

# WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: January 22, 2001

REVISED: February 23, 2015

<p>SC 407 65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 422</p> <p>SC 405, 426, 427, 428</p> <p>65 Pa. C.S.A. Sec. 703, 709</p> <p>65 Pa. C.S.A. Sec. 703, 709</p> <p>65 Pa. C.S.A.</p>	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <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 present at such a meeting may adjourn to another time.</p> <p>Section 2. <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> <p>Section 3. <u>Notice</u></p> <p>Notice of all open public meetings of the Board, including committee meetings and discussion 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 the posting of such notice at the administrative offices of the Board.</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 four (4) days prior to the time of the first regular meeting.</p> <p>b. Notice of all special meetings shall be given by publication and posting of notice</p>
---	--

<p>Sec. 703, 709</p>	<p>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. In the case of an emergency meeting, the Board will give such public notice as may be practical under the circumstances.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</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. 703</p>	<p>d. 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.</p>
<p>65 Pa. C.S.A. Sec. 709</p>	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Delaware County and a radio or television station which so requests.</p>
<p>SC 423 65 Pa. C.S.A. Sec. 709</p>	<p>Notice of all regular meetings of the Board shall be given to school directors prior to the time of the meeting.</p>
<p>SC 423 65 Pa. C.S.A. Sec. 709</p>	<p>Notice of all rescheduled meetings and special meetings shall be given to Board members no later than twenty-four (24) hours prior to the time of the meeting.</p> <p>Notice of executive sessions, if not previously announced, shall be provided in writing to members of the Board at least twenty-four (24) hours prior to the executive session.</p>
<p>65 Pa. C.S.A. Sec. 709</p>	<p>Any person who desires direct notification by mail of official Board meetings may obtain such by supplying the school district in advance with self-addressed, postage prepaid envelopes for this purpose.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 4. <u>Official Meetings</u></p>
<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>An official meeting of the Board shall be any prearranged and advertised gathering of Board members which is attended or participated by a quorum held for the purpose of deliberating about school district business or taking official action.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Official meetings include, but are not limited to, business meetings, committee meetings, special meetings, and emergency meetings of the Board. All official meetings of the Board shall be open meetings.</p>

SC 421  
65 Pa. C.S.A.  
Sec. 701 et seq

Section 5 Regular Business Meetings

a.

The Board shall conduct one or two monthly business meeting in accordance with a schedule determined at the annual organization meeting in December.

Business meetings follow an agenda prepared, with supplemental material, four (4) days in advance and distributed to the Board members. Copies of the agenda are made available to the public at the meeting.

It is the desire of the Board that meetings follow the agenda in an orderly procedure with time allotted for local resident contributions to agenda items or other relevant statements pertaining to the district.

b. Order Of Business

The regular business meetings of the Board shall use the following agenda:

Call to Order

Pledge of Allegiance

Announcement of Executive Session (if needed)

Report of Student Representative

Superintendent's Report

Focus Topic

Audience Recognition: Response to Topics on the Agenda

Items for Action and Information:

1. Minutes
2. Personnel
3. Curriculum and Instruction
4. Finance

<p>SC 423, 426 65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 426</p> <p>SC 423</p>	<p>5. Facilities</p> <p>6. Policies</p> <p>7. Old Business</p> <p>8. New Business</p> <p>Audience Recognition: Response to Items Not on the Agenda</p> <p>Adjournment</p> <p><i>Control Of The Agenda –</i></p> <p>Nothing herein contained shall preclude the Board from:</p> <p>a. Acting on a matter in a normal manner if the Superintendent or the President of the Board declares that an emergency exists. An emergency shall exist when Board action is necessary to prevent physical injury to persons or property, to comply with law, or to meet deadlines which, if allowed to lapse, would subject the school district or its officers and employees to loss of funds, additional expense, civil or criminal penalties, or civil liability.</p> <p>b. Amending and acting upon, in the normal manner, any item properly placed on the agenda other than an additional matter in accordance with this policy.</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 presentation of the written requests 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>No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting.</p>
--	--

