

Section 5. Meetings

- I. Pursuant to the Open Meeting Law (Act 84 of 1986) notice is hereby given that the Board of Education of the Muhlenberg School District will meet at 7:00 p.m., prevailing time, except as noted otherwise, in the First Floor Lecture Hall of Muhlenberg High School, Sharp Avenue & Frances Street, Laureldale, Pennsylvania, on dates as designated during the calendar year. The first meeting of each respective month will be designated as the Committee-of-the-Whole Meeting and the second meeting of each respective month is designated as the Regularly Scheduled Board Meeting except for July and August, when the meetings will be held on the same night. The primary purpose of the Committee of the Whole meetings is to review and discuss business which may be acted upon at the next or future regular meeting. The Board reserves the right, and hereby gives notice, however, that it may take formal action at the Committee of the Whole meetings on such matters as it deems necessary from time to time.
  - A. Robert's Rules of Order, Newly Revised, shall govern the Board in its deliberations, except as otherwise provided by statute, rules of the State Board, or these procedures.
  - B. A quorum shall be five (5) school directors present at a meeting. No business shall be conducted at a meeting without a quorum present, but the directors at such a meeting may adjourn to another time.
  - C. All regular and special meetings of the board are audio taped. Audio tapes shall be destroyed after completion of the state audit of recorded minutes.
  - D. At all regular meetings, unless ordered by two-thirds of the school directors in attendance, the meeting will proceed with the following order of business:
    - I. Roll Call
    - II. Pledge of Allegiance to the Flag
    - III. Student Council
    - IV. Educational Presentation
    - V. Hearing of Visitors
    - VI. Committees
    - VII. Solicitor's Comments
    - VIII. Superintendent's Comments
    - IX. Board Business
      - A. Personnel
      - B. Management
      - C. Physical Plant & Transportation
      - D. Budget & Finance
      - E. Education
      - F. Student Activities
    - X. Old Business
    - XI. New Business
    - XII. Review and Approval of Minutes
    - XIII. Communications
    - XIV. Hearing of Visitors
    - XV. Board Visitor of the Month
    - XVI. Review of Board Meetings and Calendar of Events
    - XVII. Adjournment

Section 7. Public Participation

- I. At each regular and special meeting of the Board, a reasonable opportunity will be provided for taxpayers and/or residents to comment on matters of concern, official action, or deliberation which are or may be before the Board.
  - A. The Board shall accept public comment prior to any official action being taken by the Board (Act 93 of 1998). The Board shall accept additional public comment before the meeting is adjourned.
  - B. Public presentations are limited to approximately two minutes per person. Residents or taxpayers who desire to address the board for more than two minutes shall notify the office of the superintendent prior to the meeting. Individuals making such requests shall identify the purpose of their request in general terms and may be asked to submit their comments in writing for Board consideration.
  - C. The President shall determine the allotment of time for public discussion during the meeting.
  - D. If the Board determines that there is not sufficient time at a meeting for residents or taxpayers to comment, the Board may defer the comment period to the next regular meeting or to a special meeting occurring in advance of the next regular meeting.

Section 11. Executive Session

- I. To the extent permitted by the Sunshine Act, executive sessions shall be held pertaining to confidential and sensitive matters relating to any one of the following purposes:
  1. Discussion of personnel issues
  2. Matters relating to collective bargaining or arbitration
  3. To consider the purchase or lease of real property
  4. To consult with an attorney or other professional adviser concerning litigation or potential litigation
  5. To discuss matters that are privileged under law
- A. Executive sessions shall be closed to the public and news media.
- B. No minutes shall be recorded in the executive session. Board members and any persons attending the session are duty bound not to disclose the topic or the details of discussion of executive sessions.

Established: 4/14/2010