BLACKLICK VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: March 18, 2009

REVISED:

	006. MEETINGS
	Section 1. Parliamentary Authority
SC 407 65 Pa. C.S.A. Sec. 701 et seq	All Board meetings will be conducted in an orderly and business-like manner. The Board shall establish or select parliamentary procedures to 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.
	Section 2. Quorum
SC 422	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.
	Section 3. Presiding Officer
SC 405, 426, 427, 428	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 Board member 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.
	Section 4. Notice
65 Pa. C.S.A. Sec. 703, 709	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.
65 Pa. C.S.A. Sec. 703, 709	a. 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 calendar year at least three (3) days prior to the time of the first regular meeting.

65 Pa. C.S.A. Sec. 703, 709	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 involving a clear and present danger to life or property.
65 Pa. C.S.A. Sec. 703, 709	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.
65 Pa. C.S.A. Sec. 703	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.
65 Pa. C.S.A. Sec. 709	e. Notice of all public meetings shall be given to any newspaper(s) circulating in Cambria 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.
SC 423	Notice of all regular and special Board meetings shall be given to Board members by mail.
	Section 5. <u>Regular Meetings</u>
SC 421 65 Pa. C.S.A. Sec. 701 et seq	Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.
	a. Agenda It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda, together with all relevant reports, shall be provided each Board member before the meeting.

b. Order Of Business

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

Call Meeting to Order
Roll Call
Pledge of Allegiance
Moment of Silence
Recognition of Guests
Reading and Approval of Board Minutes
Report of Treasurer
Special Reports
Old Business
New Business
Payment Bills
Agenda Items
Adjournment

Section 6. Special Meetings

65 Pa. C.S.A. Sec. 701 et seq

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

SC 426

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) Board members. 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 Board members.

Section 7. Hearing Of The Public

65 Pa. C.S.A. Sec. 701 et seq
Pol. 903

A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.

Section 8. Voting

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

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.

	a. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:
SC 609, 687	1. Transfer of budgeted funds during the first three (3) months of the fiscal year.
SC 687	2. Incur a temporary debt to meet an emergency or catastrophe.
SC 324	3. Elect to a teaching position a person who has served as a Board member and who has resigned.
SC 707	4. Convey land or buildings to the municipality co-terminus with the school district in accordance with law.
SC 803	5. Adopt or change textbooks without the recommendation of the Superintendent.
SC 1129	6. Dismiss, after a hearing, a tenured professional employee.
Pol. 003	7. Adopt, amend, or repeal a Board policy or procedure.
	b. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
SC 508	1. Fixing the length of school term.
SC 508 Pol. 108	2. Adopting textbooks recommended by the Superintendent.
SC 508, 1071, 1076	3. Appointing the district Superintendent and Assistant Superintendent(s).
SC 508	4. Appointing teachers and principals.
SC 508 Pol. 604	5. Adopting the annual budget.
SC 508 Pol. 005, 606	6. Appointing tax collectors and other appointees.
SC 508 Pol. 605	7. Levying and assessing taxes.

SC 508	8. Purchasing, selling, or condemning land.
SC 508	9. Locating new buildings or changing the location of old ones.
SC 508 Pol. 107	10. Adopting planned instruction.
SC 508	11. Establishing additional schools or departments.
SC 508, 621	12. Designating depositories for school funds.
	13. Expending district funds.
SC 687 Pol. 612	14. 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.
SC 508 Pol. 610	15. 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 $10,000 bid requirements).
SC 508	16. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
SC 224	17. Combining or reorganizing into a larger school district.
SC 508	18. 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.
SC 508, 514, 1080	19. Dismissing, after a hearing, a nontenured employee.
SC 212	20. Adopting a corporate seal for the district.
SC 702	21. Determining the location and amount of any real estate required by the school district for school purposes.
SC 708	22. Vacating and abandoning property to which the Board has title.
SC 1503	23. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.

Pol. 004	24. Removing a school director.
Pol. 004	25. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	26. Removing an officer of the Board.
Pol. 005	27. Removing an appointee of the Board.
	Section 9. Minutes
SC 518 65 Pa. C.S.A. Sec. 706	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:
	a. The date, place, and time of the meeting.
	b. The names of Board members present.
	c. The presiding officer.
	d. The substance of all official actions.
	e. Actions taken.
65 Pa. C.S.A. Sec. 705	f. Recorded votes and a record by individual members of all roll call votes taken.
	g. The names of all citizens who appeared officially and the subject of their testimony.
SC 407	The Board Secretary shall provide each Board member 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 and signed by the Board Secretary.
SC 407	Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting and should be destroyed once they have served their purpose.

	Section 10. Adjournment
65 Pa. C.S.A. Sec. 703, 709 Pol. 006	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.
	Section 11. Executive Session
65 Pa. C.S.A. Sec. 707, 708	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. Employment issues. b. Labor relations. c. Purchase or lease of real estate. d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation. e. Matters that 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. Work Sessions
65 Pa. C.S.A. Sec. 701 et seq Pol. 006	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. 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 Board members. Public notice of the meeting shall be made in accordance with Pol. 006, 4.b.

65 Pa. C.S.A. Sec. 703, 709	The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.
	Section 13. Committee Meetings
65 Pa. C.S.A. Sec. 703, 709	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.
	A majority of the total membership of a committee shall constitute a quorum.
65 Pa. C.S.A. Sec. 701 et seq	Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.
	A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of the area under investigation.
	References:
	School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503
	Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.
	Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 903