

# MUHLENBERG SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: April 14, 2010

REVISED:

	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>The Board shall adopt rules and regulations for the conduct of meetings and maintenance of order.</p> <p>All Board meetings shall be conducted in an orderly and business-like manner. Robert’s Rules of Order, Newly Revised, shall govern the Board in its deliberations in all cases in which it is consistent with law, state regulations or Board procedures.</p> <p>Section 2. <u>Quorum</u></p> <p>A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p> <p>Section 3. <u>Presiding Officer</u></p> <p>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 Board member 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> <p>The President is responsible for the orderly conduct of the meeting and shall rule on matters such as the appropriateness of the subject being presented, the suitability of the time for such a presentation, and public decorum. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.</p>
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SC 407  
65 Pa. C.S.A.  
Sec. 701 et seq

SC 422

SC 405, 426, 427,  
428

Pol. 903

<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Section 4. <u>Notice</u></p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Notice of all 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 in all district buildings and on the district web site.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>a. 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.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>b. 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.</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>SC 423</p>	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Berks County and any media representative, 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>Pol. 005</p>	<p>Section 5. <u>Committee Of The Whole</u></p>
	<p>The Board shall meet on a regular and as needed basis 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. Official action may be taken by the Board at any Committee of the Whole meeting.</p>
	<p>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 Board members. Public notice of the meeting shall be made in accordance with Board procedures.</p>

<p>SC 421 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 6. <u>Regular Meetings</u></p> <p>The Board shall establish a schedule of regular meetings at the annual organization meeting which shall be legally advertised.</p> <p>Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board President, and administrative team to prepare an agenda of the items of business to come before the Board at each regular meeting.</p> <p>For all regular meetings, each Board member will receive an agenda three (3) days preceding the meeting, except where holidays or other special circumstances necessitate another date of delivery.</p> <p>Additions and amendments to the agenda will be presented at the meeting prior to a formal vote by the Board.</p>
<p>SC 426</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>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) 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 Board members.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p>	<p>Section 8. <u>Public Participation And Media Coverage</u></p> <p>District residents present at a Board meeting may address the Board in accordance with law and Board procedures and policy.</p>
<p>Pol. 911</p>	<p>Agendas of all Board meetings will be made available to all media representatives who attend a meeting.</p>

	<p>Immediately following a regular or special meeting, a courtesy copy of all exhibits, except those of a confidential nature, will be available to the media representatives upon request.</p> <p>In the event that representatives of the news media are unable to attend a meeting, a summary of the Board action will be made available upon request to the Superintendent or designee.</p> <p>Section 9. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.</p> <p>All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.</p>
SC 324	<p>a. The following action requires the unanimous consent of all remaining members of the Board:</p> <ol style="list-style-type: none"> <li>1. Appoint as attorney or solicitor of the Board a school director who has served for two (2) consecutive terms of six (6) years each after resigning his/her office.</li> </ol> <p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p>
SC 609, 687	<ol style="list-style-type: none"> <li>1. Transfer of budgeted funds during the first three (3) months of the fiscal year.</li> </ol>
SC 687	<ol style="list-style-type: none"> <li>2. Incur a temporary debt to meet an emergency or catastrophe.</li> </ol>
SC 324	<ol style="list-style-type: none"> <li>3. Elect to a teaching position a person who has served as a Board member and who has resigned.</li> </ol>
SC 707	<ol style="list-style-type: none"> <li>4. Convey land or buildings to the municipality co-terminus with the school district in accordance with law.</li> </ol>
SC 803	<ol style="list-style-type: none"> <li>5. Adopt or change textbooks without the recommendation of the Superintendent.</li> </ol>
SC 1129	<ol style="list-style-type: none"> <li>6. Dismiss, after a hearing, a tenured professional employee.</li> </ol>
SC 640	<ol style="list-style-type: none"> <li>7. Borrowing in anticipation of current revenues.</li> </ol>

