



Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
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Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. 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 law](#), rules of the State Board, or these procedures.[\[1\]\[2\]](#)

Quorum

A quorum shall be five (5) School Board members present at a meeting. For the purpose of this policy, a Board member shall be considered present if the Board member is physically present or participates by telephone conference, video conference or other electronic means by which the member is able to communicate with the others present. No business shall be transacted at a meeting without a quorum, but the Board members at such a meeting may adjourn to another time.[\[3\]](#)

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 Board 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. In the absence, disability or disqualification of the Secretary, a Board member shall be elected Secretary pro tempore by a plurality of those present for that meeting only.[\[4\]\[5\]\[6\]\[7\]](#)

Notice

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. The Board, at its discretion, may **also** give notice through other sources such as ~~the Wilson Newsletter or Wilson TV~~ [as email notifications, websites, and phone calls](#).[\[8\]\[9\]](#)

1. 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.[\[8\]](#)[\[9\]](#).

2. 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.[\[8\]](#)[\[9\]](#).

~~Members may waive, in writing or through proxy notification by the Superintendent, notice of any special meeting of the Board, either before or after the meeting, and notice to any member shall be deemed to have been duly given to a member if s/he is present at the meeting.~~

Notices of special meetings shall be posted on the general bulletin board in the corridor of the Administration Building, and such other places as the Board shall direct.

3. 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.[\[8\]](#)[\[9\]](#).
4. 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.[\[8\]](#)
5. Notice of all public meetings shall be given to any newspaper circulating in Berks 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.[\[9\]](#)

Notice of all regular and special Board meetings shall be given to Board members not later than three (3) days prior to the time of the meeting.[\[10\]](#)

Regular Meetings

Regular meetings of the Board shall be public and shall be held on the first and third Monday of each month at 7:00 p.m. unless otherwise ordered by the Board.[\[11\]](#)[\[2\]](#)

All regular and special Board meetings shall be held in the Board room in the Administration Building, unless otherwise directed by the Board or specified in the notice. Board members shall call the administration office in advance if they will be absent from a Board meeting.

The President and Superintendent shall prepare an agenda to be followed at any regular or special meeting. Items to be included are those discussed and prepared for action by the President and Superintendent. Copies of the agenda, together with all relevant reports, shall be provided to each Board member at least two (2) days prior to the meeting. No deviation shall be permitted from the agenda, except on the direction of the President or by vote of the Board.

In the transaction of business at any regular meeting, the following order shall be observed, unless altered by the President or by a majority of those present:

1. Call to Order.
2. Roll Call.
3. Invocation.
4. Announcement of Public Participation.
5. Introduction of Guests.
6. Approval of Minutes.
7. Treasurer's Report.

8. Transfer of Funds.
9. Payment of Bills.
10. Communications.
11. Conduct of Business.
12. Reports.

Roll call may, at the President's option, be taken by vocal call of roll or by passing an attendance sheet among the membership.

Special Meetings

Special meetings shall be public, except when conducted as an executive session for purposes authorized by the Sunshine Act, and may be called for special or general purposes. Only the business for which a special meeting is called shall be in order, except that if all members are present, they may take any lawful action.[2]

The President may call a special meeting at any time and shall call a special meeting upon written request therefore, submitted to the Secretary by any three (3) members. 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 Board members.[5]

Public Participation

District residents or taxpayers present at a Board meeting may address the Board in accordance with law and Board procedures and policy.[2][12]

Voting

All motions shall require for adoption five (5) votes of those School Board members present (as defined in Section 2 above) and voting except as provided by statute or these procedures.

