

EASTON AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: AUGUST 23, 2004

REVISED: JANUARY 21, 2010

	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>The Board recognizes that public schools belong to all the people, are supported by the people, and are designed to carry out the wishes of the people for the education of children, youth, and adults.</p> <p>65 P.S. 701 et seq All Board meetings will be conducted in an orderly and business-like manner. It is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to be natural and to encourage free discussion and promote group thinking and action. The Board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community, but it is necessary that the Board not allow the perusal of such material to interfere with diligent attention to the affairs of the district. The Board shall observe Robert's Rules of Order, Newly Revised, including group rules, in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures.</p> <p>The Solicitor shall serve as Parliamentarian, who shall be well versed in the rules of order and be able to advise the Board at any time.</p> <p>Section 2. <u>Quorum</u></p> <p>SC 422 A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p> <p>Section 3. <u>Presiding Officer</u></p> <p>SC 405, 426, 427, 428 The President shall preside at all Board meetings and shall start all meetings promptly at the appointed hour. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board</p>
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	<p>member 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>
65 P.S. 703, 709	<p>Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by 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.</p>
65 P.S. 703, 709	<p>a. Notice of regular meetings shall be given by 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>
65 P.S. 703, 709	<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. The notice shall state the purpose of the meeting.</p>
65 P.S. 703, 709	<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>
65 P.S. 703	<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>
65 P.S. 709	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Northampton County or Bucks County and 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>Notice of each regular Board meeting, along with the agenda, will be delivered to each Board member at least four (4) days prior to each meeting, except in cases of emergency.</p>
SC 423	<p>Notice of all special Board meetings shall be given to members of the Board at least twenty-four (24) hours prior to the time stated for the meeting to convene, except in cases of emergency. Said notice shall indicate the purpose of such special meeting.</p>

<p>65 P.S. 701 et seq SC 421</p>	<p>Section 5. <u>Regular Meetings</u></p> <p>All regular Board meetings shall be held on the first and third Thursday of every month at 6:30 p.m. in the Board Room of the Education Center, 1801 Bushkill Drive, Easton unless otherwise designated by prior agreement at a public meeting, or upon agreement of the President and Vice-President that the best interests of the district would be served by moving to an alternate location.</p> <p>Board meetings shall not be scheduled to conflict with regional, state, and national meetings of the following groups:</p> <ul style="list-style-type: none">a. American Association of School Administrators.b. National School Boards Association.c. Pennsylvania School Boards Association.d. Colonial Intermediate Unit No. 20.e. Career Institute of Technology.f. Northampton County Area Community College.g. Easton Area Public Library. <p><i>Board Meeting Preparation –</i></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 shall be expected to read the information provided them, and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.</p> <p><i>Order Of Business -</i></p> <p>The order of business for regular meetings shall be as follows, unless altered by the President:</p> <ul style="list-style-type: none">Call to orderPledge of AllegianceRoll Call
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	<p>Adoption of agenda Approval of minutes Presentations/Recognitions Public Comment Re: Agenda Items Representative Comment (1st Thursday) Unfinished Business Reports (Solicitor, Superintendent, Board Officers – 1st Thursday) Executive Session Reports Discussion Items New Business Financial Matters Public Comment Re: Non-Agenda Items Acknowledgement of Correspondence Reports (Board Committees – 1st Thursday) Adjournment</p>
<p>65 P.S. 701 et seq SC 423, 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>Special meetings shall be called by the President whenever deemed necessary or upon the request, in writing to the President, of three (3) or more members of the Board. No business shall be transacted at any special meeting except that named in the call for such special meeting, provided that special meetings may be called for general purposes. 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 Board members.</p> <p>Special meetings shall be held in the Board Room of the Education Center, 1801 Bushkill Drive, Easton unless otherwise designated by prior agreement at a public meeting, or upon agreement of the President and Vice-President that the best interests of the district would be served by moving to an alternate location.</p> <p>The order of business for special meetings shall be as follows unless altered by the President:</p> <p>Call to Order Pledge of Allegiance Roll Call Reading of Purpose of Meeting Approval of Agenda Public Comment Transaction of business for which meeting was called Adjournment</p>

