

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: October 14, 1991

REVISED:

	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>65 P.S. 271 et seq Robert's Rules of Order, Newly Revised, including small group rules, 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>SC 422 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>SC 405, 426, 428 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 4. <u>Notice</u></p> <p>65 P.S. 271 et seq Notice of all open public meetings of the Board, including committee meetings and discussion sessions, shall be given by the publication of the date, place, and time of such meetings in the newspaper of general circulation designated by the Board and the posting of such notice at the offices of the Board.</p> <p>65 P.S. 271 et seq 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 P.S. 271 et seq</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>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>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 notice to interested parties.</p>
<p>65 P.S. 271 et seq</p>	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Dauphin 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>65 P.S. 271 et seq SC 421</p>	<p>Section 5. <u>Regular Meetings</u></p> <p>Regular meetings of the Board shall be public and shall be held at least once every two (2) months.</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda, together with all such reports as can be completed, shall be provided each school director at least three (3) days before the meeting.</p>
<p>65 P.S. 271 et seq  SC 426</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>Pol. 903</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 the Board's rules.</p>

	<p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or these procedures.</p> <p>SC 324 a. The following action requires the unanimous consent of all remaining members of the Board:</p> <p style="padding-left: 40px;">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.</p> <p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:</p> <p>SC 609 1. Transfer of budgeted funds.</p> <p>SC 687 2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.</p> <p>SC 634 3. Incur a temporary debt or borrow money upon an obligation.</p> <p>SC 687 4. Incur a temporary debt to meet an emergency or catastrophe.</p> <p>SC 324 5. Elect to a teaching position a person who has served as a school director and who has resigned.</p> <p>SC 707 6. Convey land or buildings to the municipality co-terminus with the school district.</p> <p>SC 803 7. Adopt or change textbooks without the recommendation of the Superintendent.</p> <p>SC 1129 8. Dismiss after hearing of a tenured professional employee.</p> <p>Art. 111 Sec. 1.a 9. Adopt, amend, or repeal a Board procedure.</p> <p>SC 508 c. The following actions require the recorded affirmative votes of a majority of the full number of school directors:</p> <p>1. Fixing the length of school term.</p>
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<p>SC 1071, 1073, 1076, 1080</p>	<p>2. Adopting textbooks recommended by the Superintendent.</p> <p>3. Appointing the district Superintendent, and the Assistant Superintendents.</p>
<p>SC 1111, 1129</p>	<p>4. Appointing teachers and principals.</p> <p>5. Adopting the annual budget.</p> <p>6. Appointing tax collectors and other appointees.</p> <p>7. Levying and assessing taxes.</p> <p>8. Purchasing, selling or condemning land.</p> <p>9. Locating new buildings or changing the location of old ones.</p> <p>10. Adopting courses of study.</p> <p>11. Establishing additional schools or departments.</p>
<p>SC 621</p>	<p>12. Designating depositories for school funds.</p> <p>13. Expending district funds.</p>
<p>Pol. 610</p>	<p>14. 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).</p>
<p>SC 1075, 1077</p>	<p>15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.</p>
<p>SC 224</p>	<p>16. Combining or reorganizing into a larger school district.</p>
<p>SC 508</p>	<p>17. 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.</p>
<p>SC 508, 514, 1080</p>	<p>18. Dismissing after hearing of a nontenured employee.</p>
<p>SC 212</p>	<p>19. Adopting a corporate seal for the district.</p>

SC 702	19. Determining the location and amount of any real estate required by the school district for school purposes.
SC 708	20. Vacating and abandoning property to which the Board has title.
SC 1503	21. 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	22. Removing of a school director.
SC 004	23. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 006	24. Removing an officer of the Board.
Pol. 005	25. Removing an appointee of the Board.
	26. Adopting, amending or repealing a policy of the Board.
	Section 9. <u>Minutes</u>
65 P.S. 271 et seq	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:
	<ul style="list-style-type: none"> <li>a. The date, place and time of the meeting.</li> <li>b. The names of 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> </ul>
	The Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.

<p>SC 433</p> <p>Pol. 006 Sec. 4, c</p> <p>65 P.S. Sec. 277, 278</p>	<p>Tape recordings may be made of each meeting of the Board.</p> <p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Secretary of the Board.</p> <p>Section 10. <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 the majority of those present and voting. 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 Pol. 006, Sec. 4, c.</p> <p>Section 11. <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 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"><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></ul> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
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