

# TUSSEY MOUNTAIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: NAME AND CLASSIFICATION

ADOPTED: April 19, 1995

REVISED:

	001. NAME AND CLASSIFICATION
SC 201, 212	<p>Section 1. <u>Name</u></p> <p>The Board of School Directors shall be known officially as the Board of School Directors of Tussey Mountain School District, hereinafter sometimes referred to as the "Board".</p>
SC 203	<p>Section 2. <u>Composition</u></p> <p>The School District of Tussey Mountain is comprised of all lands that lie within the municipal boundaries of Broad Top Twp., Coaldale Boro., Liberty Twp., and Saxton Boro. (Bedford County) and Broad Top City Boro., Carbon Twp., Coalmont Boro., Dudley Boro., Hopewell Twp., Todd Twp., and Wood Twp. (Huntingdon Co.)</p>
Pa. Const. Art. III Sec. 14 SC 501	<p>Section 3. <u>Purpose</u></p> <p>The School District of Tussey Mountain is organized for the purpose of providing a program of public education to serve the needs of the Commonwealth.</p>
SC 901-A	<p>Section 4. <u>Intermediate Unit</u></p> <p>The School District of Tussey Mountain is assigned to Intermediate Unit No. 8.</p>
SC 202	<p>Section 5. <u>Classification</u></p> <p>The School District of Tussey Mountain is classified as a school district of the third class.</p>
	<p>Section 6. <u>Address</u></p> <p>The official address of the Board of School Directors of the School District of Tussey Mountain shall be Route 1, Box 178A, Saxton, PA 16678-9742.</p>

001. NAME AND CLASSIFICATION - Pg. 2

School Code  
201, 202,  
203, 212,  
501, 901-A

PA Constitution  
Art. III  
Sec. 14

# TUSSEY MOUNTAIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: AUTHORITY AND POWERS

ADOPTED: April 19, 1995

REVISED:

<p>Art. III Sec. 14 SC 211, 301, 501, 507, 510</p> <p>SC 211, 406, 407, 501, 502, 503, 507, 510, 511, 803, 1411</p> <p>SC 426, 427, 508</p>	<p style="text-align: center;">002. AUTHORITY AND POWERS</p> <p>Section 1. <u>Authority</u></p> <p>The authority to establish, equip, furnish, operate and maintain the public schools of the School District of Tussey Mountain is vested in the Board of School Directors, which is a body corporate and which is constituted and governed by Title 24, the "Public School Code of 1949", of the Pennsylvania statutes and Article III of the Constitution.</p> <p>Section 2. <u>Powers</u></p> <p>The Board shall establish such schools as are required for the education of every person residing in the School District of Tussey Mountain between the ages of six (6) and twenty-one (21) years who may attend such schools; shall equip, furnish, operate, and maintain such schools; shall adopt and enforce rules and regulations for the management of school affairs and the conduct and deportment of employees and students; and shall levy and collect such taxes as may be necessary, in addition to the annual State appropriation, for the exercise of aforesaid powers.</p> <p>The Board in accordance with its statutory mandate shall prepare bylaws for its own operation and policies for the guidance of the Chief School Administrator in the operation of the school district. Such bylaws, and policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this district.</p> <p>The powers of the Board of School Directors are not vested in the individual school director. No such individual is authorized to act on behalf of the Board to carry out any of the Board's statutorily authorized powers, except for those acts stated in law.</p>
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002. AUTHORITY AND POWERS - Pg. 2

School Code

211, 301,  
406, 407,  
426, 427,  
501, 502,  
503, 507,  
508, 510,  
511, 803,  
1411

PA Constitution

Art. III  
Sec. 14

SECTION: LOCAL BOARD PROCEDURES

TITLE: FUNCTIONS

ADOPTED: April 19, 1995

REVISED:

