

# Policy Guide



Policy No. 006  
 Section LOCAL BOARD PROCEDURES  
 Title MEETINGS  
 Adopted AUGUST 21, 1989  
 Revised OCTOBER 18, 2012  
SEPTEMBER 16, 2010  
NOVEMBER 15, 2007  
FEBRUARY 16, 1998  
APRIL 24, 2014

<b>POLICY NO. 006- MEETINGS</b>		
<b>Section 1</b>	<p><b><u>Parliamentary Authority</u></b></p> <p>All Board meetings where official votes will be taken shall be conducted in an orderly and business-like manner. Robert’s Rules of Order, Newly Revised, including group rules, shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.</p>	SC 407 65 Pa. C.S.A. Sec. 701 et seq.
<b>Section 2</b>	<p><b><u>Meeting</u></b></p> <p>The meetings for organization, and meetings provided for by any board of school directors at stated times at which such board is required to meet, or any adjournment thereof, shall be called “regular meetings,” and all other meetings shall be called “special meetings.”</p> <p><b><u>Quorum</u></b></p> <p>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.</p> <p>Present means either physically at the meeting or attending through other media.</p>	SC 421  SC 422

<b>POLICY NO. 006- MEETINGS</b>		
<b>Section 3</b>	<p><b><u>Presiding Officer</u></b></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> <p>The presiding officer shall, along with all other Board members, have the ability to vote on all issues brought before the Board.</p>	SC 405, 426, 427, 428
<b>Section 4</b>	<p><b><u>Notice</u></b></p> <p>Notice of all open public Board meetings, including committee meetings and work sessions, shall be given by publication of the date, time and place of such meetings in the newspaper(s) of general circulation in the School District, as designated by the Board, and the posting of such notice at the District’s Business Office, as well as the District’s official website.</p> <p>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.</p> <p>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.</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 meetings.</p>	<p>65 Pa. C.S.A. Sec. 703, 709</p> <p>65 Pa. C.S.A. Sec. 703, 709</p> <p>65 Pa. C.S.A. Sec. 703, 709</p>

<p><b>Section 5</b></p>	<p><b>POLICY NO. 006- MEETINGS</b></p>	
	<p>d. Notice of all recessed and reconvened meetings shall be given at the time the meeting is recessed and reconvened, and by posting a notice of the place, date and time of the meeting and sending copies of such notice to all interested parties.</p>	<p>65 Pa. C.S.A Sec. 703</p>
	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Allegheny County and any radio or television station which so requests. Notice of all public meetings shall be given to any individual who requests and provides a stamped, self-addressed envelope for such notification, or provides an email address to the Board Secretary.</p>	<p>65 Pa. C.S.A Sec. 709</p>
	<p>Written notice of all Regular and Special Board meetings shall be given to Board members, by United States mail or e-mail, prior to the time of the meeting.</p>	<p>SC 423</p>
	<p><b><u>Regular Meetings</u></b></p>	
	<p>Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.</p> <p>Regular meetings shall be defined as Business/Legislative meetings.</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board President and Board Secretary, to prepare an agenda of the items of business to come before the Board at each Regular meeting.</p> <p>The agenda for each Regular meeting, together with all such reports as can be completed at that time, shall be provided to each Board member at least three (3) days before the meeting and made available to the public at designated locations at least twenty-four (24) hours prior to the meeting date.</p> <p>Agenda items that are not available at the twenty-four (24) hour posting period may appear on an addendum on an as needed basis. The addendum will be available at the scheduled meeting.</p>	<p>SC 421 64 Pa. C.S.A. Sec. 701 et seq.</p>

<b>POLICY NO. 006- MEETINGS</b>		
<b>Section 6</b>	<p><b><u>Special Meetings</u></b></p> <p>Special meetings shall be public and may be called for special or general purposes.</p> <p>The president may call a special meeting at any time and shall call a special meeting upon presentation of a request 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.</p>	<p>65 Pa. C.S.A Sec. 701 et seq.</p> <p>SC 426</p>
<b>Section 7</b>	<p><b><u>Reorganization Meeting</u></b></p> <p>An annual Reorganization meeting of the Board of School Directors shall be held during the first week of December at a date, time, and location established by the Board of School Directors.</p>	<p>SC 401</p>
<b>Section 8</b>	<p><b><u>Conferences/Training Meetings</u></b></p> <p>Conferences require no public notice. Conferences are defined as “Any training program or seminar, or any session arranged by State or Federal agencies for local agencies, organized and conducted for the sole purpose of providing information to agency members on matters directly related to their official responsibilities.” The Board President may call such a meeting.</p>	<p>65 Pa. C.S.A Sec. 703</p>
<b>Section 9</b>	<p><b><u>Hearing of Citizens</u></b></p> <p>A member of the public present at a meeting of the Board may address the Board in accordance with the Board’s rules and Board Policy 903. [SP1]</p>	<p>65 Pa. C.S.A. Sec. 701 et seq. Pol. 903</p>
<b>Section 10</b>	<p><b><u>Voting</u></b></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board policies:</p> <p>All motions and resolutions under 9a, 9b, and 9c below shall be by oral roll call vote. Other motions may be by voice vote</p>	

