



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

Robert's Rules of Order, including small group rules, shall govern the Board of School Directors ("Board") of Springfield School District ("District") in its deliberations in all cases in which it is not inconsistent with statute, rules of the State Board, or these procedures. [\[1\]](#)[\[2\]](#)

### **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 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 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. [\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

### **Notice**

Notice of all open 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 and may also provide such advertisement on Springfield Educational Television (SET) and the District website designated by the Board and the posting of such notice at the offices of the Board. [\[8\]](#)[\[9\]](#)

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

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 newspapers circulating in Delaware County and/or Springfield Education Television (SET) and the District website. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[\[9\]](#)

### **Regular Meetings**

Regular meetings of the Board shall be public and shall be held on the designated Thursday or alternate day in Springfield High School's auditorium at 7:00 p.m. Changes to the time or location will be otherwise noted.[\[1\]](#)[\[10\]](#)

Time and location information shall be included in each public Board agenda for the succeeding month's meeting. The Board Secretary shall also forward information to the local press to be run as a news item (not a legal notice).

The Superintendent, at the direction of the Board, is responsible for the preparation and distribution of all agendas. The completed agenda shall be distributed to all Board members at least three (3) days prior to any scheduled meeting. The completed agenda will be posted on the District's publicly accessible website no less than twenty-four (24) hours before a regularly scheduled meeting.[\[9\]](#)

Agenda items shall include routine items requested for inclusion by Board members or the Superintendent.

A simple majority of voting Board members shall mandate the inclusion of an agenda item.

As a courtesy to others, neither Board members nor the administration shall introduce sensitive or complex issues at public meetings without prior consideration. A major purpose of Board meetings is to provide the public with accurate and complete information about any agenda item. The instant introduction of unplanned topics precludes accomplishment of this purpose.

The regular Board meeting agenda shall be divided into three (3) sections:

1. Minutes of previous meetings, Treasurer's reports, payment of bills, and review of routine reports and information.
2. Items for Board action or Consent Agenda.
3. Items for Board and public information.

Agenda material distributed to the public shall include:

1. An outline listing of all agenda items included in Sections A, B, and C.
2. When feasible, supplemental information pertaining to Sections B and C shall be attached to the public agenda. Since this type of information is often voluminous, if not included, such items shall be identified and information given as to where the material may be obtained for public review.
3. In the case of major reports, budget, legal documents, contracts, etc., this information may be summarized and either presented orally or distributed to the public in a condensed form.

### **Meeting Format**

"Items for Board Action" included on the agenda shall be presented by Board members or the administration summarizing for the Board and public important information relative to the item receiving consideration. Following the initial presentation, Board members shall be given the opportunity to comment or question. Board members shall contain their comments to three (3) minutes or less per person. Prior to Board action, the President may invite questions or comments from the audience. Public's input shall be limited to the specific topic being considered and shall conform with Board Policy No. 903, Public Participation in Board Meetings.[11]

The same format, excluding public input, applicable to "Items for Board Action" shall also apply to "Items for Board Information".

The Board may not take official action on a matter of business at a meeting if the matter was not included in the notification of agenda items required under the Pennsylvania Sunshine Act, except under the following circumstances:[12]

1. It relates to an emergency involving a clear and present danger to life or property; or[8][12]
2. The matter has arisen or is brought to the attention of the Board within twenty-four (24) hours of the meeting (or at the meeting by a member of the public), it is de minimus in nature and does not involve the expenditure of funds or entering into a contract or agreement; or[12]
3. It is brought to the attention of the Board at a meeting and the action involves referring the matter to staff for further research; or[11][12]
4. The matter is added to the agenda by a majority vote of the individuals present and voting at the meeting, and the reason for the added item is announced before the vote.[12]

### **Special Meetings**

Special meetings shall be public and may be called for special or general purposes.[1][5][13][14]

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. [5]

### **Hearing of Citizens**

A member of the public present at a meeting of the Board may address the Board in accordance with Board Policy No. 903, Public Participation in Board Meetings. A member of the public who wishes to address the Board must confirm residence in the District by stating their address before making comment or confirming that the address on the public comment sign in sheet is correct. Public comment is limited to three (3) minutes for each person who wishes to address the Board.[1][11]

### **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.

1. The following action requires the unanimous consent of all remaining members of the Board:
  - a. 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.[15][16]
2. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:
  - a. Transfer of budgeted funds.[16][17][18]

- b. Transfer of any unencumbered balance, or portion hereof, from one appropriation to another, or from one spending agency to another.[\[16\]](#)[\[18\]](#)
  - c. Incur a temporary debt or borrow money upon an obligation.[\[18\]](#)[\[19\]](#)
  - d. Incur a temporary debt to meet an emergency or catastrophe.[\[16\]](#)[\[18\]](#)
  - e. Elect to a teaching position a person who has served as a school director and who has resigned.[\[15\]](#)[\[16\]](#)
  - f. Convey land or buildings to the municipalities co-terminus with the School District.[\[16\]](#)[\[20\]](#)
  - g. Adopt or change textbooks without the recommendation of the Superintendent.[\[16\]](#)[\[21\]](#)
  - h. Dismiss, after a hearing, a tenured professional employee.[\[16\]](#)[\[22\]](#)
  - i. Adopt, amend, or repeal a Board procedure.[\[23\]](#)
3. The following actions require the recorded affirmative votes of a majority of the full number of school directors:
- a. Fixing the length of school term.[\[16\]](#)
  - b. Adopting textbooks recommended by the Superintendent.[\[16\]](#)[\[24\]](#)
  - c. Appointing the District Superintendent and the Assistant Superintendents.[\[16\]](#)[\[25\]](#)[\[26\]](#)
  - d. Appointing teachers and principals.[\[16\]](#)
  - e. Adopting the annual budget.[\[16\]](#)
  - f. Appointing tax collectors and other appointees.[\[16\]](#)[\[27\]](#)
  - g. Levying and assessing taxes.[\[16\]](#)[\[28\]](#)
  - h. Purchasing, selling, or condemning land.[\[16\]](#)
  - i. Locating new buildings or changing the location of old ones.[\[16\]](#)
  - j. Adopting courses of study.[\[16\]](#)[\[29\]](#)
  - k. Establishing additional schools or departments.[\[16\]](#)
  - l. Designating depositories for school funds.[\[16\]](#)[\[30\]](#)[\[31\]](#)
  - 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).[\[16\]](#)[\[32\]](#)
  - o. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.[\[16\]](#)
  - p. Combining or reorganizing into a larger School District.[\[33\]](#)
  - 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.[\[16\]](#)