# TUSSEY MOUNTAIN SCHOOL DISTRICT

	<p style="text-align: center;">003. FUNCTIONS</p> <p>Section 1. <u>Legislative</u></p> <p>SC 301, 407, 510, 511      The Board shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the school district. Those procedures and policies which are not dictated by the statutes, or rules of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected.</p> <p>SC 508      The Board may upon a vote cause to suspend at any time the operation of a procedure or policy herein contained, if necessary, provided the suspension does not conflict with legal requirements, and such suspension shall be effective until the next meeting of the Board unless an earlier time is specified in the motion to suspend.</p> <p>                 These procedures and policies may be adopted or amended at a single meeting of the Board in an emergency. An emergency shall be defined for purposes of this rule as any situation or set of circumstances which the Board has reason to believe will close the schools or jeopardize the safety or welfare of the pupils or employees of the district.</p> <p>SC 422, 508      Procedures of the Board shall be adopted, amended, or repealed by a two-thirds vote of the full Board. Policies shall be adopted, amended or repealed by a majority vote of the full Board.</p> <p>                 The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board. All current procedures and policies shall be printed in the Board policy manual.</p>
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<p>SC 1001</p>          <p>Act 170 of 1978</p>          <p>SC 510, 1126 et seq</p>          <p>2 PA C.S. Sec. 551 et seq</p>	<p>Section 2. <u>Executive</u></p> <p>The Board shall exercise its executive power by the appointment of a district Superintendent who shall enforce the statutes of the Commonwealth, the rules of the State Board of Education and the policies of the Board of School Directors.</p> <p>The Superintendent may prepare guidelines for the administration of the school district which are not inconsistent with statutes or regulations of the State Board and are dictated by the policies of this Board and which shall be binding on the employees of this district and the students in the schools of this district when issued.</p> <p>The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the meeting next following such action.</p> <p>The Superintendent shall implement a procedure to in form employees of their responsibility under the Ethics Law.</p> <p>Section 3. <u>Review</u></p> <p>The Board of School Directors may assume jurisdiction over controversies or disputes arising within this school district and concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.</p> <p>In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.</p>
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# TUSSEY MOUNTAIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: April 19, 1995

REVISED:

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 302, 303, 304, 305	The Board of School Directors does consist of nine (9) members.
	Section 2. <u>Qualifications</u>
SC 321, 322, 323, 324	Each member of the Board shall meet the following qualifications:
SC 322	a. S/He shall be of good moral character, eighteen (18) years of age, shall have been a resident of the district for at least one (1) year prior to the date of his/her election or appointment, and shall not be a holder of any office or position of profit under any government in the School District of Tussey Mountain, nor shall s/he be a member of the municipal council.
SC 323	b. S/He shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.
SC 324	c. Except as provided by law, s/he shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district.
SC 321	d. S/He shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.
65 P.S. 404(d)	e. S/He shall file a statement of financial interests with the State Ethics Commission before taking the oath of office or entering upon his/her duties.
	Section 3. <u>Election</u>
SC 301 et seq	Election of members of the Board of School Directors shall be in accordance with law.

<p>SC 315, 319 et seq</p>	<p>Section 4. <u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district, or otherwise. Any such vacancy shall be filled by the appointment, by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy, of a person who shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment, except that when a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Bedford or Huntingdon Counties.</p>
<p>SC 303, 315</p>	<p>Section 5. <u>Term</u></p> <p>The term of office of each school director shall be four (4) years and shall expire on the first Monday of December except that the term of each school director appointed to fill a vacancy shall expire on the first Monday of December after the municipal election occurring more than sixty (60) days after his/her appointment and the term of each school director elected to an unexpired term shall expire at the termination of that term.</p>
<p>SC 315, 319</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a school director shall cease to be a resident of the School District of Tussey Mountain, his/her membership on the Board shall cease forthwith.</p> <p>The removal of a school director who resigns shall become effective upon the presentation of the resignation to the Board President and upon such date specified therein.</p>
<p>SC 319</p>	<p>A school director who neglects or refuses to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting neglects or refuses to act in his/her official capacity as a school director, may be removed from his/her office on the affirmative vote of a majority of the remaining members of the Board.</p> <p>If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p>

