

EAST PENN SCHOOL DISTRICT

SECTION: LOCAL BOARD OPERATIONS

TITLE: MEETINGS

ADOPTED: August 25, 1975

REVISED: April 27, 2009

<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 style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>Robert's Rules of Order, Newly Revised (1990 Edition, 9th Edition) 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 2. <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 3. <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. The act of any person so designated shall be legal and binding.</p> <p>Section 4. <u>Notice</u></p> <p>Notice of all open public meetings of the Board, shall be given by the publication of the date, place, and time of such meetings in the newspaper of general circulation and the posting of such notice at the offices of the Board.</p> <p>a. Notice of regular meetings shall be given by the 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>
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<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, 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 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 circulating in Lehigh 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>SC 423</p>	<p>Notice of each regular meeting of the Board with agenda will be delivered to each member at least four (4) days prior to each meeting.</p>
	<p>Notice of all special meetings shall be given to the members of the Board at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of such special meeting.</p>
	<p>Before actions by the Board are requested or recommended, the Board shall be provided with adequate data and back-up information to assist the Board in reaching sound and objective decisions consistent with established goals.</p>
	<p>Board members are expected to read the information provided them and to contact the Superintendent to request clarification of information provided to assist them in their decision-making responsibilities.</p>
	<p>Section 5. <u>Regular Meetings</u></p>
<p>SC 421 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Regular meetings of the Board shall be public and shall be held at least once every two (2) months. All Board members have the right to suggest items and resolutions to be placed on the agenda.</p>
	<p>a. Board members shall submit agenda items to the Board Secretary in a timely fashion.</p>

<p>65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 426</p> <p>SC 518 65 Pa. C.S.A. Sec. 706</p> <p>65 Pa. C.S.A. Sec. 705</p> <p>SC 407</p>	<p>It shall be the responsibility of the Board President, Superintendent, and Board Secretary to jointly prepare an agenda of the items of business to come before the Board at each regular meeting.</p> <p>b. The President of the Teacher Bargaining Unit shall be given notice of the agenda of all regular or special meetings of the Board. Such notice may be given by phone or mailed to an address designated by the President of the Teacher Bargaining Unit and shall be delivered at least twenty-four (24) hours prior to the scheduled time of the meeting. The President of the Teacher Bargaining Unit shall also receive copies of the minutes of all meetings.</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 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>Section 7. <u>Minutes</u></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> <p>a. The date, place, and time of the meeting.</p> <p>b. The names of Board members present.</p> <p>c. The presiding officer.</p> <p>d. Actions taken.</p> <p>e. Recorded votes and a record by individual members of all roll call votes taken.</p> <p>f. The names of all citizens who are officially recognized and the subject of their testimony.</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>
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SC 433	<p>The minutes of Board meetings shall be approved at the next succeeding meeting, and signed by the Board Secretary.</p>
65 Pa. C.S.A. Sec. 703, 709 Pol. 006	<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 8. <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 a vote of the majority 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 Section 4 of this policy.</p>
	<p>Section 9. <u>Executive Session</u></p>
65 Pa. C.S.A. Sec. 707, 708	<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 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>

<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Section 10. <u>Committee Meetings</u></p> <p>Committee meetings may be called at any time by the committee chairperson with proper public notice.</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. A majority of the committee or the chairperson may invite Board employees, contractors or other persons who may have special knowledge of the area under investigation.</p> <p>Board members who are not committee members but who attend committee meetings may not vote on committee matters.</p>
	<p>Section 11. <u>Board Meeting News Coverage</u></p> <p>Local news media representatives shall be welcome to attend all regular, special and committee meetings. In the event that representatives of the news media are unable to attend a meeting of the Board, they shall be provided an informal summary of important Board actions upon request.</p>
	<p>Section 12. <u>Electronic Recording Of Board Meetings</u></p> <p>The Board may establish reasonable guidelines for electronic recording of meeting proceedings by the media. The purpose of the guidelines adopted shall be to preserve an appropriate meeting decorum and to prevent any disruption to the proper conduct of Board business.</p> <p>If electronic recording devices are to be used, news media representatives are to register with the Board Secretary prior to the opening of the meeting.</p> <p>All meetings may be taped by the Board Secretary.</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, 801, 903