

ADMINISTRATIVE REGULATION

# CENTENNIAL SCHOOL DISTRICT

APPROVED: February 13, 2018

REVISED:

## 006-AR-0. BOARD MEETINGS

### Schedule

The Board shall meet on the second and fourth Tuesday of each month, with the exception of July and August. The Board may, at the reorganization meeting, establish an annual calendar of Board meetings for the coming year.

The Board shall hold only one (1) meeting in August, a Committee of the Whole meeting. No scheduled meetings shall be held in July.

The first meeting of each month shall be the Work Session/Regular Business meeting of the Board, while the second meeting of the month shall be a Committee of the Whole meeting.

The Board shall hold the annual reorganization meeting during the first Monday of December. The first regular business meeting in December will take place on the second Tuesday in December.

If the business of the District requires special meetings, such meetings shall be called in accordance with Board policy 006.

### Agenda

Board members may place an item on the agenda by submitting the item in writing to the Superintendent a minimum of five (5) business days before the Board meeting. In cases when the five-day notice requirement cannot be met, Board members may verbally submit items to the Superintendent, who shall consult with the Board President to determine the appropriate placement of the item(s) on the agenda.

### Order Of Business

#### Work Session/Regular Business Meeting

The Board shall use the following order of business for a Work Session/Regular Business Meeting:

1. Welcome
  - 1.1 Call to Order
  - 1.2 Roll Call
  - 1.3 Pledge of Allegiance
  - 1.4 Announcements
2. Presentations
  - 2.1 Student Presentations

3. Reports
  - 3.1 Superintendent's Report
4. Community Comments
  - 4.1 Community Comments
5. Consent Agenda
  - 5.1 Minutes
  - 5.2 Personnel
  - 5.3 Exceptions to Policy
  - 5.4 Appointments
  - 5.5 Waivers
  - 5.6 Conferences and Travel
  - 5.7 Bids and Quotes
  - 5.8 Assemblies, Speakers and Programs
  - 5.9 Contracts, Licenses and Services
  - 5.10 Textbooks
  - 5.11 Acceptance of Donations, Grants and Bequests
  - 5.12 Changes to Academic Programs, Positions, Stipends
6. Old Business (if necessary)
7. New Business
8. Policies
  - 8.1 Policies presented for Initial Distribution/Discussion
  - 8.2 Policies presented for Adoption
9. Financials
10. Board Discussion and Comments
11. Reports
  - 11.1 District Policy Report
  - 11.2 Bucks County Intermediate Unit #22
  - 11.3 PSBA Representative
  - 11.4 Legislative Council Liaison
  - 11.5 Middle Bucks Institute of Technology Executive Council
  - 11.6 Committee Reports
12. Additional Community Comments
13. Schedule of Board Meetings/Calendar of Events
14. Adjournment

Work Session/Regular Business Meeting agendas shall contain items for discussion and action.

All items presented on the Work Session/Regular Business Meeting agenda shall have sufficient documentation/backup to support informed decision making by the Board.

The agenda, together with all relevant back up, shall be provided electronically to the Board members at least four (4) days before the meeting.

#### Committee of the Whole Meeting

The Board shall use the following order of business for a Committee of the Whole Meeting:

1. Welcome
  - 1.1 Call to Order
  - 1.2 Roll Call
  - 1.3 Pledge of Allegiance

- 1.4 Announcements
2. New Business
3. Presentations
  - 3.1 Education Committee Presentations
  - 3.2 Finance Committee Presentations
  - 3.3 Operations Committee Presentations
4. Education Committee
  - 4.1 Information Items
  - 4.2 Action Items
5. Finance Committee
  - 5.1 Information Items
  - 5.2 Action Items
6. Operations Committee
  - 6.1 Information Items
  - 6.2 Action Items
7. Adjournment

The agenda, together with all relevant back up, shall be provided electronically to each Board member at least four (4) days before the meeting.