1. The following action requires the unanimous consent of all remaining members of the Board:[13]
 - a. Appoint as attorney or solicitor of the Board a School Board member who has served for two (2) consecutive terms of ~~four (4)~~ six (6) years each after resigning his/her office.
2. The following actions require the recorded affirmative votes of two-thirds of the full number of School Board members:
 - a. Transfer of budgeted funds during the first three (3) months of the fiscal year.[14][15]
 - b. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.[15]
 - c. Incur a temporary debt or borrow money upon an obligation.[16]
 - d. Incur a temporary debt to meet an emergency or catastrophe.[15]
 - e. Elect to a teaching position a person who has served as a School Board member and who has resigned.[13]

- f. Convey land or buildings to the municipality co-terminus with the school district.[\[17\]](#)
 - g. Adopt or change textbooks without the recommendation of the Superintendent.[\[18\]](#)
 - h. Dismissal, after hearing, of a tenured professional employee.[\[19\]](#)
 - i. Adopt, amend, or repeal a Board procedure.[\[20\]](#)
3. The following actions require the recorded affirmative votes of a majority (five (5) votes) of the full number of School Board members:
- a. Fixing the length of school term.[\[21\]](#)
 - b. Adopting textbooks recommended by the Superintendent.[\[21\]](#)[\[22\]](#)
 - c. Appointing the district Superintendent and the assistant district Superintendents.[\[21\]](#)[\[23\]](#)
[\[24\]](#)
 - d. Appointing teachers and principals.[\[21\]](#)
 - e. Adopting the annual budget.[\[21\]](#)[\[25\]](#)
 - f. Appointing tax collectors and other appointees.[\[21\]](#)[\[26\]](#)[\[27\]](#)
 - g. Levying and assessing taxes.[\[21\]](#)[\[28\]](#)
 - h. Purchasing, selling, or condemning land.[\[21\]](#)
 - i. Locating new buildings or changing the location of old ones.[\[21\]](#)
 - j. Adopting planned instruction.[\[21\]](#)[\[29\]](#)
 - k. Establishing additional schools or departments.[\[21\]](#)
 - l. Designating depositories for school funds.[\[21\]](#)[\[30\]](#)
 - m. Expending district funds.
 - n. 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.[\[15\]](#)[\[31\]](#)
 - o. 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).[\[21\]](#)[\[32\]](#)
 - p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.[\[21\]](#)
 - q. Combining or reorganizing into a larger school district.[\[33\]](#)
 - r. 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.[\[21\]](#)
 - s. Dismissal, after hearing, of a nontenured employee.[\[21\]](#)[\[34\]](#)[\[35\]](#)

- t. Adoption of a corporate seal for the district.[\[36\]](#)
- u. Determination of the location and amount of any real estate required by the school district for school purposes.[\[37\]](#)
- v. Vacating and abandoning property to which the Board has title.[\[38\]](#)
- w. 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.[\[39\]](#)
- x. Removal of a School Board member.[\[40\]](#)[\(24 P.S. 319\)](#)
- y. Declaration that a vacancy exists on the Board by reason of the failure or neglect of a School Board member to qualify.[\[40\]](#)
- z. Removal of an officer of the Board [pursuant to the requirements of 24 P.S. 514](#).[\[26\]](#)[\(24 P.S. 514\)](#)
- aa. Removal of an appointee of the Board [pursuant to the requirements of 24 P.S. 514](#).[\[26\]](#)[\(24 P.S. 514\)](#)
- ab. Adopt, amend or repeal a policy of the Board.[\[20\]](#)

Minutes

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:[\[41\]](#)[\[42\]](#)

1. The date, place, and time of the meeting.
2. The names of members present.
3. The presiding officer.
4. The substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[\[43\]](#)
7. The names of all district residents or taxpayers who appeared officially and the subject of their testimony.

The Secretary shall provide each School Board member with a copy of the minutes of the last meeting no later than three (3) days before the next regular meeting.[\[1\]](#)

The minutes of Board meetings shall be approved at the next succeeding meeting.[\[44\]](#)

The approved minutes shall be signed by the Secretary of the Board.

Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.[\[1\]](#)[\[45\]](#)[\[46\]](#)

Adjournment

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~~ the Board policies. [8][9][47]

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 President will also announce if the open meeting will reconvene following the executive session. [48][49]

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. The purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation.
5. Matters which must be conducted in private to protect a lawful privilege or confidentiality.

Official actions based on discussions held in executive session shall be taken at a public meeting.

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 such meetings shall be made. [2][47]

Committee Meetings

Committee meetings may be called at any time by the committee chairperson with proper public notice. [8][9][47]

Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent and a majority of the committee or the chairperson may invite Board employees, contractors or other persons who may have special knowledge of the area under investigation. [2]

Board Member Participation From a Remote Location

A Board member who is unable to be physically present at a regular or special meeting of the Board (remote member) at which Board action will be taken may participate from a remote location, via speakerphone, videoconference or other form of electronic communication, only under the following conditions:

1. The request is made by the remote member based on physical inability to attend because of geographic absence related to employment, family matters or other necessity or emergency.
2. The remote member provides a reasonable explanation of the reason for not being able to be physically present at the meeting to the Board President, or if the Board President is the remote member, to the Vice-President.

3. Whenever possible, the explanation shall be provided no later than the regular meeting preceding the meeting in which the Board member wishes to participate from a remote location.
4. The Board President must be satisfied that the remote member has a legitimate reason for the absence.
5. If the President denies the request, a written request may be made directly to the entire Board for its approval or denial by a simple majority vote of those present at the regular meeting preceding the meeting in which the Board member wishes to participate by teleconference or in the case of an emergency at the meeting itself.
6. The technology used for remote participation must allow the remote member to hear and speak to the Board members and the public who are physically present and must allow the Board members and the public who are physically present to hear and speak to the remote member.
7. The remote member shall be counted in determining whether a quorum of the Board is present.

If the above conditions are satisfied, the remote member shall be permitted to participate in the Board meeting from a remote location. Remote participation by a Board member in this fashion shall not be permitted for more than three (3) regular or special meetings in one (1) calendar year without a majority vote of the Board to permit such participation. The remote member shall be responsible for making arrangements for the remote participation with the Director of Finance or designee.

Legal

1. 24 P.S. 407
2. 65 Pa. C.S.A. 701 et seq
3. 24 P.S. 422
4. 24 P.S. 405
5. 24 P.S. 426
6. 24 P.S. 427
7. 24 P.S. 428
8. 65 Pa. C.S.A. 703
9. 65 Pa. C.S.A. 709
10. 24 P.S. 423
11. 24 P.S. 421
12. Pol. 903
13. 24 P.S. 324
14. 24 P.S. 609
15. 24 P.S. 687
16. 24 P.S. 634
17. 24 P.S. 707
18. 24 P.S. 803
19. 24 P.S. 1129
20. Pol. 003
21. 24 P.S. 508
22. Pol. 108
23. 24 P.S. 1071
24. 24 P.S. 1076

25. 24 P.S. 604

- 25. Pol. 604
- 26. Pol. 005
- 27. Pol. 606
- 28. Pol. 605
- 29. Pol. 107
- 30. 24 P.S. 621
- 31. Pol. 612
- 32. Pol. 610
- 33. 24 P.S. 224
- 34. 24 P.S. 514
- 35. 24 P.S. 1080
- 36. 24 P.S. 212
- 37. 24 P.S. 702
- 38. 24 P.S. 708
- 39. 24 P.S. 1503
- 40. Pol. 004
- 41. 24 P.S. 518
- 42. 65 Pa. C.S.A. 706
- 43. 65 Pa. C.S.A. 705
- 44. 24 P.S. 433
- 45. Pol. 800
- 46. Pol. 801
- 47. Pol. 006
- 48. 65 Pa. C.S.A. 707
- 49. 65 Pa. C.S.A. 708
- 24 P.S. 408
- 24 P.S. 1077
- 24 P.S. 1111
- 24 P.S. 671

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