

Palmyra Area School District

SECTION: LOCAL BOARD
PROCEDURES

TITLE: MEETINGS

ADOPTED: November 9, 1995

REVISED: November 8, 2007

	006. MEETINGS
65 P.S. 271 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>Robert's 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, rules of the State Board, or these procedures.</p>
SC 422	<p>Section 2. <u>Quorum</u></p> <p>A quorum shall be five (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.</p>
SC 426, 428, 405	<p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all meetings of the Board. 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 plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p>
65 P.S. 271 et seq	<p>Section 4. <u>Notice</u></p> <p>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 designated by the Board and the posting of such notice at the offices of the Board.</p>
65 P.S. 271 et seq	<p>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.</p>
65 P.S. 271 et seq	<p>b. Notice of all special meetings shall be given by publication, posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that</p>

<p>65 P.S. 271 et seq</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>e. Notice of all public meetings shall be given to any newspaper circulating in Lebanon County or 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.</p>
<p>65 P.S. 271 et seq SC 421</p>	<p>Section 5. <u>Regular Meetings</u></p> <p>Regular meetings of the Board shall be public and shall be held at least once every two (2) months.</p> <p>a. It shall be the responsibility of the Superintendent and 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 such reports as can be completed shall be provided each school director at least two (2) days before the meeting.</p> <p>b. The order of business shall be as follows, unless altered by the chairperson:</p> <ol style="list-style-type: none"> 1. Call to order 2. Pledge of Allegiance 3. Roll Call 4. Approval of minutes of previous meeting or meetings 5. Treasurer's report 6. Approval of bills for payment 7. Cafeteria Report 8. Visitor comments 9. Committee reports 10. Communications 11. New Business

prior to the meeting to speak to items on the agenda. This sheet will require the name, address and telephone number of person requesting to speak. The agenda item/topic shall also be required to be listed on the sign up sheet.

3. The community input from the names on the sheet will be heard by the Board as the last item on the agenda.
4. A time limit for each speaker to comment may be set at five (5) minutes.
5. If the speaker has a question, the board requests a written copy of the question to be presented to the board before or at the conclusion of the public speaking time.
6. Working drafts shall be available upon request.

Regular Official Board Meeting
(Second Thursday of Month)

1. Agendas will be made available to public approximately 15 minutes prior to start of each meeting.
2. People who wish to address the Board must call the District Office Administrative Assistant to Superintendent between Monday at 8:00 A.M. and Thursday at 1:00 P.M. of the week of the Regular Official Board Meeting. The speaker's name, address, telephone number and topic must be stated to be placed on the speaker's list.
3. Under new business on the Agenda, the Board will hear those who have signed to speak.
4. A time limit for each speaker to comment may be set at five (5) minutes.
5. If the speaker has a question, the Board requests a written copy of the question to be presented to the Board before or at the conclusion of the public speaking time.
6. Six (6) sets of attachments or working drafts shall be available and remain on file in the board room for public review at the regular official board meeting. One set of attachments or working drafts shall be available for each newspaper that is represented at the meeting. Attachments will only be provided at the Regular Official Board Meeting on the second Thursday of the month by individual requests to the Recording Secretary at the conclusion of the meeting.

The Board vests in its president or other presiding officer authority to permit, prohibit or terminate the remarks of any individual or group of individuals when they do not adhere to the rules established above.

<p>SC 609</p> <p>SC 687</p> <p>SC 634</p> <p>SC 687</p> <p>SC 324</p> <p>SC 707</p> <p>SC 803</p> <p>SC 1129</p> <p>Art. III Sec. 1.a.</p> <p>SC 508</p>	<p>Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.</p> <p>The intent of this policy is to allow a fair and adequate opportunity to be heard, to allow the superintendent to take action when policies have been established by the Board on the subject of the request, to provide adequate time for the Board to obtain necessary information concerning the subject, and to see that time so devoted to the discussion does not interfere with the fulfillment of the scheduled agenda of the Board.</p> <p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those school directors present and voting except as provided by statute or these procedures.</p> <p>a. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:</p> <ol style="list-style-type: none"> 1. transfer of budgeted funds 2. transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another 3. incur a temporary debt or borrow money upon an obligation 4. incur a temporary debt to meet an emergency or catastrophe 5. elect to a teaching position a person who has served as a school director and who has resigned 6. convey land or buildings to the municipality co-terminus with the school district 7. adopt or change textbooks without the recommendation of the Superintendent 8. dismiss after hearing of a tenured professional employee 9. adopt, amend, or repeal a Board procedure. <p>b. The following actions require the recorded affirmative votes of a majority of the full number of school directors:</p> <ol style="list-style-type: none"> 1. fixing the length of school term 2. adopting textbooks recommended by the Superintendent
--	--

<p>SC 1071, 1073, 1076, 1080</p>	<p>3. appointing the district Superintendent and the Assistant District Superintendents</p>
<p>SC 1111, 1129</p>	<p>4. appointing teachers and principals</p> <p>5. adopting the annual budget</p> <p>6. appointing tax collectors and other appointees</p> <p>7. levying and assessing taxes</p> <p>8. purchasing, selling, or condemning land</p> <p>9. locating new buildings or changing the location of old ones</p> <p>10. adopting courses of study</p> <p>11. establishing additional schools or departments</p>
<p>SC 621</p>	<p>12. designating depositories for school funds</p> <p>13. expending district funds</p>
<p>Pol. 610</p>	<p>14. 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)</p>
<p>SC 1075, 1077</p>	<p>15. fixing salaries or compensation of officers, teachers, or other appointees of the Board</p>
<p>SC 224 SC 508</p>	<p>16. combining or reorganizing into a larger school district</p> <p>17. 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</p>
<p>SC 508, 514, 1080</p>	<p>18. dismissal, after hearing, of a non-tenured employee</p>
<p>SC 212</p>	<p>19. adoption of a corporate seal for the district</p>
<p>SC 702</p>	<p>20. determination of the location and amount of any real estate required by the school district for school purposes</p>
<p>SC 708</p>	<p>21. vacating and abandoning property to which the Board has title</p>

SC 1503	22. determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the schools shall be closed for the whole day
Pol. 004	23. removal of a school director
Pol. 004	24. declaration that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify
Pol. 005	25. removal of an officer of the Board
Pol. 005	26. removal of an appointee of the Board.
65 P.S. 271 et seq	<p>Section 9. <u>Minutes</u></p> <p>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:</p> <ol style="list-style-type: none"> 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 e. actions taken 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. <p>The Secretary shall provide each school director with a copy of the minutes of the last meeting no later than three (3) days before the next regular meeting.</p> <p>Tape recordings shall be made of each meeting of the Board as an administrative aid and shall be retained until official board minutes are approved by the Board.</p>
SC 433	The minutes of Board meetings shall be approved at the next succeeding meeting.
SC 433	<p>The approved minutes shall be signed by the Secretary of the Board.</p> <p>Section 10. <u>Adjournment</u></p>

Pol. 006
Sec. 4c

The Board may at any time recess or adjourn to an adjourned meeting 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 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. employment 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. Discussion 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, except that no official action may be taken at the discussion meeting. Public notice of such meetings shall be made.

Section 13. Committee Meetings

Committee meetings may be called at any time by the committee chairperson with proper public notice.

Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent and a majority of the committee or the chairperson may invite Board employees, contractors or other persons who may have special knowledge of the area under investigation.