

SECTION: LOCAL BOARD
 PROCEDURES
 TITLE: MEETINGS
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 April 19, 2000
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 March 19, 2008

CALIFORNIA AREA SCHOOL DISTRICT

006 - MEETINGS	
65 P.S. § 271 et seq.	<p>Section 1. <u>Definition</u></p> <p>“Meeting” – Any prearranged gathering of a quorum of the Board of School Directors, or a quorum of an Committee thereof, held for the purpose of taking official action, or for the purpose of rendering advice or making a recommendation with regard to School District business, including the framing, preparation, or enactment of resolutions, policy, or regulations, the creation of liability by contract or otherwise, or the adjudication of rights, duties and responsibilities.</p>
SC 422	<p>Section 2. <u>Parliamentary Authority</u></p> <p>Robert’s Rules of Order, Newly Revised, including smaller group rules shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, rules of the Sate Board, or these procedures.</p>
SC 426, 428, 405	<p>Section 3. <u>Quorum</u></p> <p>A quorum of the Board of School Directors 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 4. <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, first Vice-President and second 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>65 P.S. § 271 et seq.</p>	<p>Section 5. <u>Notice</u></p> <p>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.</p>	<p>The regular meetings of the Board of School Direction of the California Area School District shall be held on the third Wednesday of each month, at the time and public place set forth in the duly advertised notice of such meetings. The Board retains the right, however, to modify this schedule, upon proper notice given, to accommodate holidays, conferences, emergency situations, and/or other exigencies.</p>
<p>65 P.S. § 271 et seq.</p>	<p>a. Notice of regular meetings shall be given by the publication , 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 P.S. § 271 et seq.</p>	<p>b. Notice of all special meetings shall be given by publication, 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 P.S. § 271 et seq.</p>	<p>c. Notice of all rescheduled meetings shall be given by publication, posting of notice at least twenty-four (24) hours prior to the time of the meeting.</p>
<p>65 P.S. § 271 et seq.</p>	<p>d. Notice of all recessed and 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 P.S. § 271 et seq.</p>	<p>e. Notice of all public meetings shall be given to any newspaper circulating in Washington 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.</p>	<p>f. No published notice shall be required for an emergency meeting scheduled to deal with a real or potential emergency involving a clear and present danger to life or property.</p>
<p>65 P.S. § 271 et seq.</p>	<p>g. No published notice shall be required for a recessed and reconvened meeting, but, at the close of the meeting which is to be reconvened, oral notice of a date, time and place of the reconvening of the meeting shall be given.</p>

- h. Regardless of whether published notice is required, notice of any and all meetings of the Board, or a Committee thereof, shall be posted at the site of the meeting.
- i. Secretary to the Board shall also provide, upon request, copies of all notices of regular, special or rescheduled regular or special meetings, of the Board or a Committee thereof, to any media representative or other interested party, if the media representative or interested party provides the Secretary with a stamped, self-addressed envelope prior to the meeting for which the request is made.

Section 6. Regular meetings

65 P.S. § 271 et
sep., SC 421

Regular meetings of the Board shall be public and shall be held at 7:00 p.m. on the third Wednesday of each month at the High School cafeteria.

- a. It shall be the responsibility of the Superintendent and 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.
- b. The order of business shall be as follows, unless altered by the chairperson:
 - I. Call to Order
 - II. Pledge of Allegiance
 - III. Roll call
 - IV. Recognition of:
 - A. PTA
 - B. CAEA
 - C. Student Representative
 - D. Special Requests

Special Request – Reserved only for those individuals Completing a form “Request to Address the Board” prior to The Call of Order. (See Appendix “A” attached hereto.) Forms may be obtained from the Board Secretary. The privilege to speak at this time is restricted only to agenda items. Time limit is set at three (3) minutes per individual.

E. Audience Comment/Questions on agenda items only

V. Additions and/or Changes to Accept Agenda

	<ul style="list-style-type: none"> VI. Approval of Minutes VII. Treasurer’s Report VIII. Communications/Correspondence IX. Federal Programs X. Superintendent’s Report XI. Order of Business <ul style="list-style-type: none"> A. Athletics/Activities B. Buildings/Ground C. Education D. Transportation E. Budget/Finance F. Cafeteria G. Personnel H. Technology I. AVTS J. School Board XII. Announcements <ul style="list-style-type: none"> A. Solicitor’s Report XIII. Audience XIV. Adjournment <p>Section 7. <u>Special Meetings</u></p>
<p>65 P.S. § 271 et sep.</p>	<p>Special meetings shall be public and may be called for special or general purposes.</p>
<p>SC 426</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 the majority of the school directors.</p>
<p>Pol 903, 65 P.S. § 710.1</p>	<p>Section 8. <u>Hearing of Citizens</u></p> <p>A member of the public present at a meeting of the Board may address the Board at the beginning or conclusion of the agenda on any item. The time limit is set at three (3) minutes per individual. District residents and taxpayers shall be given the opportunity to comment on items on the agenda prior to the Board taking official action. A general announcement</p>

