

Tyrone Area School District

TITLE: MEETINGS

ADOPTED:

REVISED:

	006. MEETINGS
65 P.S. 271 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>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>
SC 422	<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>
SC 426, 428, 405	<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 to preside at that meeting only. The act of any person so designated shall be legal and binding.</p>
65 P.S. 271 et seq	<p>Section 4. <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>
65 P.S. 271 et seq	<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>
65 P.S. 271 et seq	<p>b. Notice of all special meetings shall be given by publication, posting of notice at least twentyfour (24) hours prior to the time of the meeting,</p>

<p>65 P.S. 271 et seq</p>	<p>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 sending copies of such notice to interested parties.</p> <p>e. Notice of all public meetings shall be given to any newspaper circulating in Blair, Centre and Huntingdon Counties 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 the second Tuesday of each month.</p> <p>a. It shall be the responsibility of the Superintendent 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 in advance of the scheduled meeting.</p> <p>The Directors shall determine what changes or elimination of items are desirable and relate the same to the President of the Board and/or the Superintendent.</p> <p>No Board action shall be taken on any item unless it appears on the written agenda. Addendums in writing may be added to the agenda prior to the meeting.</p> <p>Committee reports along with all administrative reports and all requests for Board action shall comprise the agenda.</p> <p>Such agenda shall be strictly followed at the meeting of the Board of School Directors, adding only late items by agenda; however, such added items shall have included applicable background data.</p> <p>Except in emergencies, the Board shall not attempt to decide upon any question before examining and evaluating any information any person requests the Board to consider. The Superintendent shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board attempts to make a decision.</p>

<p>SC 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>Art. III Sec. 1.a</p> <p>SC 508</p> <p>SC 1071, 1073, 1076,</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>a. The following actions require the unanimous consent of all remaining members of the Board:</p> <p>1. Appoint as attorney or solicitor of the Board a school director who has served for two consecutive terms of four 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>1. transfer of budgeted funds</p> <p>2. transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another</p> <p>3. incur a temporary debt or borrow money upon an obligation</p> <p>4. incur a temporary debt to meet an emergency or catastrophe</p> <p>5. elect to a teaching position a person who has served as a school director and who has resigned</p> <p>6. convey land or buildings to the municipality coterminus with the school district</p> <p>7. adopt or change textbooks without the recommendation of the Superintendent</p> <p>8. dismiss after hearing of a tenured professional employe</p> <p>9. adopt, amend, or repeal a Board procedure.</p> <p>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> <p>2. adopting textbooks recommended by the Superintendent</p> <p>3. appointing the district Superintendent and the assistant district superintendents</p>
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1080	
SC 1111, 1129	4.appointing teachers and principals
	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
SC 621	12. designating depositories for school funds
	13. expending district funds
Pol. 610	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)
SC 1075, 1077	15. fixing salaries or compensation of officers, teachers, or other appointees of the Board
SC 224	16. combining or reorganizing into a larger school district
SC 508	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
SC 508, 514, 1080	18. dismissal, after hearing, of a nontenured employe
SC 212	19. adoption of a corporate seal for the district
SC 702	20. determination of the location and amount of any real estate required by the school district for school purposes

SC 708	21. vacating and abandoning property to which the Board has title
SC 1503	22. 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	23. removal of a school director
Pol. 004	24. declaration that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify
Pol. 005	25. removal of an officer of the Board
Pol. 005	26. removal of an appointee of the Board
	27. adopt, amend or repeal a policy of the Board.
	<p>Section 9. <u>Minutes</u></p> <p>An accurate record of the proceedings of each Board meeting shall be kept by the Secretary or office staff. This record shall be written in the form of legal minutes and distributed to the members of the Board and be made available to interested citizens within a reasonable time following each regular and special meeting of the Board.</p>
SC 433	<p>The minutes of the last regular and special meetings occurring since the last regular meeting shall be considered at each regular meeting of the Board. The minutes may be approved and adopted; or corrected by addendum, and approved and adopted as corrected. Following the approval of the minutes, they shall be entered in the book of minutes of the Board in chronological order of the Board meeting.</p> <p>The minutes shall include at least the following information:</p> <ul style="list-style-type: none"> a. the date, place, and time of the meeting b. the names of members present c. the presiding officer d. the substance of all official actions 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

<p>Pol. 006 Sec. 4c</p>	<p>testimony.</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 policy 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">a. employment issuesb. labor relationsc. the purchase or lease of real estated. consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigatione. 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>Section 12. <u>Discussion Sessions</u></p> <p>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 such meetings shall be made.</p> <ul style="list-style-type: none">a. A meeting of the committee of the whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by three (3) school directors. Public notice of such meeting shall be made in
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	<p>accordance with Pol. 006, 4.b.</p> <p>b. The secretary shall provide notice of a meeting of the committee of the whole as per the notice provisions of these procedures.</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.</p> <p>Unless held as an executive session, committee meetings shall be open to the public and other Board members at the discretion of the chairperson.</p>
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