

SECTION: LOCAL BOARD  
PROCEDURES

TITLE: MEETINGS

ADOPTED: March 11, 1991

REVISED:

# Farrell Area School District

## 006. MEETINGS

The meetings of The Board of Education 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.

The Board meeting presents an opportunity for the school program to be discussed and appraised. 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.

### Section 1. Parliamentary Authority

65 P.S.  
271 et seq

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.

### Section 2. Quorum

SC 422

A quorum shall be five 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.

### Section 3. Presiding Officer

SC 426  
428  
405

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.

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Section 4. Notice

65 P.S.  
271 et seq

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.

65 P.S.  
271 et seq

a. Notice of regular meetings shall be given by the publication and posting of notice at least 24 hours prior to the time of the meeting.

65 P.S.  
271 et seq

b. Notice of special meetings must be given to each member of the Board at least three days before the meeting. In case of emergency, the President shall have power to call a special meeting on less than three days' notice, but all members of the Board must be notified. Notice of special meetings must distinctly state the business to be transacted.

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.

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.  
271 et seq

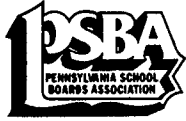
e. Notice of all public meetings shall be given to any newspaper circulating in Mercer County or a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.

f. Notice of executive sessions, if not previously announced, shall be provided in writing to members of the Board at least 24 hours prior to the executive session.

Section 5. Regular Meetings

65 P.S.  
271 et seq  
SC 421

Regular meetings of the Board shall be public and shall be held in the Board Conference Room on the second Monday of each calendar month at 8:00 p.m.



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. Any additional items may be added at the discretion of the Board.

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

Call To Order

Action Items

a. Routine matters

1. Approval of minutes

2. Approval of treasurer's report

b. Old Business

c. New Business

Acknowledgments (non-action items)

a. Receiving of delegations

b. Letters and communications from non-school sources

c. Reports and information from the Superintendent and staff

d. Information and questions from Board members

Advance planning

a. Future meeting dates

b. Suggested agenda items Adjournment

The Board shall furnish information to the public at its regular meetings once a decision has been reached or finalized action has been made, according to the School Code.

Section 6. Special Meetings

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

65 P.S.  
271 et seq

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SC 426

The President may call a special meeting at any time and shall call a special meeting upon the presentation of requests in writing of three school directors. Upon the President's failure or refusal to call a special meeting, meeting, such meeting may be called at any time by a majority of the school directors.

No business shall be transacted at any special meeting of the Board which does not come within the purpose set forth in the call for the meeting, unless all members of the Board are present and agree to the consideration of the additional items.

Section 7. Hearing Of Citizens

Pol 903

A member of the public present at a meeting of the Board may address the Board in accordance with the Board's rules.

Section 8. Voting

All motions shall require for adoption a majority vote of those school directors present and voting except as provided by statute or these procedures.

SC 324

a. The following action requires the unanimous consent of all remaining members of the Board:

Appoint as attorney or solicitor of the Board a school director who has served for two consecutive terms of four years each after resigning his/her office.

b. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:

SC 609

1. transfer of budgeted funds.

SC 687

2. transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.

SC 634

3. incur a temporary debt or borrow money upon an obligation.

SC 687

4. incur a temporary debt to meet an emergency or catastrophe.



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SC 324

5. elect to a teaching position a person who has served as a school director and who has resigned.

SC 707

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 hearing of a tenured professional employe.

SC 508

c. The following actions require the recorded affirmative votes of a majority of the full number of school directors:

- 1. fixing the length of school term.
- 2. adopting textbooks recommended by the Superintendent.

SC 1071  
1073  
1076  
1080

3. appointing the district Superintendent, district Assistant Superintendents.

SC 1111  
1129

- 4. appointing teachers and principals.
- 5. adopting the annual budget.
- 6. appointing tax collectors and other appointees.
- 7. levying and assessing taxes.
- 8. purchasing, selling, or condemning land.
- 9. locating new buildings or changing the location of old ones.
- 10. adopting courses of study.
- 11. establishing additional schools or departments.
- 12. designating depositories for school funds.
- 13. expending district funds.

SC 621



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Pol. 610

SC 1075  
1077

SC 224

SC 508

SC 508  
514  
1080

SC 212

SC 702

SC 708

SC 1503

Pol. 004

Pol. 004

Pol. 005

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Pol. 003

- 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 \$4,000 bid requirements).
- 15. fixing salaries or compensation of officers, teachers, or other appointees of the Board.
- 16. combining or reorganizing into a larger school district.
- 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 for by the intermediate unit.
- 18. dismissing after hearing of a nontenured employe.
- 19. adopting a corporate seal for the district.
- 20. determining the location and amount of any real estate required by the school district for school purposes.
- 21. vacating and abandoning property to which the Board has title.
- 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.
- 23. removing a school director.
- 24. declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
- 25. removing an officer of the Board.
- 26. removing an appointee of the Board.
- 27. adopting, amending or repealing policy or procedure of the Board.

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65 P.S.  
271 et seq

Section 9. Minutes

The Board shall cause to be made and shall 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:

- 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.

The Secretary shall provide each school director 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 Secretary of the Board.

Section 10. Adjournment

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.

Pol. 006  
Sec. 4c

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.

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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.

65 P.S.  
271 et seq

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.