

JEFFERSON-MORGAN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: February 25, 2002

REVISED:

	006. MEETINGS
65 P.S. 701 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings will 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 statute, regulations of the State Board, or Board procedures.</p>
SC 422	<p>Section 2. <u>Quorum</u></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>
SC 405, 426, 427, 428	<p>Section 3. <u>Presiding Officer</u></p> <p>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.</p>
65 P.S. 703, 709	<p>Section 4. <u>Notice</u></p> <p>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.</p>
65 P.S. 703, 709	<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>

65 P.S. 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 P.S. 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 P.S. 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 P.S. 709	e. Notice of all public meetings shall be given to any newspaper(s) circulating in Greene 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	<p>Notice of all regular and special Board meetings shall be given to Board members prior to the time of the meeting.</p> <p>Notice of executive sessions, if not previously announced, shall be provided in writing to Board members at least twenty-four (24) hours prior to the executive session.</p> <p>Section 5. <u>Regular Meetings</u></p>
65 P.S. 701 et seq SC 421	<p>The dates and locations of regular meetings shall be established at the annual organizational meeting of the Board. All regular meetings will be open to the public. If the date of a regular meeting is changed, the change must be publicized. The regular meeting date of the Board shall be the third Monday of each month. The planning meeting will begin promptly at 6:30 p.m. in the Board room located in the elementary library of the Jefferson-Morgan Elementary School. The regular Board meeting shall follow the planning meeting but not before 7:00 p.m.</p> <p>All Board meetings shall be limited to a maximum of three (3) hours, at which time the President shall have the authority to recess or complete the meeting.</p>

The President may recess the meeting until a later date or those agenda items will be added to the following month's agenda.

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 school director at least five (5) days before the meeting unless there are extenuating circumstances.

b. Order Of Business

The order of business for regular meetings shall be as follows, unless altered by the President:

- Call to order
- Flag Salute
- Roll Call
- Acceptance of minutes
- Visitor/public comments
- Treasurer's report
- Presentation of bills
- Approval of transfers
- Correspondence
- Miscellaneous – Old Business
- Reports – vo-tech, committees, technology, maintenance, athletic, cafeteria, federal programs/curriculum, special education update, Superintendent's, student Board representative and student/staff recognition, solicitor, PTO, admin. report
- General authorizations – policy, Board agreements, contracts, proposals
- Personnel
- Curriculum and Instruction
- Financial Affairs
- Building and Grounds
- Transportation
- Staff and Student Activities/Conferences and Workshops
- Items of Information
- New Business
- Adjournment

<p>65 P.S. 701 et seq SC 426</p>	<p>Section 6. <u>Special Meetings</u></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 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 Board members.</p>
<p>Pol. 903 65 P.S. 701 et seq</p>	<p>Section 7. <u>Hearing of The Public</u></p> <p>A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.</p>
<p>SC 324</p>	<p>Section 8. <u>Voting</u></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 procedures.</p> <p>a. The following action(s) require(s) the unanimous consent of all remaining members of the Board:</p> <ol style="list-style-type: none"> 1. Appoint as attorney or solicitor of the Board a Board member who has served for two (2) consecutive terms of six (6) years each, after resigning his/her office. <p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p>
<p>SC 609</p>	<ol style="list-style-type: none"> 1. Transfer of budgeted funds.
<p>SC 687</p>	<ol style="list-style-type: none"> 2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.
<p>SC 634</p>	<ol style="list-style-type: none"> 3. Incur a temporary debt or borrow money upon such obligation.
<p>SC 665, 687</p>	<ol style="list-style-type: none"> 4. Incur a temporary debt to meet an emergency or catastrophe.
<p>SC 324</p>	<ol style="list-style-type: none"> 5. Elect to a teaching position a person who has served as a Board member and who has resigned.
<p>SC 707</p>	<ol style="list-style-type: none"> 6. Convey land or buildings to the municipality co-terminus with the school district.