<b>POLICY NO. 006- MEETINGS</b>		
	at the discretion of the President, or presiding officer, unless a Board member requests the vote to be by roll call.	
	a. The following actions required the unanimous consent of all the remaining members of the Board:	
	1. Appoint as attorney or solicitor for the Board of School Directors an individual who has served for two (2) consecutive terms of four (4) years each, after resigning from office.	SC 324
	b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:	
	1. 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 609, 687
	2. Incurrence of temporary debt to meet an emergency or catastrophe.	SC 687
	3. Election to a teaching position of a person who has served as a School Director in District, following his/her resignation as a School Director.	SC 324
	4. The conveyance of land or building to the municipality coterminous with the School District.	SC 707
	5. The adoption or change in approved textbooks without the recommendation of the Superintendent.	SC 803
	6. The dismissal, after hearing, of a tenured professional employee.	SC 1129
	c. The following actions require the recorded affirmative votes of a majority of the full Board of Directors:	
	1. Fixing the length of school term.	SC 508
	2. Adopting textbooks recommended by the Superintendent.	SC 508

<b>POLICY NO. 006- MEETINGS</b>	
3. Appointing the District Superintendent and Assistant Superintendent(s).	SC 508, 1071, 1076
4. Appointing teacher and principals.	SC 508
5. Adopting the annual budget.	SC 508
6. Appointing tax collectors and other appointees.	SC 508, Pol. 005
7. The levying and assessing taxes.	SC 508
8. The purchase, sale, or condemnation of land.	SC 508
9. The determination of the location and amount of any real estate required by the School District for school purposes.	SC 702
10. The vacating and/or abandoning of property to which the Board has title.	SC 708
11. The removal of a School Director.	Pol. 004
12. The determination of holidays other than those provided by statute which shall be observed by special exercises, and those on which schools shall be closed for the whole day.	SC 1503
13. The declaration that a vacancy exists on the Board by reason of failure or neglect of School Director to qualify.	Pol. 004
14. The removal of an officer of the Board.	Pol. 005
15. The removal of an appointee of the Board.	Pol. 005
16. Locating new buildings or changing the location of old ones.	SC 508
17. Adopting planned instruction.	SC 508
18. Establishing additional schools or departments.	SC 508
19. Designating depositories for school funds.	SC 508, 621

<b>Section 11</b>	<b>POLICY NO. 006- MEETINGS</b>	
	20. Expending district funds.	
	21. 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
	22. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.	SC 508
	23. Combining or reorganizing into a larger school district.	SC 224
	24. 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
	25. Dismissing, after a hearing, a non-tenured employee.	SC 508, 514, 1080
	26. Adopting a corporate seal for the district.	SC 212
	<u>Teleconferencing/Videoconferencing</u>	
	The Board recognizes that certain situations may prevent a Board member from attending a scheduled Board meeting, i.e., a Regular meeting, a Special meeting, and/or the annual Reorganization meeting. In such cases, the Board authorizes the use of teleconferencing/videoconferencing by the absent Board member subject to the following conditions:	SC 407
a. Each Board member participating through teleconferencing/videoconferencing must be able to hear the comments of, and to speak to, all those present at the meeting, and all those present at the meeting must be able to hear the comments of, and speak to, the Board member participating by teleconference/videoconference.		
b. The physically absent Board member(s) may participate in all discussion, deliberations and votes		

**POLICY NO. 006- MEETINGS**

of the Board as if physically present at the meeting. However, if the President or Chair of the meeting determines that the absent Board member cannot be heard by all those present or those present cannot be heard by the absent member, the teleconference/videoconference shall be terminated as to that member, and that Board member shall not be permitted to cast any further votes.