<p>SC 508</p> <p>SC 508 Pol. 108</p> <p>SC 508, 1071, 1076</p> <p>SC 508</p> <p>SC 508 Pol. 604</p> <p>SC 508 Pol. 005, 606</p> <p>SC 508 Pol. 605</p> <p>SC 508</p> <p>SC 508</p> <p>SC 508 Pol. 107</p> <p>SC 508</p> <p>SC 508, 621</p> <p>SC 687 Pol. 612</p> <p>SC 508 Pol. 610</p>	<p>c. The following actions require the recorded affirmative votes of a majority of the full number of Board members:</p> <ol style="list-style-type: none"> <li>1. Fixing the length of school term.</li> <li>2. Adopting textbooks recommended by the Superintendent.</li> <li>3. Appointing the district Superintendent and Assistant Superintendent(s).</li> <li>4. Appointing teachers and principals.</li> <li>5. Adopting the annual budget.</li> <li>6. Appointing tax collectors and other appointees.</li> <li>7. Levying and assessing taxes.</li> <li>8. Purchasing, selling, or condemning land.</li> <li>9. Locating new buildings or changing the location of old ones.</li> <li>10. Adopting planned instruction.</li> <li>11. Establishing additional schools or departments.</li> <li>12. Designating depositories for school funds.</li> <li>13. Expending district funds.</li> <li>14. 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.</li> <li>15. 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).</li> </ol>
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SC 508	16. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
SC 224	17. Combining or reorganizing into a larger school district.
SC 508	18. 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 508, 514, 1080	19. Dismissing, after a hearing, a nontenured employee.
SC 212	20. Adopting a corporate seal for the district.
SC 702	21. Determining the location and amount of any real estate required by the school district for school purposes.
SC 708	22. Vacating and abandoning property to which the Board has title.
SC 1503	23. 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.
Pol. 004	24. Removing a school director.
Pol. 004	25. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	26. Removing an officer of the Board.
Pol. 005	27. Removing an appointee of the Board.
Pol. 003	28. Adopting, amending or repealing Board procedures and policy.
SC 518 65 Pa. C.S.A. Sec. 706	<p>Section 10. <u>Minutes</u></p> <p>The Board Secretary 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 include:</p> <p>a. Date, place, and time of the meeting.</p>

<p>65 Pa. C.S.A. Sec. 705</p>	<ul style="list-style-type: none"> <li>b. Names of Board members present.</li> <li>c. Presiding officer.</li> <li>d. Substance of all official actions.</li> <li>e. Actions taken.</li> <li>f. Recorded votes and a record by individual members of all roll call votes taken.</li> <li>g. Names of all residents who appeared officially and the subject of their testimony.</li> <li>h. All resolutions and any exhibits referred to therein, and motions recorded in full. Documents not a part of a formal motion may be omitted if they are referred to and identified by some method.</li> <li>i. A complete record of the disposition of all matters on which the Board has either taken action or not resolved.</li> </ul>
<p>SC 407</p>	<p>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting. Corrections may be made at the meeting at which they are to be approved.</p>
<p>SC 433</p>	<p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.</p>
<p>SC 407 Pol. 800, 801</p>	<p>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.</p> <p>Section 11. <u>Adjournment</u></p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. 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 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.</p> <p>The Board may discuss the following matters in executive session:</p> <ul style="list-style-type: none"><li>a. Employment issues.</li><li>b. Labor relations.</li><li>c. Purchase or lease of real estate.</li><li>d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.</li><li>e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.</li></ul> <p>No official action shall be taken at executive sessions. To take final action on any matter discussed, the Board shall convene or reconvene in open session.</p>
65 Pa. C.S.A. Sec. 701 et seq Pol. 006	<p>Section 13. <u>Work Sessions</u></p> <p>The Board may meet on an as needed basis as a work session in a public meeting to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures. No official action shall be taken by the Board at any work session meeting.</p> <p>A work session, 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 Board members. Public notice of the meeting shall be made in accordance with Board procedures.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>The Board Secretary shall provide notice of a meeting of the work session in accordance with Board procedures.</p>

References:

School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 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, 612, 800, 801, 903, 911