<p>SC 516.1</p>	<p>Section 7. <u>Expenses</u></p> <p>School directors, a nonmember Secretary of the Board, and Board solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any State convention or association of school directors held within the Commonwealth, or for necessary expenses actually incurred in attendance authorized by the Board at any other meeting held within the Commonwealth or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding meeting of the Board. No member shall be reimbursed for more than two (2) such out-of-state meetings in one (1) school year. Such expenses shall be reimbursed only upon presentation of an itemized, verified statement, except that advance payments may be made upon presentation of estimated expenses to be incurred.</p>
<p>SC 519</p>	<p>Section 8. <u>Orientation</u></p> <p>The Board believes that the preparation of each school director for the performance of Board duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools and learn Board procedures. Accordingly, the Board shall give to each new school director for his/her use and possession during the term on the Board the following items:</p> <ul style="list-style-type: none"> <li>a copy of the school code,</li> <li>a copy of the Board policy manual,</li> <li>the current budget statement, audit report and related fiscal materials, and</li> <li>the most recent District Strategic Plan.</li> </ul>
<p>SC 516, 516.1</p>	<p>Each new Board member shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, policy, and procedure.</p> <p>Section 9. <u>Conferences</u></p> <p>In keeping with its stated position on the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate school board conferences, workshops, and conventions. However, in order to control both the investment of time and expenditure of funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:</p>

No member of the Board may attend a meeting at Board expense without prior Board approval.

Funds for participation at such meetings will be budgeted on an annual basis.

When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting which will be beneficial to the school district.

Reimbursement to Board members for their travel expenses will be in accordance with Section 7 of Policy 004.

The aforesaid reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.

# TUSSEY MOUNTAIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: April 19, 1995

REVISED: July 12, 2004  
February 21, 2005

	005. ORGANIZATION
SC 401, 404, 421	<p>Section 1. <u>Organization Meeting</u></p> <p>The school directors shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all members of the Board of School Directors by mail at least five (5) days before the proposed meeting by the Secretary of the Board. The organization meeting shall be a regular meeting.</p>
SC 426	<p>Section 2. <u>Order</u></p> <p>The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over Board members. In the event the past President is no longer a Board member, the solicitor shall call the meeting to order. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.</p>
SC 402	<p>The temporary President shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same.</p>
	<p>Section 3. <u>Officers</u></p> <p>Election of officers shall be by a majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes. If the vote remains tied, then the absent Board member(s) may be contacted by telephone to cast an oral ballot. Said contact shall only be a last resort in case of a deadlock where not all members of the Board are present.</p>
SC 404	<p>a. The school directors shall annually, during the first week in December, elect from their members a President and Vice-President who shall serve for one (1) year.</p>

SC 404	<p>b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and s/he may be a member of the Board.</p>
SC 436, 438 Pol. 811	<p>The school Treasurer shall not enter upon his/her duties until s/he has furnished bond in accordance with law and with the approval of the Board. The school Treasurer shall be compensated in such a manner and at a rate as the Board shall determine.</p>
SC 404	<p>c. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and s/he may be a member of the Board.</p>
SC 431, 432 Pol. 811	<p>The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.</p>
	<p>Vacancies in any office shall be filled by the school directors and such appointed officers shall serve for the remainder of the unexpired term.</p>
SC 404	<p>The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.</p>
PA Const. Art. VI Sec. 7 Pol. 006	<p>Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.</p>
	<p>Section 4. <u>Appointments</u></p>
	<p>The Board shall have the authority to appoint:</p>
SC 508, 683	<p>a. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.</p>
SC 1410	<p>b. School physician(s).</p>
SC 1410	<p>c. School dentist(s).</p>
SC 406, 324	<p>d. Solicitor.</p>

<p>SC 2401</p>	<p>e. Independent auditor.</p>
<p>SC 516</p>	<p>f. Delegates to a state convention or association of school directors.</p> <p>g. Other appointments the Board deems necessary.</p>
<p>SC 621</p>	<p>Section 5. <u>Resolutions</u></p> <p>The Board may at the organization meeting but shall prior to July 1 next following, designate:</p>
<p>SC 106</p>	<p>a. Depository for school funds.</p>
<p>SC 421</p>	<p>b. Newspaper(s) of general circulation as defined in accordance with law.</p>
<p>SC 421</p>	<p>c. Normal day, place and time for regular meetings.</p>
<p></p>	<p>d. Normal day, place and time for open committee meetings.</p>
<p></p>	<p>e. Normal day, place and time for executive sessions of the Board.</p>
<p></p>	<p>Section 6. <u>Committees</u></p> <p>When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.</p> <p>Committees shall consist of no more than three (3) members.</p> <p>Members shall be appointed by the President who shall:</p> <p>a. Serve as an ex-officio member on all committees.</p> <p>b. Appoint the Superintendent as an ex-officio member of all committees.</p> <p>A member may request or refuse appointment to a committee.</p> <p>Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.</p> <p>Each Board committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings and be appointed by the President.</p>