<p>Sec 324</p> <p>SC 609</p> <p>SC 687</p> <p>SC 634</p> <p>SC 687</p> <p>SC 324</p> <p>SC 707</p> <p>SC 803</p> <p>SC 1129</p>	<p>of items on which the Board will take action which do not appear on the agenda will be made prior to the Board taking official action, and the public shall be provided an opportunity to comment on those items. A copy of the official agenda shall be posted at each meeting, provided that confidential personnel, student, litigation or other information which the District is required to keep confidential shall be redacted from the agenda for public view.</p> <p>Section 9. <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>a. the following action requires the unanimous consent of all remaining members of the Board:</p> <p>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 2/3 of the full number of school directors:</p> <ol style="list-style-type: none"> 1. transfer of budgeted funds 2. transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another. 3. incur a temporary dept or borrow money upon an obligation 4. incur a temporary debt or borrow money upon an obligation 5. elect to any position in the school district a person who has served as a school director and who has resigned. 6. convey land or buildings to the municipality co-terminus with the school district 7. adopt or change textbooks without the recommendation of the Superintendent 8. dismiss after hearing of a tenured professional employee subject to the provisions of the Collective Bargaining Agreement
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<p>Art III Sec. 1.a</p>	<p>9. adopt, amend, or repeal a Board procedure</p> <p>10. Change the fiscal year</p>
<p>SC 508</p>	<p>c. The following actions require the recorded affirmative votes of a majority of the full number of school directors (abstentions will not be included in the calculation of the number of affirmation votes cast):</p>
<p>SC 1071, 1073, 1076, 1080</p>	<ol style="list-style-type: none"> 1. fixing the length of school term 2. adopting textbooks recommended by the Superintendent 3. appointing or dismissing of the district Superintendent and the principals and teachers 4. the creation or increase of indebtedness 5. adopting the annual budget 6. appointing tax collectors and other appointees 7. levying and assessing taxes 8. purchasing, selling or condemning land 9. locating new buildings or changing the location of old ones 10. adopting courses of study 11. establishing additional schools or departments
<p>SC 621</p>	<ol style="list-style-type: none"> 12. designating depositories for school funds 13. expending district funds
<p>SC 1075, 1077</p>	<ol style="list-style-type: none"> 14. fixing salaries or compensation of officers, teachers, or other appointees of the Board
<p>SC 224</p>	<ol style="list-style-type: none"> 15. combining or reorganizing into a larger school district
<p>SC 508</p>	<ol style="list-style-type: none"> 16. entering into contracts of any kind which also include 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>SC 508, 514, 1080</p>	<ol style="list-style-type: none"> 17. dismissal, after hearing, of a Nontenured employee
<p>SC 212</p>	<ol style="list-style-type: none"> 18. adoption of a corporate seal of the district

<p>SC 702</p>	<p>19. determination of the location and amount of any real estate required by the school district for school purposes</p>
<p>SC 708</p>	<p>20. vacating and abandoning property to which the Board has title</p>
<p>SC 1503</p>	<p>21. determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the school shall be closed for the whole day</p>
<p>POL. 004</p>	<p>22. removal of a school director</p>
<p>POL. 004</p>	<p>23. declaration that a vacancy exists on the Board by reasons of the failure or neglect of a school director to qualify</p>
<p>POL. 005</p>	<p>24. removal of an officer of the Board</p>
<p>POL. 005</p>	<p>25. removal of an appointee of the Board</p> <p>26. adopt, amend, or repeal a policy of the Board</p>
<p>65 P.S. § 271 et sep.</p>	<p>Section 10. <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> <ul style="list-style-type: none"> a. the date, place and time of the meeting b. the presiding office c. the names of the members present d. subjects considered e. the substance of all official actions f. actions taken g. recorded votes and a record by individual members of all roll call votes taken h. the names of all citizens who appeared officials and the subject of their testimony <p>The Secretary shall provide each school director with a copy of the minutes of the last meeting not later than three (3) days before the next regular meeting.</p>

<p>SC 433</p> <p>SC 433</p> <p>POL. 005, Sec 4c</p>	<p>Each Committee of the Board shall designate a member of the Committee to keep the minutes of its meeting, and shall follow established rules for the preparation and distribution of such minutes to Committee members, the President of the Board of School Directors, and the Superintendent.</p> <p>The minutes of the Board meetings shall be approved at the next succeeding meeting.</p> <p>The approved minutes shall be signed by the Secretary of the Board.</p> <p>Subcommittee Minutes: Minutes of all subcommittee meetings held under the Sunshine Act also must be approved and become part of the district minutes. Only those members of the subcommittee present at said meeting can approve those minutes, which then are incorporated into the full Board minutes.</p> <p>Section 11. <u>Adjournment</u></p> <p>The Board may at any time recess or adjourn to a reconvened meeting at a specified date and place upon the majority of those present and voting. 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 rescheduled meeting shall be given as provided in policy 006. Sec 4c.</p> <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 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 complaints which may lead to 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>
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Section 13. Discussion Sessions

The Board may meet as a committee of the whole in an open meeting to discuss issues to be acted upon at a subsequent regular or special meeting of the Board, except that no official action may be taken at the discussion meeting. Public notice of the meetings shall be made.

Section 14. Committee Meetings

Committee meetings may be called at any time by the committee chairperson with public notice or when requested to do so by three (3) members of the committee.

Unless held as an executive session, committee meetings shall be open to the public, other Board members and the Superintendent.