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## 006-AR-1. PUBLIC NOTICE OF BOARD MEETINGS

Public notice of a Board meeting will comply with the following requirements:

1. Advertisement of the date, time and place of the meeting in a newspaper(s) of general circulation.
2. Posting of a notice of the date, time and place of the meeting in the District administrative office and on the District website.
3. Notification of interested parties, including newspapers and TV and radio stations, who provide the District with a stamped, self-addressed envelope.

The chart listing the requirements for the various types of meetings will serve as a guide for public notice of meetings.

<b>Types of Meetings</b>	<b>Publish</b>	<b>Post</b>	<b>Notice to Interested Parties</b>
Work Session/Regular	Yes	Yes	Yes
Committee of the Whole	Yes	Yes	Yes
Special	Yes	Yes	Yes
Rescheduled	Yes	Yes	Yes
Recessed/Reconvened	No	Yes	Yes
Executive Session	No	No	No
Emergency	No	No	No
Conference	No	No	No

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## 006-AR-2. OFFICIAL BOARD MINUTES

The Board will keep written minutes of all open meetings. The minutes are not intended to be transcripts of conversations, or discussions of items or issues at the meeting; however, a Board member may request that a statement related to an agenda item be entered verbatim into the minutes. This request must be made at the public meeting at the time of the remarks.

In accordance with Board Policy 006, at a minimum, the minutes will contain:

1. Date, time and place of the meeting.
2. Names of Board members present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.
7. Names of residents who appeared officially and the subject of their commentary.

To comply with state audits, the Auditor General's office recommends that a record of the following be included in the District's official Board minutes:

1. Board Secretary's signature on all minutes of regular, adjourned and special meetings.
2. Board approval of minutes of the previous meeting at the subsequent meeting.
3. School calendar, including length of school term, starting date, closing date, Act 80 days, holidays, vacations, revised calendar changes.
4. Hirings and promotions, with starting salaries and Board-approved raises.
5. Dismissal of a teacher, with charges, hearing and vote on action by the Board.
6. Budget listed in detail.

7. Advertisement of proposed budget, with ten (10) days public notice prior to adoption.
8. Proposed budget, with twenty (20) days allowed for public inspection.
9. Adoption of annual budget.
10. All budgetary transfers with Board approval.
11. Budget addition when authorized.
12. Monthly Treasurer's report, with all investments listed.
13. Monthly bills, with an account code and what was/is to be paid.
14. Depository(ies) designated yearly.
15. Purchase, sale and condemnation of land and articles.
16. Contracts exceeding \$100, all transportation contracts, professional and support staff contracts, insurance policy contracts.
17. Bids:
  - a. Announcement for public notice to receive bids.
  - b. When bids are opened, list of each bidder and amount.
  - c. Who was awarded the bid.
  - d. Reasons why lowest bidder was not accepted, if applicable.
18. How Board members voted on important issues, such as borrowing money, emergency appropriations, teachers hired or fired, sabbatical leaves, etc.
19. Election of all Board members, who was elected and length of term.
20. Designation of solicitor and salary or retainer.
21. Election of tax collector(s) and length of term(s).
22. Information regarding bonds for Board Secretary, Board Treasurer, tax collectors, and employees of trust.
23. If bank is Treasurer, must be elected or designated annually by a majority vote of the Board; fiduciary powers to act as Fiscal Agent or Treasurer.
24. Adoption of courses of study and textbooks.

25. All debts approved according to law.
26. Approval of breakfast, lunch and milk prices for students and adults.
27. Local auditor's report accepted and included.
28. Auditor General's report accepted and included.
29. All PlanCons.
30. Gifts to the District.
31. Mortgage time and dates.
32. Deposit of funds.
33. Executive sessions; whether held at beginning of the meeting, end of the meeting, during a Sunshine meeting, or between Sunshine meetings; persons present; topics discussed.

Minutes shall be made available to the public for review on the School District website following Board approval.

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## 006-AR-3. ABSTENTION MEMORANDUM

**TO:** Board Secretary, Centennial School District

**FROM:** \_\_\_\_\_  
Name of Board Member

**MEETING DATE:** \_\_\_\_\_

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law", I hereby declare that I am required to abstain regarding the following issue/motion:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My conflict/reason for abstaining is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Board Member