<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p> <p>SC 324</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 law and the Board's policy and rules. Where the orderly administration of business or the need to allow multiple parties to be heard so requires, the board may set limits upon the time allotted for public presentation.</p> <p>Section 8. <u>Voting</u></p> <p>No item may be voted upon at any meeting unless placed on the agenda by the administration or any official committee of the Board; or in accordance with the following procedures:</p> <ol style="list-style-type: none"> <li>a. Any motion or resolution will be placed on the agenda for a meeting if requested in writing setting forth the recommended action and a brief statement of the rationale for the action, in the appropriate format, signed by any member of the Board and delivered to the Board Secretary by the close of the business day of the Wednesday preceding the scheduled meeting.</li> <li>b. Such a motion or resolution shall be referred to as an "Additional Matter" and shall be considered after New Business.</li> <li>c. If an Additional Matter is moved and seconded, it shall be a proper subject for debate; otherwise, the Additional Matter shall be deemed defeated.</li> <li>d. Upon the call of the question, the Additional Matter shall be adopted if it receives any combination of at least five (5) affirmative votes and abstentions totaling nine (9) (i.e., all members present, majority approval and no negative votes). If any member of the Board is absent or less than five (5) negative votes are cast, the Additional Matter shall be placed on the agenda for the next business meeting of the Board under New Business, at which time it shall be considered in the normal manner. If five (5) or more negative votes are cast, the Additional Matter shall be defeated.</li> </ol> <p>The following action(s) require(s) the unanimous consent of all remaining members of the Board:</p> <ol style="list-style-type: none"> <li>a. 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.</li> </ol> <p>The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:</p>
---	---

SC 609	a. Transfer of budgeted funds during the first three (3) months of the fiscal year.
SC 687	b. Incur a temporary debt to meet an emergency or catastrophe.
SC 324	c. Elect to a teaching position a person who has served as a school director and who has resigned.
SC 707	d. Convey land or buildings to the municipality coterminus with the school district in accordance with law.
SC 803	e. Adopt or change textbooks without the recommendation of the Superintendent.
SC 1129	f. Dismiss, after a hearing, a tenured professional employee.
	The following actions require the recorded affirmative votes of a majority of the full number of school directors:
SC 508	a. Fixing the length of school term.
SC 508 Pol. 108	b. Adopting textbooks recommended by the Superintendent.
SC 508, 1071, 1076	c. Appointing the district Superintendent and Assistant Superintendent(s).
SC 508	d. Appointing teachers and principals.
SC 508 Pol. 604	e. Adopting the annual budget.
SC 508 Pol. 005, 606	f. Appointing tax collectors and other appointees.
SC 508 Pol. 605	g. Levying and assessing taxes.
SC 508	h. Purchasing, selling, or condemning land.
SC 508	i. Locating new buildings or changing the location of old ones.
SC 508 Pol. 107	j. Adopting planned instruction.

SC 508	k. Establishing additional schools or departments.
SC 508, 621	l. Designating depositories for school funds. m. Expending district funds.
SC 687 Pol. 612	n. 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.
SC 508 Pol. 610	o. 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).
SC 508	p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
SC 224	q. Combining or reorganizing into a larger school district.
SC 508	r. 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	s. Dismissing, after a hearing, a nontenured employee.
SC 212	t. Adopting a corporate seal for the district.
SC 702	u. Determining the location and amount of any real estate required by the school district for school purposes.
SC 708	v. Vacating and abandoning property to which the Board has title.
SC 1503	w. 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	x. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 003	y. Adopting, amending or repealing Board policy or procedure.

<p>SC 518 65 Pa. C.S.A. Sec. 706</p>	<p>Section 9. <u>Minutes</u></p> <p>The Board shall cause to be made, and shall 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"> <li>a. The date, place, and time of the meeting.</li> <li>b. The names of Board members present.</li> <li>c. The presiding officer.</li> <li>d. The 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. The names of all citizens who appeared officially and the subject of their testimony.</li> </ol>
<p>65 Pa. C.S.A. Sec. 705</p>	<p>SC 407</p> <p>The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.</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 an open 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>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 10. <u>Recess/Reconvene</u></p> <p>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 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.</p>
<p>65 Pa. C.S.A.</p>	<p>Section 11. <u>Executive Session</u></p> <p>The Board may hold an executive session, which is not an open meeting, before,</p>



<p>Sec. 707, 708</p>	<p>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> <ol style="list-style-type: none"> <li>a. Employment issues.</li> <li>b. Labor relations.</li> <li>c. The purchase or lease of real estate.</li> <li>d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation.</li> <li>e. Matters which must be conducted in private to protect a lawful privilege or confidentiality.</li> </ol> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
<p>65 Pa. C.S.A. Sec. 701, et seq Pol. 006</p>	<p>Section 12. <u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 13. <u>Committee Meetings</u></p> <p>Committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so.</p> <p>A majority of the total membership of a committee shall constitute a quorum.</p>
<p>65 Pa. C.S.A. Sec. 701, et seq</p>	<p>Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.</p> <p>References:</p> <p>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</p>

	<p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Board Policy – 003, 004, 005, 005.1, 006, 107, 108, 604, 605, 606, 610, 612, 800, 801, 903</p>
--	--