- c. If, for any reason, the telephone conference with the Board member(s) is terminated before the adjournment of the meeting, the meeting shall only continue after reasonable measures have been taken to attempt to reconnect with the Board member(s) and a majority vote to proceed by the remaining present Board members. An annotation shall be made in the official minutes of the meeting to the effect that the absent Board member(s) was/were no longer participating in the meeting.
- d. Each Board member who anticipates the necessity of participating in a meeting by teleconferencing shall provide notice to the Superintendent or his designee as early as possible prior to commencement of the meeting from which he/she will be absent. At that time, the District Superintendent or his designee shall provide each such Board member with the number for the Board member to call in order to participate in the meeting by teleconference, if the appropriate number had not already been provided, or if the number has changed. At that time, the Superintendent or his designee shall also make the necessary arrangements of provision of telephone equipment to be used by those members present, to call in the telephone conference center and to communicate with all absent Board members who choose to participate in the meeting in that manner.
- e. A member of the Board who is present at the meeting through teleconferencing shall be permitted to vote only by roll call.
- f. Teleconferencing/videoconferencing will be



<p><b>Section 12</b></p>	<p style="text-align: center;"><b>POLICY NO. 006- MEETINGS</b></p> <p>permitted during executive session in accordance with the aforementioned guidelines. In addition, the Board member who is teleconferencing/videoconferencing into executive session must maintain confidentiality and assure that no other individual can hear the information being discussed.</p> <p><b><u>Minutes</u></b></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 attended by a quorum with the purpose of deliberating business or taking official action. Said minutes shall indicate:</p> <ul style="list-style-type: none"> <li>a. The date, time and place of the meeting.</li> <li>b. The names of Board members present.</li> <li>c. The presiding officer.</li> <li>d. The substance of all official actions and deliberations.</li> <li>e. Actions taken.</li> <li>f. Recorded votes and a record by individual members of all roll call votes taken.</li> <li>g. The names of all citizens who appeared officially and the general substance of their testimony.</li> </ul> <p>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting via electronic distribution no later than three (3) days before the next Regular meeting.</p> <p>The official minutes of such meetings will be presented to the Board of School Directors at a subsequent meeting at which time they shall be approved by the Board. The minutes shall then be signed by the Secretary of the Board. Minutes of a Board meeting shall not be released as the official record of a meeting until such time as they have been</p>	<p>SC 518 65 Pa. C.S.A. Sec. 706</p> <p>65 Pa. C.S.A. Sec. 705</p> <p>SC 407</p> <p>SC 433</p>
--------------------------	--	--

<p><b>Section 13</b></p>	<p style="text-align: center;"><b>POLICY NO. 006- MEETINGS</b></p> <p>officially approved by the Board of School Directors.</p> <p>Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting.</p> <p><b><u>Executive Session</u></b></p> <p>The Board may hold an executive session, which is not an open meeting, before, during, and/or at the conclusion of an open meeting, or at some other time. Notice of any executive session must be given to all Board members at least twenty-four (24) hours in advance of the time of the meeting specifying the date, time, location, and purpose if not announced for a future specific time. Notice must be given to the public of the reason for holding the executive session at the open meeting prior to or after the executive session.</p> <p>An executive session may be held to:</p> <ol style="list-style-type: none"> <li>1. Review and discuss matters that involve lawful privilege or confidentiality.</li> <li>2. Discuss any matter involving the employment of an individual.</li> <li>3. Consider matters related to negotiations or administration of a collective bargaining agreement.</li> <li>4. Consider the purchase or lease of real estate, up to such time as an option to purchase or lease the property is obtained, or up to the time an agreement to purchase or lease the property is obtained (if the agreement is obtained directly without an option).</li> <li>5. Consult with an attorney or other professional advisor regarding information or strategy in connection with litigation or with respect to issues on which identifiable complaints are expected to be filed.</li> </ol> <p>There shall be no time limit imposed on executive sessions and official actions based on discussions on executive sessions shall be taken at a public meeting.</p>	<p>SC 407</p> <p>65 Pa. C.S.A. Sec 707, 708</p>
--------------------------	---	---

<b>POLICY NO. 006- MEETINGS</b>		
<b>Section 14</b>	<p><b><u>Work Sessions</u></b></p> <p>The Board may meet as a Committee of the Whole in an open meeting to discuss issues to be acted upon at a subsequent Business/Legislative meeting. During these sessions, the Board may also engage in committee discussions. No official action may be taken at the discussion session.</p> <p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.</p>	<p>65 Pa. C.S.A. Sec 701 et seq. Pol. 006</p> <p>65 Pa. C.S.A Sec. 703, 709</p>
<b>Section 15</b>	<p><b><u>Committee Meetings</u></b></p> <p>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.</p> <p>A majority of the total membership of a committee shall constitute a quorum.</p> <p>Unless held as an Executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.</p> <p>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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 212, 224, 324, 401, 405, 407, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 687, 702, 707, 708, 803, 1071, 1076, 1080, 1129, 1503</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Board Policy – 004, 005, 006, 903</p>	<p>65 Pa. C.S.A. Sec. 703, 709</p> <p>65. Pa. C.S.A. Sec. 701 et seq.</p>