



**Center Area
School District**

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: NOVEMBER 21, 1996

REVISED: FEBRUARY 15, 2001

	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.	<p>b. Notice of all special meetings shall be given by publication, posting of notice at</p>

<p>271 et seq</p>	<p>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. 271 et seq</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 Beaver 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>An agenda shall be prepared and sent to members of the Board three (3) days prior to the date of the regular meeting. In addition to the agenda, copies of the minutes of the previous meeting, committee reports, and monthly financial statements shall be included.</p> <p>Items of business may be suggested by Board members, Secretary, administration, or patrons of the district for inclusion on the agenda. Any Board member may request that an item of business be placed on the agenda for consideration at a regular meeting. Such a request will be granted regardless of the number of members concurring.</p> <p>Items of business not appearing on the agenda may be considered at the discretion of the President or the majority of Board members present for discussion and/or action at that same meeting. Such items should include only those which are of an emergency nature and/or time demands a decision be reached before the matter can be handled through usual procedures.</p>
<p>65 P.S. 271 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 the presentation of requests in writing, of three (3) school directors. Upon the</p>

<p>Pol. 903</p> <p>SC 324</p> <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>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>Section 7. <u>Hearing of Citizens</u></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.</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 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 school director who has served for two consecutive terms of four 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 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 coterminus 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.
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<p>SC 508</p>	<p>c. The following actions require the recorded affirmative votes of a majority of the full number of school directors:</p>
<p>SC 1071, 1073, 1076, 1080</p>	<p>1. fixing the length of school term</p>
<p>SC 1111, 1129</p>	<p>2. adopting textbooks recommended by the Superintendent</p>
<p></p>	<p>3. appointing the district Superintendent and the assistant district superintendents</p>
<p></p>	<p>4. appointing teachers and principals</p>
<p></p>	<p>5. adopting the annual budget</p>
<p></p>	<p>6. appointing tax collectors and other appointees</p>
<p></p>	<p>7. levying and assessing taxes</p>
<p></p>	<p>8. purchasing, selling, or condemning land</p>
<p></p>	<p>9. locating new buildings or changing the location of old ones</p>
<p></p>	<p>10. adopting courses of study</p>
<p>SC 621</p>	<p>11. establishing additional schools or departments</p>
<p>Pol. 610</p>	<p>12. designating depositories for school funds</p>
<p>SC 1075, 1077</p>	<p>13. expending district funds</p>
<p>SC 224</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 508</p>	<p>15. fixing salaries or compensation of officers, teachers, or other appointees of the Board</p>
<p>SC 508</p>	<p>16. combining or reorganizing into a larger school district</p>
<p>SC 508,</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></p>	<p>18. dismissal, after hearing, of a nontenured employee</p>

<p>514, 1080</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>
<p>SC 1503</p>	<p>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</p>
<p>Pol. 004</p>	<p>23. removal of a school director</p>
<p>Pol. 004</p>	<p>24. declaration 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. removal of an officer of the Board</p>
<p>Pol. 005</p>	<p>26. removal of an appointee of the Board</p>
	<p>27. adopt, amend or repeal a policy of the Board.</p>
	<p>When votes are being taken and there are no nays or abstentions, the chair will follow with the words "the secretary will please record a unanimous roll call vote." If the vote was not unanimous, the chair will note for the secretary the nays or abstentions.</p>
	<p>Section 9. <u>Minutes</u></p>
<p>65 P.S. 271 et seq</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

<p>SC 433</p> <p>SC 433</p> <p>Pol. 006 Sec. 4c</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 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.</p> <p>The approved minutes shall be signed by the Secretary of the Board.</p> <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 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.</p> <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> <p>a. employment issues</p> <p>b. labor relations</p> <p>c. the purchase or lease of real estate</p> <p>d. consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation</p> <p>e. matters which 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>
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<p>School Code 212, 224, 324, 405, 408, 421, 422, 423, 426, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503, 3601, 3603</p> <p>PA Constitution Art. III Sec. I(a) Art. IV Sec. 6</p> <p>Board Policy 004, 005, 006 Sec. 4c</p>	<p>Section 12. <u>Discussion Sessions</u></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 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.</p>
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