SC 803	7. Adopt or change textbooks without the recommendation of the Superintendent.
SC 1129	8. Dismiss, after a hearing, a tenured professional employee.
Pol. 003	9. Adopt, amend, or repeal a Board procedure.
SC 508	c. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
Pol. 108	1. Fixing the length of school term.
SC 1071, 1076	2. Adopting textbooks recommended by the Superintendent.
Pol. 604	3. Appointing the district Superintendent and Assistant Superintendent(s).
Pol. 005, 606	4. Appointing teachers and principals.
Pol. 605	5. Adopting the annual budget.
Pol. 605	6. Appointing tax collectors and other appointees.
Pol. 107	7. Levying and assessing taxes.
Pol. 107	8. Purchasing, selling, or condemning land.
Pol. 107	9. Locating new buildings or changing the location of old ones.
Pol. 107	10. Adopting planned instruction.
SC 621	11. Establishing additional schools or departments.
SC 621	12. Designating depositories for school funds.
SC 621	13. Expending district funds.
Pol. 610	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).
Pol. 610	15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.

<p>SC 224</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 514, 1080</p>	<p>18. Dismissing, after a hearing, a nontenured employee.</p>
<p>SC 212</p>	<p>19. Adopting a corporate seal for the district.</p>
<p>SC 702</p>	<p>20. Determining 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>
<p>SC 1503</p>	<p>22. 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.</p>
<p>Pol. 004</p>	<p>23. Removing a school director.</p>
<p>Pol. 004</p>	<p>24. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.</p>
<p>Pol. 005</p>	<p>25. Removing an officer of the Board.</p>
<p>Pol. 005</p>	<p>26. Removing an appointee of the Board.</p>
<p>Pol. 003</p>	<p>27. Adopting, amending or repealing Board policy.</p>
<p>65 P.S. 706 SC 518</p>	<p>Section 9. <u>Minutes</u></p> <p>Minutes are the official record of business transacted by the Board and are a powerful legal resource and artifact to the Board.</p>
	<p>In addition to the Board Secretary, one of the school secretaries shall attend Board meetings for the purpose of recording the official minutes. In addition to the minutes taken by hand, an audio recorder shall be utilized to help ensure the accuracy of the minutes.</p>

	<p>Minutes only need to reflect the exact language of motions, who made them, who seconded them, and who voted which way (aye, nay, abstain). Commentary from Board and/or citizens is not necessary nor desirable to have as an official part of the minutes unless required by Board policy or the consent of the majority.</p> <p>Minutes are not official until approved at a subsequent meeting by a majority of the Board who attended the meeting that the minutes reflect.</p> <p>Once the Board has approved the minutes at a Board meeting, they shall become the official minutes of the school district. The audio tape utilized to help in preparing the minutes shall then be erased and reused for future meetings.</p> <p>Subcommittee Minutes: Minutes of subcommittee meetings held under the Sunshine Law also must be approved and become part of the district minutes. Only those members of the subcommittee present at that meeting can approve those minutes, which then are incorporated into the full Board minutes.</p>
Pol. 006 65 P.S. 703, 709	<p>Section 10. <u>Adjournment</u></p> <p>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.</p>
65 P.S. 707, 708	<p>Section 11. <u>Executive Session</u></p> <p>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.</p> <p>The Board may discuss the following matters in executive session:</p> <ul style="list-style-type: none">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.

<p>65 P.S. 701 et seq</p> <p>65 P.S. 703, 709</p> <p>65 P.S. 701 et seq</p> <p>School Code 212, 224, 324, 405, 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</p> <p>PA Statute 65 P.S. 701 et seq</p> <p>Board Policy 003, 004, 005, 006, 107, 108, 604, 605, 610, 903</p>	<p>e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.</p> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p>Section 12. <u>Work Sessions</u></p> <p>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.</p> <p>Section 13. <u>Committee Meetings</u></p> <p>Committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so.</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>
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