

Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
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Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. 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 law, state regulations or Board procedures.[\[1\]](#)[\[2\]](#)

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the school directors~~Board members~~ present at such a meeting may adjourn to another time.[\[3\]](#)

Presiding Officer

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 school director~~Board member~~ shall be elected President pro tempore by a plurality~~majority~~ of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Notice

Notice of all open public Board meetings, including committee meetings and work 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 posting of such notice at the administrative offices of the Board.[\[8\]](#)[\[9\]](#)

1. 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.[\[8\]](#)[\[9\]](#)
2. 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.[\[8\]](#)[\[9\]](#)
3. 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.[\[8\]](#)[\[9\]](#)
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.[\[8\]](#)

5. Notice of all public meetings shall be given to any newspaper(s) circulating in Crawford County and any 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.[\[9\]](#)

Notice of all rescheduled meetings and special meetings shall be given to each school director~~Board members~~ no later than twenty-four (24) hours prior to the time of the meeting.[\[10\]](#)[\[9\]](#)

Regular Meetings

Regular meetings of the Board shall be public and shall be held every month ~~in~~at the Instructional Support Center, 11280 Mercer Pike, Meadville, PA at per advertised meeting time.[\[11\]](#)[\[2\]](#)

1. Agenda

It shall be the responsibility of the Superintendent~~Board Secretary~~, in cooperation with the Board President and Board Secretary~~Superintendent~~, to prepare an agenda of the items of business to come before the Board at each regular meeting.

The public, staff and Board members are encouraged to have input into the agenda. Anyone desiring to provide input should contact the Board Secretary at least ten (10) days prior to the scheduled meeting.

The agenda, together with all relevant reports as can be completed, shall be provided to each Board member at least four (4) days before the meeting.

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

2. Order Of Business

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

- Call to Order
- Roll Call
- Pledge of Allegiance
- Notice of Executive Session
- Public Comments
- Student Representatives
- Presentations/Announcements
- General Resolution
- Minutes
- ~~Financial Reports~~
- Committee Reports
- Administration
- Other Public/Board Comments
- Adjournment

Special Meetings

Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by law~~the Sunshine Act~~.[\[10\]](#)[\[5\]](#)[\[2\]](#)

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~~Board members~~. 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~~Board members~~.^[5]

No business shall be transacted at any special meeting except that named in the notice sent to membersschool directors for such special meeting.^[10]

Public Participation

At each public Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment~~District residents and taxpayers present at a Board meeting may address the Board~~ in accordance with law and Board procedures and policy.^[2]^[12]

Voting

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

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director~~Board member~~.

Special Voting Requirements -

***Indicates actions for which the minutes also must reflect how each school director voted.**

~~All Board members shall be expected to abstain from voting in all situations where there may be a possible conflict of interest.~~

1. ~~The following a~~Actions requiring the unanimous affirmative vote~~consent~~ of all remaining members of the Board~~remaining in office~~:^[13]
 - a. Appoint as ~~attorney or solicitor of the Board~~a former school director~~Board member~~ who has resigned, before the expiration of the term for which the director was elected~~served for two (2) consecutive terms~~.
 - b. Appoint as Board Secretary ~~to the Board~~a school director~~Board member~~ who has resigned, before the expiration of the term for which the director was elected~~his/her office~~.
2. ~~The following a~~Actions requiring the recorded~~affirmative~~ votes of two-thirds of the full membership~~number~~ of Board ~~members~~:
 - a. Transferring, during the first three (3) months of the fiscal year, of budgeted funds set apart or appropriated to a particular item of expenditure. ~~*during the first three (3) months of the fiscal year.~~^[14]^[15]^[16]^[17]
 - b. Adding or increasing appropriations ~~Incur a temporary debt~~ to meet an emergency or catastrophe.*^[15]^[17]
 - c. Hiring as~~Elect to~~ a teaching position ~~a person who has served as~~ a former school director~~Board member and~~ who has resigned, before the expiration of the term for which the director was elected.*¹⁴^[15]^[13]
 - d. Conveying land or buildings to certain charities or other public agencies with following prescribed valuation procedures or with more favorable financing. ~~*the municipality co-terminus with the school district in accordance with law.~~^[15]^[18]^[16]

- e. Incurring temporary debt (non-emergency).* [17][20] ~~Adopt or change textbooks without the recommendation of the Superintendent.~~[17]
 - f. Dismissing a tenured professional employee after a hearing, ~~a tenured professional employee.~~*[185][21].
 - g. Fix the fiscal year to begin on the first day of January.[19]
3. ~~The following~~ actions requiring the recorded affirmative votes of two-thirds of those voting in the presence of a quorum ~~a majority of the full number of Board members:~~
- a. Incurring temporary debt to meet an emergency or catastrophe. * [15][17] ~~Fixing the length of school term.~~[20]
 - b. Adopting or changing textbooks without the recommended ~~of~~by the Superintendent.[15][23][20][21]