<p>Pol. 903 65 P.S. 701 et seq</p>	<p>Section 7. <u>Hearing of The Public</u></p> <p>A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.</p> <p>Section 8. <u>Board Meeting News Coverage</u></p> <p>The district believes that one (1) of the paramount responsibilities of the Board is to keep the public informed of its actions. Consequently, local news media representatives shall be welcome to attend all regular, special, and reorganization meetings of the Board.</p> <p>Media representatives may obtain in advance a copy of the Board agenda for regular meetings.</p> <p>Section 9. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.</p> <p>All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.</p> <p>a. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</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 debt or borrow money upon such obligation. 4. Incur a temporary debt to meet an emergency or catastrophe. 5. Elect to a teaching position a person who has served as a Board member 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.
<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>	

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SC 1129	8. Dismiss, after a hearing, a tenured professional employee.
Pol. 003	9. Adopt, amend, or repeal a Board procedure or policy.
SC 508	b. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
	1. Fixing the length of school term.
Pol. 108	2. Adopting textbooks recommended by the Superintendent.
SC 1071, 1076	3. Appointing the district Superintendent and Assistant Superintendent(s).
	4. Appointing teachers and principals.
Pol. 604	5. Adopting the annual budget.
Pol. 005, 606	6. Appointing tax collectors and other appointees.
Pol. 605	7. Levying and assessing taxes.
	8. Purchasing, selling, or condemning land.
	9. Locating new buildings or changing the location of old ones.
Pol. 107	10. Adopting planned instruction.
	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).
	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.

	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 514, 1080	18. Dismissing, after a hearing, a nontenured employee.
SC 212	19. Adopting a corporate seal for the district.
SC 702	20. Determining 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, to be observed by special exercises and those on which the schools shall be closed for the whole day.
Pol. 004	23. Removing a school director.
Pol. 004	24. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	25. Removing an officer of the Board.
Pol. 005	26. Removing an appointee of the Board.
	Section 10. <u>Minutes</u>
65 P.S. 706 SC 518	The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show: <ul style="list-style-type: none"> a. The date, place, and time of the meeting. b. The names of Board members present. c. The presiding officer. d. The substance of all official actions. e. Actions taken.
65 P.S. 705	f. Recorded votes and a record by individual members of all roll call votes taken.

<p>SC 433</p>	<p>g. The names of all citizens who appeared officially and the subject of their testimony.</p> <p>Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the Board Secretary upon approval.</p> <p>Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting and should be destroyed once they have served their purpose.</p> <p>Section 11. <u>Adjournment</u></p>
<p>Pol. 006 65 P.S. 703, 709</p>	<p>The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote 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 Board policy.</p> <p>Section 12. <u>Executive Session</u></p>
<p>65 P.S. 707, 708</p>	<p>The Board may hold an executive session, which is not an open meeting, before, during, or after 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> <ol style="list-style-type: none"> a. Personnel matters. b. Negotiations or arbitration. c. Purchase or lease of real estate. d. Conference with legal counsel regarding litigation in existence or anticipated. e. Legally protected confidential matters. <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>

<p>65 P.S. 701 et seq</p>	<p>Section 13. <u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.</p> <p>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 Board members. Public notice of the meeting shall be made in accordance with Pol. 006, 4.b.</p>
<p>65 P.S. 703, 709</p>	<p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.</p>
<p>65 P.S. 703, 709</p>	<p>Section 14. <u>Committee Meetings</u></p> <p>Committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by members of the committee.</p>
<p>65 P.S. 701 et seq</p>	<p>A majority of the total membership of a committee shall constitute a quorum.</p>
<p>Policy 005 Section 8 Committees</p>	<p>Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.</p> <p>A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of the area under investigation.</p>
<p>School Code 212, 224, 324, 405, 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</p>	
<p>PA Statute 65 P.S. 701 et seq</p>	

Board Policy
003, 004, 005, 006,
107, 108, 604, 605,
610, 903