The President may appoint at the organization meeting or the subsequent meeting members of the Board to the following standing committees where they shall serve a term of one (1) year:

- a. Administrative Liaison Budget/Finance.
- b. Athletics.
- c. Buildings/Grounds.
- d. Building Use/Cafeteria.
- e. Personnel.
- f. Policy/Curriculum.
- g. Transportation.

Ad hoc committees may be created, charged, and assigned a fixed termination date which may be extended from time to time by the President.

Members of committees shall serve until the committee is discharged.

References:

School Code - 24 P.S. Sec. 106, 324, 401, 402, 404, 406, 421, 426, 431, 432, 434, 436, 438, 508, 516, 621, 683, 1410, 2401

Pennsylvania Constitution - PA Const. Art. VI Sec. 7

Board Policy - 006, 811

# TUSSEY MOUNTAIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: April 19, 1995

REVISED:

	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>65 P.S. 271 et seq</p> <p>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 procedures.</p> <p>Section 2. <u>Quorum</u></p> <p>SC 422</p> <p>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.</p> <p>Section 3. <u>Presiding Officer</u></p> <p>SC 426, 428, 405</p> <p>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></p> <p>65 P.S. 271 et seq</p> <p>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.</p> <p>65 P.S. 271 et seq</p> <p>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 meeting.</p>
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<p>65 P.S. 271 et seq</p>	<p>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.</p> <p>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.</p> <p>d. 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.</p>
<p>65 P.S. 271 et seq</p>	<p>e. Notice of all public meetings shall be given to any newspaper circulating in Bedford and Huntingdon 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 provides a stamped, addressed envelope for such notification.</p>
<p>65 P.S. 271 et seq SC 421</p>	<p>Section 5. <u>Regular Meetings</u></p> <p>Regular meetings of the Board shall be public and shall be held the third Monday of each month at 7:30 p.m. in the high school auditorium.</p> <p>It shall be the responsibility of the Superintendent, in consultation 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 such reports as can be completed, shall be provided each school director at least three (3) days before the meeting.</p>
<p>65 P.S. 271 et seq  SC 426</p>	<p>Section 6. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes.</p> <p>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.</p>
<p>Pol. 903</p>	<p>Section 7. <u>Hearing of Citizens</u></p> <p>A member of the public present at a meeting of the Board may address the Board in accordance with the Board's rules.</p>

	<p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those school directors present and voting except as provided by statute or these procedures.</p>
SC 324	<p>a. The following action requires the unanimous consent of all remaining members of the Board:</p>
	<p>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.</p>
	<p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:</p>
SC 609	<p>1. transfer of budgeted funds</p>
SC 687	<p>2. transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another</p>
SC 634	<p>3. incur a temporary debt or borrow money upon an obligation</p>
SC 687	<p>4. incur a temporary debt to meet an emergency or catastrophe</p>
SC 324	<p>5. elect to a teaching position a person who has served as a school director and who has resigned</p>
SC 707	<p>6. convey land or buildings to the municipality coterminus with the school district</p>
SC 803	<p>7. adopt or change textbooks without the recommendation of the Superintendent</p>
SC 1129	<p>8. dismiss after hearing of a tenured professional employe</p>
<p>Art. III Sec. 1.a</p>	<p>9. adopt, amend, or repeal a Board procedure.</p>
SC 508	<p>c. The following actions require the recorded affirmative votes of a majority of the full number of school directors:</p>
	<p>1. fixing the length of school term</p>

