

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: August 19, 2002

REVISED: April 16 2007

<p>65 P.S. 701 et seq</p> <p>SC 422</p>	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Role and Function</u></p> <p>The meetings of the Board are basic to the operation of the Board. All official action of the Board shall be taken only when the Board is in formal session.</p> <p>Since members of the Board may not function officially as individuals, the Board meeting presents an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the Board works toward consensus decisions on specific instances. In addition, the meeting provides an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered.</p> <p>Section 2. <u>Parliamentary Authority</u></p> <p>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 State Board, or Board procedures.</p> <p>Section 3. <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. A Board member shall be considered as being present for the purpose of determining a quorum and may participate in a public Board meeting via speakerphone or other remote means provided the following conditions are satisfied: (1) the absent member can hear the comments of those speaking at the meeting; (2) the absent member can speak to all those present at the meeting; and (3) the absent member is able to interact contemporaneously as if he or she were present in person. Such remote participation will be allowed if it has been approved by the Board President at least twelve (12) hours prior to the scheduled start of the meeting. The Board President shall, at the start of the meeting, inform all present of the Board member's remote participation.</p>
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<p>SC 405, 426, 427, 428</p>	<p>Section 4. <u>Presiding Officer</u></p>
<p>65 P.S. 703, 709</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>
<p>65 P.S. 703, 709</p>	<p>Section 5. <u>Notice</u></p>
<p>65 P.S. 703, 709</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>
<p>65 P.S. 703, 709</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>65 P.S. 703, 709</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>65 P.S. 703, 709</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>65 P.S. 703</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>65 P.S. 709</p>	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Monroe 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.</p>
<p>65 P.S. 701 et seq SC 421</p>	<p>Section 6. <u>Regular Meetings</u></p>
	<p>At the organization meeting of the Board held annually in December, the Board shall establish the dates, times and places of its regular meetings, which shall be published.</p>
	<p>The meetings for organization and the stated meeting provided for by these</p>

rules and adjournment thereof shall be "regular meetings."

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 three (3) days before the meeting.

The order of business shall be as follows:

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. ~~Introduction~~Welcoming of Guests.
5. Approval of Minutes and Agenda.
6. Announcement of Executive Session
- ~~6-7.~~ Announcements by Board.
- ~~7-8.~~ Superintendent's Report.
- ~~8-9.~~ Public Participation (Federal Programs, other).
- ~~9-10.~~ Personnel Items.
- ~~10-11.~~ Contracts/Agreements.
- ~~11-12.~~ Curriculum, Instruction, and Student Items.
- ~~12-13.~~ Old and New Business.
- ~~13-14.~~ Fiscal/Financial Item.
- ~~14-15.~~ Announcements/Information.
- ~~15-16.~~ Adjournment.

Any additions or changes to the prepared agenda may be requested by a Board member or the Superintendent and must be approved by a majority vote of the Board members present.

In a situation where an effective date or similar information is not available at the time of the Regular Board meeting and the agenda contains a blank or

<p>65 Pa. C.S.A., S. Sec. 701 et seq</p>	<p><u>notation such as “to be determined”, such information may be inserted into draft minutes by the Board Secretary, prior to approval of the official minutes.</u></p>
<p>SC 426</p>	<p>Section 7. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes <u>and shall be public except when conducted as an executive session for purposes authorized by the Sunshine Act.</u></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><u>SC 423</u></p>	<p><u>No business shall be transacted at any special meeting except that named in the call sent to members for such meeting.</u></p>
<p>Pol. 903 65 P.S. 701 et seq</p>	<p>Section 8. <u>Hearing of CitizensPublic Participation</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 609</p>	<p>Section 9. <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>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.</p> <p>a. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p>
<p>SC 687</p>	<p>1. Transfer of budgeted funds.</p>
<p>SC 634</p>	<p>2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.</p>
<p>SC 687</p>	<p>3. Incur a temporary debt or borrow money upon such obligation.</p>
<p>SC 324</p>	<p>4. Incur a temporary debt to meet an emergency or catastrophe.</p>
<p>SC 324</p>	<p>5. Elect to a teaching position a person who has served as a Board member and who has resigned.</p>

SC 707	6. Convey land or buildings to the municipality co-terminus with the school district <u>in accordance with law</u> .
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	b. 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.
SC 621	8. Purchasing, selling, or condemning land.
SC 621	9. Locating new buildings or changing the location of old ones.
SC 621	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 <del>\$10,000</del> bid requirements).

<p>SC 224</p>	<p>15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.</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. 006</p>	<p>26. Removing an appointee of the Board.</p>
<p>65 P.S. 706 SC 518</p>	<p>Section 10. <u>Minutes</u></p> <p>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:</p> <ul style="list-style-type: none"> <li>a. The date, place, and time of the meeting.</li> <li>b. The names of Board members present.</li> </ul>

<p>65 P.S. 705</p>	<p>c. The presiding officer.</p> <p>d. The substance of all official actions.</p> <p>e. Actions taken.</p> <p>f. Recorded votes and a record by individual members of all roll call votes taken.</p> <p>g. The names of all citizens who appeared officially and the subject of their testimony.</p> <p>The minutes shall be permanently filed and indexed for reference purposes.</p> <p>All reports requiring Board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference and, if so, shall be placed in the system as a permanent record.</p> <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>The minutes of Board meetings shall be approved at the next succeeding meeting <u>and signed by the Board Secretary.</u></p> <p><del>The approved minutes shall be signed by the Secretary of the Board.</del></p> <p>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.</p>
<p>Pol. 006 65 P.S. 703, 709</p>	<p>Section 11. <u>Adjournment/Recess/Reconvene</u></p> <p>The Board may at any time recess or <u>adjourn/reconvene</u> to an <del>adjourned</del> <u>reconvened</u> meeting at a specified date and place, upon the majority vote of those present. The <del>adjourned</del> <u>reconvened</u> meeting shall take up its business at the point in the agenda where the motion to <u>adjourn/recess</u> was acted upon. Notice of the <del>rescheduled</del> <u>reconvened</u> meeting shall be given as provided in Board policy.</p>
<p>65 P.S. 707, 708</p>	<p>Section 12. <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 <del>open public</del> 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 <del>open public</del> meeting prior to or</p>

<p>65 P.S. 701 et seq</p>	<p>after the executive session.</p> <p>The Board may discuss the following matters in executive session:</p> <ul style="list-style-type: none"><li>a. Employment issues.</li><li>b. Labor relations.</li><li>c. Purchase or lease of real estate.</li><li>d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.</li><li>e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.</li></ul> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p>Section 13. <u>Discussion Work Sessions</u></p> <p><b>The Board may meet as a Committee of the Whole in an <u>open public meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board Procedures.</u></b></p> <p>Section 14. <u>Committee Meetings</u></p> <p><u>Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by a majority of the standing committee.</u></p> <p><u>A majority of the total membership of a committee shall constitute a quorum.</u></p> <p>Unless held as an executive session, <u>standing</u> committee meetings shall be open to the public, other Board members, and the Superintendent, <del>and a</del></p> <p><u>A</u> majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of any area under investigation by the committee.</p> <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426,</u></p>
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