



**SECTION: LOCAL BOARD
PROCEDURES AND GOALS**

POLICY: 006

TITLE: MEETINGS

ORIGINAL: November 5, 2018
CURRENT REVISION: December 13,
2021

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

II. DEFINITIONS

None.

III. POLICY

A. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, state regulations, or Board procedures.

B. Quorum

A quorum shall be a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the directors at such a meeting may adjourn to another time.

C. Presiding Officer

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.

D. Notice

Notice of all open public meetings of the Board, including committee meetings and work sessions, shall be given by the 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.

- 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.
- 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.
- 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.

- d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date, and time of meeting and by sending copies of such notices to interested parties as required by law.
- e. Notice of all public meetings shall be given to any newspaper(s) circulating in the Wissahickon School District or a radio or television station that regularly broadcasts into the district and so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, self-addressed envelope for such notification.

Notice of all regular and special meetings of the Board shall be given to school directors not later than 24 hours prior to the time of the meeting.

Notice of executive sessions, if not previously announced, shall be provided in writing to members of the Board at least 24 hours prior to the executive session, when possible.

E. Regular Meetings

Regular meetings of the Board (including work session public board meetings) shall be public and shall be held at specified places and through a virtual meeting platform at least once every two (2) months. Regular Board meetings may be held solely through a virtual meeting platform, and not in person, due to extenuating circumstances, including, but not limited to, weather, pandemics, public health emergencies, or orders from governmental authorities.

It shall be the responsibility of the Superintendent, in cooperation with the Board President and Vice President, to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda, together with as many supporting documents as can be completed, shall be provided to each school director at least three (3) days before the meeting. Draft copies of the agenda, together with all relevant supporting documents, will be made available in each district building on the Friday before the public meeting. The Board President may remove from the agenda any item of business for which all relevant material and supporting documents have not been prepared, if appropriate, and/or provided to school directors at least three (3) days prior to the meeting. The final agenda for each meeting shall be made available at least twenty-four (24) hours prior to the meeting, through posting the agenda on the district's publicly available website, at the district's main office, and at the meeting location.

F. Special Meetings

Special meetings shall be public, in person and through a virtual meeting platform except when conducted as an executive session in accordance with law and may be called for special or general purposes. Special meetings may be held solely through a virtual meeting platform, and not in person due to extenuating circumstances, including, but not limited to, weather, pandemics, public health emergencies, or orders from governmental authorities.

The President may call a special meeting at any time and shall call a special meeting upon the presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such a meeting may be called at any time by a majority of the school directors. If a special meeting was called for a specific purpose, only that business named in the call sent to school directors for such special meeting shall be transacted.

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

- a. Call To Order
- b. Roll Call
- c. Announcement
- d. Reading Notice of Meeting
- e. Transaction of business for which meeting was called
- f. Adjournment

G. Hearing of Citizens

A member of the public present at a meeting of the Board may address the Board in accordance with the Board's rules, prior to official action of the Board. (See Policy #903).

H. Voting

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

The following action(s) require(s) the unanimous consent of all remaining members of the Board:

- 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.
- b. Appoint as Board Secretary a school director who has resigned his/her office.

The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:

- a. Transfer of budgeted funds appropriated to a particular item of expenditure during the first three (3) months of the fiscal year.
- b. Transfer any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.
- c. Incur a temporary debt or borrow money upon such obligation.
- d. Incur a temporary debt to meet an emergency or catastrophe.
- e. Borrow in anticipation of current revenue.
- f. Elect to a teaching position a person who has served as a school director and who has resigned before the expiration of the term for which the director was elected.
- g. Convey unused and unnecessary land or buildings to the municipality co-terminus with the school district or a volunteer fire company, volunteer ambulance cursive, or volunteer rescue squad located within the district, without consideration or without following the customary requirements for the sale or transfer of district real estate.
- h. Adopt or change textbooks without the recommendation of the Superintendent.
- i. Dismiss, after hearing, a tenured professional employee.
- j. Fix the fiscal year to begin on the first day of January.

The following actions require the recorded affirmative votes of a majority of the full number of school directors:

- a. Fixing the length of school term.
- b. Adopting textbooks recommended by the Superintendent.
- c. Appointing the district Superintendent and district Assistant Superintendents.
- d. Appointing teachers and principals.
- e. Adopting the annual budget.

- f. Appointing tax collectors and other appointees.
- g. Levying and assessing taxes.
- h. Purchasing, selling, or condemning land.
- i. Locating new buildings or changing the location of old ones.
- j. Adopting, modifying, or eliminating programs of instruction.
- k. Establishing additional schools or departments.
- l. Designating depositories for school funds.
- m. Expending district funds.
- n. Entering contracts of any kind, including contracts for the purchase of fuel or contracts for any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).
- o. Fixing salaries or compensation of officers, employees, or other appointees of the Board.
- p. Combining or reorganizing into a larger school district.
- q. Entering 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.
- r. Dismissing, after hearing, a Superintendent, Assistant Superintendent, or a non-tenured employee.
- s. Adopting a corporate seal for the district.
- t. Determining the location and amount of any real estate required by the school district for school purposes.
- u. Vacating and abandoning property to which the Board has title.
- v. 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.
- w. Removing a school director.
- x. Declaring that a vacancy exists on the Board because of the failure or neglect of a school director to qualify.
- y. Removing an officer of the Board.
- z. Removing an appointee of the Board.
- aa. Appointing a school director to fill a vacancy on the Board.
- bb. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.
- cc. Adopting, amending, or repealing a policy of the Board.
- dd. All such matters are not otherwise specified herein as may come before the Board.
- ee. 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.

