

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: March 10, 1997

REVISED: January 2, 2007

<p>65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 422</p> <p>SC 405, 426, 427, 428</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 are unable to 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 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> <p>Section 3. <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> <p>Section 4. <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>
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<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Section 5. <u>Notice</u></p>
<p>65 Pa. C.S.A. Sec. 703, 709</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>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<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>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>b. Notice of all special meetings shall be given by publication, 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 Pa. C.S.A. Sec. 703</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 Pa. C.S.A. Sec. 709</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 Pa. C.S.A. Sec. 701 et seq SC 421</p>	<p>e. Notice of all public meetings shall be given to any newspaper circulating in Lehigh County and Northampton 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>Section 6. <u>Regular Meetings</u></p>
	<p>At the organization meeting of the Board held annually in December, the Board shall establish the time and place of all regular Board meetings. Such meetings shall be held at least once every two (2) months. Having established the time and place of all regular meetings, it shall be assumed that each member has notice of these meetings and no additional notice is required.</p>
	<p>Meetings of the Board shall be held in the Board room in the Slatington Elementary School, 1201 Shadow Oaks Lane, Slatington, Pennsylvania, on the first and second Monday of the month at 7:30 p.m.</p>
	<p>Meetings to be held at locations or times other than as stated above shall require a written notice to members of the Board and publication thereof.</p>

The meetings for organization and the stated meetings provided for by these rules and any 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, unless altered by the chairperson:

- a. Roll Call.
- b. Review and Approval of the Minutes of the Preceding Meeting.
- c. Recognition of Guests on Agenda Items.
- d. Special Board Reports.
- e. Personnel.
- f. Curriculum and Instruction.
- g. Conferences.
- h. Policy.
- i. Old Business.
- j. New Business.
- k. Financial.
- l. Correspondence.
- m. Information.
- n. Recognition of Guests.
- o. Adjournment.

<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 7. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes.</p>
<p>SC 426</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 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 Pol. 903</p>	<p>Section 8. <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>SC 324</p>	<p>Section 9. <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 voice vote shall be sufficient except that any Board member may ask for a roll call vote on any issue.</p>
<p>SC 609</p>	<p>a. The following action requires the unanimous consent of all remaining members of the Board:</p> <p>Appoint as attorney or solicitor of the Board a school director who has served for two (2) consecutive terms of four (4) years each after resigning his/her office.</p>
<p>SC 687</p>	<p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:</p>
<p>SC 634</p>	<p>1. Transfer of budgeted funds.</p>
<p>SC 687</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 634</p>	<p>3. Incur a temporary debt or borrow money upon an obligation.</p>
<p>SC 687</p>	<p>4. Incur a temporary debt to meet an emergency or catastrophe.</p>

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 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 school directors:
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 the assistant district Superintendents.
Pol. 005, 606	4. Appointing teachers and principals.
Pol. 605	5. Adopting the annual budget.
Pol. 107	6. Appointing tax collectors and other appointees.
SC 621	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.

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).
	15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
SC 224	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 by the intermediate unit.
SC 514, 1080	18. Dismissal, after hearing, of a nontenured employee.
SC 212	19. Adoption of a corporate seal for the district.
SC 702	20. Determination of the location and amount of any real estate required by the school district for school purposes.
SC 708	21. Vacating and abandoning property to which the Board has title.
SC 1503	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.
Pol. 004	23. Removal of a school director.
Pol. 004	24. Declaration that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	25. Removal of an office of the Board.
Pol. 005	26. Removal of an appointee of the Board.
Pol. 003	27. Adopt, amend or repeal a policy of the Board.

<p>65 Pa. C.S.A. Sec. 706 SC 518</p>	<p>Section 10. <u>Minutes</u></p>
<p>65 Pa. C.S.A. Sec. 705</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>
	<ul 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.
	<ul style="list-style-type: none"> 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.
	<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 prior months two (2) Board meetings no later than three (3) days before the first regular Board meeting of the next month.</p>
<p>SC 433</p>	<p>The minutes of Board meetings shall be approved at the next succeeding meeting.</p>
<p>SC 433</p>	<p>The approved minutes shall be signed by the Secretary of the Board.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 11. <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 Board policy.</p>

65 Pa. C.S.A. Sec. 707, 708	<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 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. 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. <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
65 Pa. C.S.A. Sec. 701 et seq	<p>Section 13. <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>
65 Pa. C.S.A. Sec. 703, 709	<p>Section 14. <u>Committee Meetings</u></p> <p>Committee meetings may be called at any time by the committee chairperson, with proper public notice.</p>
65 Pa. C.S.A. Sec. 701 et seq	<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. Committees are advisory in nature.</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.

Board members who are not committee members but who attend committee meetings may not vote during committee meetings unless designated as the alternate by the chair or the committee.

References:

School Code – 24 P.S. Sec. 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

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq

Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 903