- r. Dismissal, after a hearing, a nontenured employee. [\[16\]](#)[\[34\]](#)[\[35\]](#)
- s. Adoption of a corporate seal for the District.
- t. Determination of the location and amount of any real estate required by the School District for school purposes. [\[16\]](#)[\[36\]](#)
- u. Vacating and abandoning property to which the Board has title. [\[16\]](#)[\[37\]](#)
- v. 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. [\[38\]](#)
- w. Removal of a school director. [\[39\]](#)
- x. Declaration that a vacancy exists on the Board by reason or the failure or neglect of a school director to qualify. [\[39\]](#)
- y. Removal of an officer of the Board. [\[27\]](#)
- z. Removal of an appointee of the Board. [\[27\]](#)
- aa. Adopt, amend or repeal a policy or procedure of the Board. [\[23\]](#)

## **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: [\[40\]](#)[\[41\]](#)

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. [\[42\]](#)
7. The names of all citizens who appeared officially and the subject of their testimony.

The minutes of Board meetings shall be approved by the Board at a public meeting and shall be signed by the Secretary of the Board. [\[43\]](#)

## **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 Section 4(c). [\[8\]](#)[\[9\]](#)[\[44\]](#)

## **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. [\[14\]](#)[\[45\]](#)[\[46\]](#)

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 litigation or identifiable complaints which may lead to litigation.
5. Matters which must be conducted in private to protect a lawful privilege or confidentiality.
6. Items of a conference nature.

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

### **Study Sessions**

The Board is desirous of achieving and maintaining effective communication with the community it serves. One way of promoting this concept is through public attendance at Board study sessions. Study sessions can be scheduled by the Board, as is appropriate. As a means of assuring that the purpose and objectives of study sessions are achieved, the following provisions regarding meeting format, scope of agenda, and participation shall be observed in conducting these meetings: [\[1\]](#)[44]

1. Study sessions shall be open to the public.
2. The Board Secretary shall request the press to run as a news item (not legal notice) information pertaining to each study session, i.e. date, time, place and agenda items of particular interest to the public. Meetings may also be advertised on Springfield Educational Television (SET) and the District website. [\[8\]](#)[9]
3. The purpose of study sessions is not to make decisions but to permit the Board and administration to review and discuss in detail important items of School District business.
4. Copies of agenda will be available to the public at study sessions. Other detailed study session materials will not be distributed to the press or public.
5. It is recognized that certain topics such as personnel items, employee evaluations, negotiations, litigation and other highly sensitive matters cannot be appropriately discussed in any public forum. The Board reserves the prerogative to meet in executive session without the public's presence to study and discuss such matters. Board decisions on any topic shall always be made at a properly called public meeting. [\[8\]](#)[45][46]

### **Committee Meetings**

Various standing and ad hoc committee meetings may be called at any time by the committee chairperson. Unless the subject matter is appropriate for discussion in an executive session, the committee meetings shall be open to the public, other Board members, and the Superintendent. The chairperson may extend an invitation to an individual who wishes to join a committee. That individual will be expected to have special skills, knowledge or qualifications in the area under committee discussion. [\[8\]](#)[9][44]

The Board believes that it is appropriate to provide at District expense light refreshments for executive sessions, as well as at times when the Board or its committees meet for the purpose of studying or conducting District matters. Therefore, the Board authorizes the serving of refreshments as noted above and directs that payment for same be made from District funds in accordance with accepted bookkeeping procedures.

**DISCLAIMERS:**

***This policy is superseded by all current federal and state laws and mandates.***

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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. 421
	11. Pol. 903
	12. 65 Pa. C.S.A. 712.1
	13. 24 P.S. 423
	14. 24 P.S. 425
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	17. 24 P.S. 609
	18. 24 P.S. 687
	19. 24 P.S. 634
	20. 24 P.S. 707
	21. 24 P.S. 803
	22. 24 P.S. 1129
	23. Pol. 003
	24. Pol. 108
	25. 24 P.S. 1071
	26. 24 P.S. 1076
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	33. 24 P.S. 224

- 34. 24 P.S. 1080
- 35. 24 P.S. 514
- 36. 24 P.S. 702
- 37. 24 P.S. 708
- 38. 24 P.S. 1503
- 39. Pol. 004
- 40. 24 P.S. 518
- 41. 65 Pa. C.S.A. 706
- 42. 65 Pa. C.S.A. 705
- 43. 24 P.S. 433
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- 45. 65 Pa. C.S.A. 707
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- 24 P.S. 315
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- 24 P.S. 640
- 24 P.S. 671
- 24 P.S. 1075
- 24 P.S. 1077
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- 65 Pa. C.S.A. 1101 et seq
- Pol. 612
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- Pol. 801