

**Baldwin-Whitehall School District**

Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Code	006
Status	Active
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**Parliamentary Authority**

All Board meetings will be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including group rules shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures.[\[1\]](#)[\[2\]](#)

**Quorum**

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.[\[3\]](#)

**Presiding Officer**

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a 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.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

**Notice**

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 and the posting of such notice at the administrative offices of the Board.

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings 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 a real or potential emergency involving a clear and present danger to life or property.[\[8\]](#)[\[9\]](#)
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(s) circulating in Allegheny County and radio and television stations which so request. 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 rescheduled meetings and special Board meetings shall be given to Board members no later than twenty-four (24) hours prior to the time of the meeting.[\[9\]](#)[\[10\]](#)

### **Regular Meetings**

Regular Board meetings shall be public and shall be held each month at the administrative offices in the Board room according to the following schedule.[\[1\]](#)[\[11\]](#)

A. For the months of April, May, June, August, and September, meetings shall be held on the first and second Wednesday of the month.

1. Agenda Meeting (first Wednesday)

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 relevant reports, shall be provided each Board member at least three (3) days before the meeting.

2. Business Meeting (second Wednesday)

The order of business for business meetings shall be as follows, unless altered by the President or a majority of those present and voting:

- Pledge of Allegiance.
- Roll Call.
- Public Comment on Agenda Items.
- Approval of minutes.
- General Fund Account.
- Cafeteria Fund.
- Athletic Fund.
- Receipts.
- Payroll.
- Correspondence.
- Report of Special Representatives.
- Solicitor Report.
- Superintendent's Report.
- Recognition of Visitors.
- Adjournment.

B. For the months of January, February, March, October, November, and December, the agenda and business meetings shall be combined to one meeting and held on the first Wednesday of the month.

C. Reorganization of the School Board shall occur in December, annually, prior to the agenda/business meeting.

### **Special Meetings**

Special meetings shall be public and may be called for special or general purposes except when conducted as an executive session for purposes authorized by the Sunshine Act.[\[1\]](#)[\[5\]](#)[\[10\]](#)

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Board 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 Board members.[\[5\]](#)

No business shall be transacted at any special meeting except that named in the call sent to members for such special meeting.[\[10\]](#)

### **Public Participation**

District residents and taxpayers present at a Board meeting may address the Board in accordance with law and Board procedures and policy.[\[1\]](#)[\[12\]](#)

### **Voting**

All motions shall require for adoption a majority vote of those Board members voting, except as provided by statute or Board procedures.

1. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:
  - a. Transfer of budgeted funds.[\[13\]](#)
  - b. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.[\[14\]](#)
  - c. Incur a temporary debt or borrow money upon such obligation.[\[15\]](#)
  - d. Incur a temporary debt to meet an emergency or catastrophe.[\[14\]](#)
  - e. Elect to a teaching position a person who has served as a Board member and who has resigned.[\[16\]](#)
  - 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. Dismiss, after a hearing, a tenured professional employee.[\[19\]](#)
  - i. Fix the fiscal year to begin on the first day of January.[\[20\]](#)
2. The following actions require the recorded affirmative votes of a majority of the full number of Board members:[\[21\]](#)
  - a. Fixing the length of school term.[\[21\]](#)
  - b. Adopting textbooks recommended by the Superintendent.[\[21\]](#)[\[22\]](#)
  - c. Appointing the district Superintendent and Assistant Superintendent(s).[\[21\]](#)[\[23\]](#)[\[24\]](#)
  - 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. 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).[\[21\]](#)[\[31\]](#)
- o. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.[\[21\]](#)
- p. Combining or reorganizing into a larger school district.[\[32\]](#)
- q. 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.[\[21\]](#)
- r. Dismissing, after a hearing, a nontenured employee.[\[21\]](#)[\[33\]](#)[\[34\]](#)
- s. Adopting a corporate seal for the district.[\[35\]](#)
- t. Determining the location and amount of any real estate required by the school district for school purposes.[\[36\]](#)
- u. Vacating and abandoning property to which the Board has title.[\[37\]](#)
- v. 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.[\[38\]](#)
- w. Removing a school director.[\[39\]](#)
- x. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[\[39\]](#)
- y. Removing an officer of the Board.[\[26\]](#)
- z. Removing an appointee of the Board.[\[26\]](#)
- aa. Adopting, amending or repealing Board policy and procedure.[\[40\]](#)

## **Minutes**

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: [\[41\]](#)  
[\[44\]](#)

1. The date, place, and time of the meeting.
2. The names of Board 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.[\[45\]](#)
7. The names of all citizens who appeared officially and the subject of their testimony.

The Board Secretary shall provide each Board member with a copy of the minutes of the previous month's meetings prior to the next month's regular meeting.[\[2\]](#)

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary/Business Manager.[\[42\]](#)

The minutes shall be kept by the Board Secretary/Business Manager or a recording secretary. In their absence, the minutes shall be kept by the Superintendent or designee.

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.[\[2\]](#)[\[48\]](#)[\[49\]](#)

### **Recess/Reconvene**

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.[\[8\]](#)[\[9\]](#)[\[43\]](#)

### **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 or Board Secretary/Business Manager 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.[\[46\]](#)[\[47\]](#)

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that 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.

### **Work Sessions**

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.[\[1\]](#)[\[43\]](#)

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.

The Board Secretary/Business Manager shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.[\[8\]](#)[\[9\]](#)

### **Committee Meetings**

Committee meetings may be called at any time by the committee chairperson or by the President or the Superintendent, with proper public notice.[\[8\]](#)[\[9\]](#)

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.[\[1\]](#)

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.

### **Participation by Electronic Communication**

A board member may participate in a board meeting by electronic communication. Participation shall require that the board member be able to hear what is occurring at the board meeting and that persons present at the board meeting are able to hear the comments of the board member participating by electronic communication.

Legal	1. 65 Pa. C.S.A. 701 et seq
	2. 24 P.S. 407
	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. 609
	14. 24 P.S. 687
	15. 24 P.S. 634
	16. 24 P.S. 324
	17. 24 P.S. 707
	18. 24 P.S. 803
	19. 24 P.S. 1129
	20. 24 P.S. 671
	21. 24 P.S. 508
	22. Pol. 108
	23. 24 P.S. 1071

24. 24 P.S. 1076
25. Pol. 604
26. Pol. 005
27. Pol. 606
28. Pol. 605
29. Pol. 107
30. 24 P.S. 621
31. Pol. 610
32. 24 P.S. 224
33. 24 P.S. 514
34. 24 P.S. 1080
35. 24 P.S. 212
36. 24 P.S. 702
37. 24 P.S. 708
38. 24 P.S. 1503
39. Pol. 004
40. Pol. 003
41. 24 P.S. 518
42. 24 P.S. 433
43. Pol. 006
44. 65 Pa. C.S.A. 706
45. 65 Pa. C.S.A. 705
46. 65 Pa. C.S.A. 707
47. 65 Pa. C.S.A. 708
48. Pol. 800
49. Pol. 801