board may elect not to meet during the months of July or August. The meeting shall be held in the Administration Building, shall be open to the public and shall occur on a date as determined by the monthly calendar published on the District's Internet site. The meeting shall begin at the specified advertised time, or as soon thereafter as the Board is able to convene. The Board reserves the right to change the day, time, and place of the Agenda Review Meeting and shall provide notice to the public in accordance with law in the event such change is made.

Each month, the Agenda Review Meeting will be taped and aired twice on Pittsburgh Cable TV Channel 13. The Agenda Review Meeting shall also be broadcast live on the District's Internet site.

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. 65 Pa. C.S.A. 707](#)
- [13. 24 P.S. 425](#)
- [14. Pol. 1001.1](#)
- [15. 24 P.S. 324](#)
- [16. 24 P.S. 508](#)
- [17. 24 P.S. 609](#)
- [18. 24 P.S. 687](#)
- [19. 24 P.S. 707](#)
- [20. 24 P.S. 634](#)
- [21. 24 P.S. 1129](#)
- [22. 24 P.S. 640](#)
- [23. 24 P.S. 803](#)
- [24. Pol. 106](#)
- [25. 24 P.S. 1071](#)
- [26. 24 P.S. 1076](#)
- [27. Pol. 703](#)
- [28. Pol. 006](#)
- [29. Pol. 705](#)
- [30. Pol. 704](#)
- [31. Pol. 105](#)
- [32. 24 P.S. 621](#)
- [33. Pol. 707](#)
- [34. Pol. 709](#)
- [35. 24 P.S. 1080](#)
- [36. 24 P.S. 514](#)
- [37. 24 P.S. 702](#)

[38. 24 P.S. 708](#)  
[39. Pol. 005](#)  
[40. Pol. 004](#)  
[41. 24 P.S. 1717-A](#)  
[42. 24 P.S. 1729.1-A](#)  
[43. 24 P.S. 1701](#)  
[44. 65 Pa. C.S.A. 1102](#)  
[45. 65 Pa. C.S.A. 1103](#)  
[46. Pol. 917](#)  
[47. 24 P.S. 1111](#)  
[48. 24 P.S. 518](#)  
[49. 65 Pa. C.S.A. 706](#)  
[50. 65 Pa. C.S.A. 705](#)  
[51. 24 P.S. 433](#)  
[52. Pol. 900](#)  
[53. Pol. 901](#)  
[54. 65 Pa. C.S.A. 708](#)  
[55. Pol. 007](#)  
[24 P.S. 224](#)  
[24 P.S. 315](#)  
[24 P.S. 408](#)  
[24 P.S. 421](#)  
[24 P.S. 1075](#)  
[24 P.S. 1077](#)  
[65 Pa. C.S.A. 1101 et seq](#)  
Pol. 712