

LEBANON SCHOOL DISTRICT

POLICY: 006
TITLE: MEETINGS
ADOPTED: JULY 18, 1994
REVIEWED: JANUARY 15, 2018

006. MEETINGS

Section 1. Parliamentary Authority

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 procedures¹.

Section 2. Quorum

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 time².

Section 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 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 binding³.

Section 4. 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 in the District's Administrative offices located at 1000 South Eighth Street, Lebanon, PA 17042-6727⁴.

¹ 65 PS 271 et. seq

² SC 422

³ SC 426, 428, 405

⁴ 65 PS 271 et. seq

- 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 meeting⁵.
- 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.
- 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.
- d. Notice of all recessed or reconvened meetings shall include the place, date and time of such meeting and shall be posted as provided above.
- e. Notice of all public meetings shall be given to any newspaper circulating in Lebanon County or 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.

Notice of all regular and special meetings of the Board shall be given to school directors by mail not later than 24 hours prior to the time of the meeting⁶.

Section 5. Regular Meetings

Regular meetings of the Board shall be public and shall be held at least once every two (2) months⁷.

- a. It shall be the responsibility of the Superintendent or his/her designee and Board Secretary to prepare an agenda of the items of business to come before the Board at each regular meeting.

Section 6. Special Meetings

Special meetings shall be public and may be called for special or general

⁵ 65 PS 271 et. seq

⁶ SC 423

⁷ 65 PS 271 et. seq; SC 421

purposes⁸.

- a. 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 a majority of the school directors.

Section 7. Hearing of Citizens

A member of the public present at a meeting of the Board may address the Board in accordance with the Board's rules as defined in Policy 903.

Section 8. Voting

All motions shall require for adoption a majority vote of those school directors present and voting except as provided by statute or these procedures⁹.

- a. The following actions require the unanimous consent of all remaining members of the Board:
 1. 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.
 2. Appoint as secretary to the Board of a district of the second class a school Director who has resigned his/her office.
- b. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors¹⁰:
 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 an obligation

⁸ 65 PS 271 et. seq; SC 426

⁹ SC 324

¹⁰ SC 609, 687, 634

4. incur a temporary debt to meet an emergency or catastrophe¹¹
 5. elect to a teaching position a person who has served as a school director and who has resigned¹²
 7. convey land or buildings to the municipality co-terminus with the school district¹³
 8. adopt or change textbooks without the recommendation of the Superintendent or his/her designee¹⁴
 9. dismiss after hearing of a tenured professional employee¹⁵
- c. The following actions require the recorded affirmative votes of a majority of the full number of school directors¹⁶:
1. fixing the length of school term
 2. adopting textbooks recommended by the Superintendent or his/her designee
 3. appointing or dismissing the district Superintendent, assistant district Superintendents, principals, supervisors, and teachers
 4. adopting the annual budget
 5. appointing tax collectors and other appointees
 6. levying and assessing taxes
 7. purchasing, selling, or condemning land
 8. locating new buildings or changing the location of old ones
 9. adopting courses of study

¹¹ SC 687

¹² SC 324

¹³ SC 707

¹⁴ SC 803

¹⁵ SC 1129

¹⁶ SC 508, 1071, 1073, 1076, 1080

10. establishing additional schools or departments¹⁷
11. designating depositories for school Funds
12. 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)
13. fixing salaries or compensation of officers, teachers, or other appointees of the Board¹⁸
14. combining or reorganizing into a larger school district¹⁹
15. 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 unit²⁰
16. dismissal, after hearing, of a nontenured employee²¹
17. adoption of a corporate seal for the district²²
18. determination of the location and amount of any real estate required by the school district for school purposes²³
19. vacating and abandoning property to which the Board has title²⁴
20. 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 day²⁵.

Section 9. Minutes

The Board shall cause to be made and retain as a permanent record of the district, minutes of all open meetings of the Board²⁶. Said minutes shall be comprehensible and complete and shall show:

¹⁷ SC 621

¹⁸ SC 1075, 1077

¹⁹ SC 224

²⁰ SC 508

²¹ SC 508, 1080

²² SC 212

²³ SC 702

²⁴ SC 708

²⁵ SC 1503

²⁶ 65 PS 271 et. seq

- 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 testimony.

The Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.

The minutes of Board meetings shall be approved at the next succeeding meeting²⁷.

The approved minutes shall be signed by the Secretary of the Board²⁸.

Section 10. 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,c.

Section 11. 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.

²⁷ SC 433

²⁸ SC 433

The Board may discuss the following matters in executive session:

- a. To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific, prospective public officer or employee, or current public officer or employee employed or appointed by the school district, or of any former public officer or employee of the school district
- b. To hold information, strategy, and negotiations sessions related to the negotiation or arbitration of a collective bargaining agreement or, in the absence of a collective bargaining agreement, related to labor relations and arbitration
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained or up to the time an agreement to purchase or lease such property is obtained if the agreement is obtained directly without an option
- d. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed
- e. To review and discuss school district business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

If an executive session is not announced for a future specific time, members of the School Board shall be notified twenty-four (24) hours in advance of the time of the convening of the meeting, specifying the date, time, location, and purpose of the executive session. Said notice shall be in writing whenever possible. Individual employees or appointees whose rights could be adversely affected by an executive session may request, in writing, that the matter or matters may be discussed at an open meeting. The School Board shall, in its discretion, determine whether the matter or matters will be discussed at an open meeting.

Official action on discussions held in executive session shall be taken at an open meeting.

Section 12. Conference

The Board may hold meetings, closed to the public, and for which no public notice need be provided, which provide a training program or seminar or for a session arranged by state or federal agencies for local agencies, said program seminar in session being organized and conducted for the sole purpose of providing information to Board Members on matters directly related to their official responsibilities.

Section 13. Use of Equipment During Meetings

Any person attending a meeting of the School Board shall have the right to use recording devices to record all proceedings. The Superintendent or his/her designee is hereby authorized to develop and promulgate guidelines for the use of such equipment during meetings.

Section 14. Administrative Action

The executing of policies authorized or required by official action of the School Board, including but not limited to the developing and promulgating of administrative guidelines is not school district business required to be performed at a meeting open to the public.

Section 15. Open Meetings

Official action and deliberations by a quorum of the members of the School Board shall take place at a meeting open to the public except as otherwise provided by law or this policy guideline.

Section 16. Location of Public Meetings

All meetings open to the public shall be held in the Board conference room of the high school unless, due to the circumstances, said meeting is held in another building of the school district.