4. Actions requiring the affirmative votes of a majority of the full membership of the Board:

- a. Fixing the length of the school term. * [15]
- b. Adopting textbooks recommended by the Superintendent. * [15][24]
- c. Appointing the district Superintendent and Assistant Superintendent(s).*[15][25][20][22][23]
- d. Appointing teachers and principals.*[15][20]
- e. Adopting the annual budget.*[15][17][20][24]
- f. Appointing tax collectors and other appointees.*[15][28][29][20][25][26]
- g. Levying and assessing taxes.*[15][30][20][27]
- h. Purchasing, selling, or condemning land.*[15][20]
- i. Locating new buildings or changing the location of old ones.*[15][20]
- j. Creating or increasing any indebtedness.* [15]
- k. Adopting planned instruction.[15][30][20][28]
- l. Establishing additional schools or departments.*[15][20]
- m. Designating depositories for school funds.*[15][32][33][20][29]
- n. ~~Expending district funds.~~
- o. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.*[15][17][30]
- p. 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 bid requirements).*[15][34][20][31]
- q. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.*[15][20]
- r. Combining or reorganizing into a larger school district.[42][32]

- s. 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.*
[15][20]
- t. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher employee.*[15][35][36][20][33][34]
- u. Adopting a corporate seal for the district.[43][35]
- v. Determining the location and amount of any real estate required by the school district for school purposes.*[15][37][36]
- w. Vacating and abandoning property to which the Board has title.*[15][38][37]
- x. Appointing a school director to fill a vacancy on the Board. *[15][39] ~~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.~~[38]
- y. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board. [5]
- z. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[40][39]
- aa. Adopting, amending or repealing Board procedures and policy.[41][40]

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[44][45][46]

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of his/her office or any confidential information received through his/her holding public office for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.[44]

De minimis economic impact – an economic consequence which has an insignificant effect.[44]

Immediate family – parent, spouse, child, brother or sister.[44]

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.[44]

2. Relative recommended for appointment to or dismissal from a teaching position.[21][47]

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[45][46]

Minutes

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: [48][49][41][42]

1. Date, place, and time of the meeting.
2. Names of school directors~~Board members~~ present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken. [43]
7. Names of all citizens who appeared officially and the subject of their testimony~~public complaint~~.

The Board Secretary shall provide each school director~~Board member~~ with a copy of the minutes of the last meeting prior to the next regular meeting. [1]

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary. [51]~~The minutes must be approved by the Board before being made available to the public.~~ [44][45]

Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule. [1][52][53][46][45]

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy. [8][9][54][47]

Executive Session

The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of a public 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 public meeting prior to or after the executive session. [48][49]

The Board may discuss the following matters in executive session:

1. Employment or appointment issues, in accordance with law.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.

6. School safety and security, of a nature that if conducted in public, would:[12]

- a. Be reasonably likely to impair the effectiveness of school safety measures.
- b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

Official actions based on discussions held in executive session shall be taken at a public meeting.

Work Sessions

The Board may meet as a Committee of the Whole in a public meeting to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.[2][47]

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors~~Board members~~. Public notice of the meeting shall be made in accordance with Board procedures.[47]

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[8][9]

Committee Meetings

Committee meetings may be called at any time by the committee chairperson, with proper public notice.[8][9][47]

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 school directors~~Board members~~, and the Superintendent.[2]

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.

Legal	1. 24 P.S. 407
	2. 65 Pa. C.S.A. 701 et seq
	3. 24 P.S. 422
	4. 24 P.S. 405
	5. 24 P.S. 426
	6. 24 P.S. 427
	7. 24 P.S. 428
	8. 65 Pa. C.S.A. 703
	9. 65 Pa. C.S.A. 709
	10. 24 P.S. 423
	11. 24 P.S. 421
	12. Pol. 903
	13. 24 P.S. 324
	14. 24 P.S. 609
	15. 24 P.S. 687

16. 24 P.S. 707
17. 24 P.S. 803
18. 24 P.S. 1129
19. 24 P.S. 671
20. 24 P.S. 508
21. Pol. 108
22. 24 P.S. 1071
23. 24 P.S. 1076
24. Pol. 604
25. Pol. 005
26. Pol. 606
27. Pol. 605
28. Pol. 107
29. 24 P.S. 621
30. Pol. 612
31. Pol. 610
32. 24 P.S. 224
33. 24 P.S. 514
34. 24 P.S. 1080
35. 24 P.S. 212
36. 24 P.S. 702
37. 24 P.S. 708
38. 24 P.S. 1503
39. Pol. 004
40. Pol. 003
41. 24 P.S. 518
42. 65 Pa. C.S.A. 706
43. 65 Pa. C.S.A. 705
44. 24 P.S. 433
45. Pol. 801
46. Pol. 800
47. Pol. 006
48. 65 Pa. C.S.A. 707
49. 65 Pa. C.S.A. 708
24 P.S. 408
24 P.S. 634
24 P.S. 1075
24 P.S. 1077
24 P.S. 1111