006. MEETINGS - Pg. 4

<p>SC 1071, 1073, 1076, 1080</p>	<p>2. adopting textbooks recommended by the Superintendent</p>
<p>SC 1111, 1129</p>	<p>3. appointing the district Superintendent and the assistant district superintendents</p> <p>4. 4.appointing teachers and principals</p> <p>5. adopting the annual budget</p> <p>6. appointing tax collectors and other appointees</p> <p>7. levying and assessing taxes</p> <p>8. purchasing, selling, or condemning land</p> <p>9. locating new buildings or changing the location of old ones</p> <p>10. adopting courses of study</p> <p>11. establishing additional schools or departments</p>
<p>SC 621</p>	<p>12. designating depositories for school funds</p> <p>13. expending district funds</p>
<p>Pol. 610</p>	<p>14. 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)</p>
<p>SC 1075, 1077</p>	<p>15. fixing salaries or compensation of officers, teachers, or other appointees of the Board</p>
<p>SC 224</p>	<p>16. combining or reorganizing into a larger school district</p>
<p>SC 508</p>	<p>17. 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</p>
<p>SC 508, 514, 1080</p>	<p>18. dismissal, after hearing, of a nontenured employe</p>
<p>SC 212</p>	<p>19. adoption of a corporate seal for the district</p>

SC 702	20. determination of the location and amount of any real estate required by the school district for school purposes
SC 708	21. vacating and abandoning property to which the Board has title
SC 1503	22. 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
Pol. 004	23. removal of a school director
Pol. 004	24. declaration that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify
Pol. 005	25. removal of an officer of the Board
Pol. 005	26. removal of an appointee of the Board
	27. adopt, amend or repeal a policy of the Board.
	Section 9. <u>Minutes</u>
65 P.S. 271 et seq	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:
	<ul style="list-style-type: none"> <li>a. the date, place, and time of the meeting</li> <li>b. the names of members present</li> <li>c. the presiding officer</li> <li>d. the substance of all official actions</li> <li>e. actions taken</li> <li>f. recorded votes and a record by individual members of all roll call votes taken</li> <li>g. the names of all citizens who appeared officially and the subject of their testimony.</li> </ul>
	The Secretary shall provide each school director with a copy of the minutes of the last meeting no later than three (3) days before the next regular meeting.

SC 433	The minutes of Board meetings shall be approved at the next succeeding meeting.
SC 433	The approved minutes shall be signed by the Secretary of the Board.
Pol. 006 Sec. 4c	<p data-bbox="453 436 794 468">Section 10. <u>Adjournment</u></p> <p data-bbox="453 510 1539 688">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.</p> <p data-bbox="453 730 857 762">Section 11. <u>Executive Session</u></p> <p data-bbox="453 804 1507 982">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.</p> <p data-bbox="453 1024 1304 1056">The Board may discuss the following matters in executive session:</p> <ul data-bbox="453 1098 1498 1497" style="list-style-type: none"><li>a. employment issues</li><li>b. labor relations</li><li>c. the purchase or lease of real estate</li><li>d. consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation</li><li>e. matters which must be conducted in private to protect a lawful privilege or confidentiality.</li></ul> <p data-bbox="453 1539 1490 1602">Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p data-bbox="453 1644 881 1675">Section 12. <u>Discussion Sessions</u></p> <p data-bbox="453 1717 1515 1854">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.</p>

Section 13. Committee Meetings

Committee meetings may be called at any time by the committee chairperson with proper public notice.

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.

# TUSSEY MOUNTAIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: April 19, 1995

REVISED:

<p>65 P.S. 271 et seq</p>	<p style="text-align: center;">007. DISTRIBUTION</p> <p>The Board desires to make this Manual of Policies and Procedures a useful guide for all directors of the Board, the administration of this district, all personnel employed by the Board, the students of the district and all members of the community.</p> <p>Therefore, copies of this manual shall be given to the following:</p> <ul style="list-style-type: none"><li>all directors of the Board</li><li>Superintendent</li><li>Secretary to the Board</li><li>Business Manager</li><li>each building principal</li><li>Board solicitor.</li></ul> <p>Copies of this manual shall be numbered and a record maintained by the Secretary as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made.</p> <p>The manual of policies shall be considered a public record and shall be open for inspection in the Board offices and in each school building during regular office hours.</p> <p>The Superintendent shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the school system.</p>
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<p>Other Cites 65 P.S. 271 et seq</p>	<p>S/He is designated to review existing policy monthly in light of Board actions and in light of revisions to State statutes and procedures, and to recommend to the Board such changes as may be desired to maintain the Board Manual of Policies in a current status.</p>
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