



Lackawanna Trail School District

	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority.</u> 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 withy statute, rules of the State Board, or these procedures.</p> <p>Section 2. <u>Quorum.</u> 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 shall adjourn to another time.</p> <p>Section 3. <u>Presiding Officer.</u> 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> <p>Section 4. <u>Notice.</u> Notice of all public meetings of the Board 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> <p>a. Notice of regular meetings shall be given by the publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three days prior to the time of the first regular meeting.</p>	<p style="text-align: right;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44</p> <p style="text-align: right;">65 P.S. 271 et seq</p> <p style="text-align: right;">SC 422</p> <p style="text-align: right;">SC 426</p> <p style="text-align: right;">SC 428</p> <p style="text-align: right;">SC 405</p> <p style="text-align: right;">65 P.S. 271 et seq</p> <p style="text-align: right;">65 P.S. 271 et seq</p>
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b. Notice of all special meetings shall be given by publication and posting of notice at least 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.

65 P.S. 271
et seq

c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least 24 hours prior to the time of the meeting.

d. Notice of all public meetings shall be given to any newspaper circulating in Wyoming and Lackawanna 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 who provides a stamped, addressed envelope for such notification.

65 P.S. 271
et seq

Section 5. Regular Meetings. Regular meetings of the Board shall be public and shall be held at least once every two months.

65 P.S. 271
SC 421

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 at least two (2) days before the meeting, if possible.

b. 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.

Board members shall be expected to read the information provided them, and to contact the Superintendent or other appropriate staff members to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

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c. The order of business shall be as follows, unless altered by the chairperson or a majority of those present and voting.

- Call to order
- Roll Call and Recognition of Guests
- Review and approval of the minutes of the preceding meeting
- Financial Statement
- Old or Unfinished business
- New Business
- Future Business
- Adjournment

Section 6. Special Meetings. Special meetings shall be public and may be called for special or general purposes.

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 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.

The order of business shall be as follows unless altered by the chairperson:

- Call to order
- Roll call
- Announcement (Article VI,5)
- Reading of notice of meeting
- Transaction of business for which meeting was called
- Adjournment

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.

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 procedures.

65 P.S. 271
et seq

SC 426

Pol. 903

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a. The following actions require the unanimous consent of all the remaining members of the Board:

SC 324

- 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.

b. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:

- 1. transfer of budgeted funds

SC 609

- 2. transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another

SC 687

- 3. incur a temporary debt or borrow money upon an obligation

SC 634

- 4. incur a temporary debt to meet an emergency or catastrophe

SC 687

- 5. elect to a teaching position a person who has served as a school director and who has resigned

SC 324

- 6. convey land or buildings to the municipality co-terminus with the school district

SC 707

- 7. adopt or change textbooks without the recommendation of the Superintendent

SC 803

- 8. dismiss after hearing of a tenured professional employe

SC 1129

- 9. adopt, amend, or repeal a Board procedure.

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c. The following actions require the recorded affirmative votes of a majority of the full number of school directors:

1. fixing the length of school term
2. adopting textbooks recommended by the Superintendent
3. appointing the district Superintendent, assistant district superintendents, principals and teachers.
4. appointing tax collectors and other appointees
5. adopting the annual budget
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
10. establishing additional schools or departments
11. designating depositories for school funds
12. entering into contracts
13. fixing salaries or compensation of officers, teachers, or other appointees of the Board
14. combining or reorganizing into a larger school district

SC 508

SC 1071
1073, 1076
1080, 1111
1129

SC 621

SC 1075
1077

SC 224

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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 for by the intermediate unit

SC 508

16. dismissal, after hearing, of a nontenured employe

SC 508
514, 1080

17. adoption of a corporate seal for the district

SC 212

18. determination of the location and amount of any real estate required by the school district for school purposes

SC 702

19. vacating and abandoning property to which the Board has title

SC 708

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 during the whole part of the day

SC 1503

Section 9. Minutes. The Board shall cause to be made and retain as a permanent record of the district, minutes of public meetings of the Board. Said minutes shall be comprehensible and complete and shall show

- a. the date, place, and time of the meeting
- b. the presiding officer
- c. subjects considered
- d. actions taken
- e. recorded votes
- f. those present.
- g. the names of all citizens who appeared officially and the subject of their testimony.

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

SC 433

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 rescheduled meeting shall be given as provided at Pol. 006, SC 4, c.

Pol. 006
SC 4c

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.

65 P.S. 271
et seq

The Board may discuss the following matters in executive sessions:

- a. employment issues
- b. labor relations
- c. the purchase or lease of real estate
- d. consultations with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation.
- e. 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.

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