A school director shall be required to abstain from voting when the issue involves a conflict of interest under the Pa. Public Official and Employee Ethics Act, or the school director's relative is recommended for appointment to or dismissal from a teaching position.

When abstention is required by a conflict of interest, prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public and shall 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.

The Board is encouraged to seek the guidance of the district solicitor or the States Ethics Commission for questions related to conflicts of interest.

I. Minutes

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:

- a. The date, place, and time of the meeting.
- b. The names of school directors are present.
- c. The presiding officer.
- d. The substance of all official actions and a summary of the discussions relating thereto.
- e. Actions taken.
- f. Recorded votes and a record by individual members of all roll call votes taken.
- g. The names of all citizens who appeared officially and the subject of their testimony.

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

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.

Notations and audiovisual recordings shall not be the official record of an open Board meeting but may be made available for public access, in accordance with Board policy.

J. 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 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 by law and Board policy.

K. Executive Session

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.

The Board may discuss the following matters in the executive session:

- 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 complaints that may lead to litigation.
- e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
- f. School safety and security, of a nature that if conducted in public, would:
 1. Be reasonably likely to impair the effectiveness of school safety measures; or
 2. 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.

L. Work Sessions

Work sessions of the Board shall be conducted in the same manner as regular public meetings.

M. Committee Meetings

Committee meetings may be called at any time by the committee chairperson with proper public notice.

Members of the management team will be assigned to each Board committee to assist the Board members of the committee in their work.

Committee meetings shall be open to the public and public notice of such meetings shall be made in accordance with the requirements for public meetings. The chairperson may hold a meeting as an executive session, which will not be open to the public, for any reason for which an executive session of the Board can be held. Committee meetings may be held primarily or entirely through a virtual platform, in accordance with state law in the Commonwealth of PA.

Members of the committee or the chairperson may invite district employees, contractors, or other people who may have special knowledge of the area under discussion to a committee meeting or an executive session.

An agenda of items to be discussed at each committee meeting shall be prepared by the appropriate member of the management team in conjunction with the Board committee chairperson, and written reports or data compilations relating thereto shall be prepared, where appropriate, and shall be provided to each committee member and the Board President at least two (2) days before the meeting. The committee chairperson may remove from the agenda any item of business for which all relevant reports or data compilations have not been prepared and/or provided to committee members at least two (2) days prior to the meeting. The final agenda for each meeting shall be made available at least twenty-four (24) hours prior to the meeting, through posting the agenda on the district's publicly available website, at the district's main office, and at the meeting location.

There will be a designated time for the public comments relating to items on the agenda. Unless modified by the committee chairperson, public comment will be permitted after discussion is concluded on each such item of business. Minutes shall be taken and presented to the committee within ten (10) business days and, thereafter, presented to the Board.

IV. DELEGATION OF AUTHORITY

None.

V. REFERENCES

- 24 P.S. 2-212
- 24 P.S.2- 224
- 24 P.S. 3-315
- 24 P.S. 3-324
- 24 P.S. 4-405
- 24 P.S. 4-407

24 P.S.4-408
24 P.S. 4-421
24 P.S. 4-422
24 P.S. 4-423
24 P.S. 4-425
24 P.S. 4-426
24 P.S. 4-427
24 P.S. 4-428
24 P.S. 4-433
24 P.S. 5-508
24 P.S. 5-514
24 P.S. 5-518
24 P.S. 6-609
24 P.S. 6-621
24 P.S. 6-634
24 P.S. 6-640
24 P.S. 6-671
24 P.S. 6-687
24 P.S. 7-702
24 P.S. 7-707
24 P.S. 7-708
24 P.S. 8-803
24 P.S. 10-1071
24 P.S. 10-1075
24 P.S. 10-1076
24 P.S. 10-1077
24 P.S. 10-1080
24 P.S. 11-1111
24 P.S. 11-1129
65 Pa. C.S.A. 701 et seq
65 Pa. C.S.A. 703
65 Pa. C.S.A. 705
65 Pa. C.S.A. 706
65 Pa. C.S.A. 707
65 Pa. C.S.A. 708
65 Pa. C.S.A. 709
65 Pa. C.S.A. 1101 et seq
65 Pa. C.S.A. 1102
65 Pa. C.S.A. 1103
PA Constitution,
 Art. III, Sec. I(a)
 Art. IV, Sec. 6
Pol. 003
Pol. 004
Pol. 005
Pol. 006
Pol. 107
Pol. 108
Pol. 604
Pol. 605
Pol. 606

Pol. 608
Pol. 610
Pol. 612
Pol. 800
Pol. 801
Pol. 827
Pol. 903