

Policy Committee

Wednesday, August 12, 2026 10:00 AM

KCSD Administration Board Room, 86 Administration Drive, Mill Hall, PA 17751

1. Meeting Opening		
1.A. Call to Order		Speaker (s) : Chair, Mr. Christopher Scaff
2. Discussion		
2.A. Policy 301 Creating a Position		Speaker (s) : Chair, Mr. Christopher Scaff
2.B. Policy 320 - Freedom of Speech by Employees		Speaker (s) : Chair, Mr. Christopher Scaff
2.C. Policy 328 - Compensation Plans/Salary Schedule		Speaker (s) : Chair, Mr. Christopher Scaff
2.D. Policy 915 Relations With PTO/Booster Organizations Access Public		
2.E. Nepotism		Speaker (s) : Chair, Mr. Christopher Scaff
3. Hearing of Visitors		
3.A. Public Comment		Speaker (s) : Chair, Mr. Christopher Scaff
4. Future Meeting		
4.A. Meeting time and dates: The next Policy Committee meeting will be held on October 14, 2026 at 10:00 AM, in the Boardroom in the Administration Office.		Speaker (s) : Chair, Mr. Christopher Scaff
5. Adjournment		Speaker (s) : Chair, Mr. Christopher Scaff



Policy Number	915
Title	Relations With PTO/Booster Organizations
Adopted	6/15/2023
Revised	4/16/2026
Version	v1 · 6/21/2026

Relations With PTO/Booster Organizations

Purpose

The Board recognizes the existence and appreciates the efforts of the various community-based Booster/Support Clubs at work in the school community. The Board and administration are also fully cognizant that without the countless hours members of these groups give to their respective organizations, district programs, athletic and nonathletic, would suffer. Collaboratively, these activities should be consistent with the philosophy and objectives of the district and its Board policies. In this regard, equity principles and compliance benchmarks described in Title IX law must be used to guide fundraising.

Definition

A **Booster/Support Club** is defined as any parental (i.e., P.T.O.) or community support group that provides services, awards, funds and/or equipment for school district sponsored programs. These programs shall include, but are not necessarily limited to, athletic and nonathletic as well as interscholastic and extracurricular programs.

Authority

Booster/Support Clubs shall annually place on record a list of officers and contacts with the Board Secretary or designee. This list shall include all officers by name and address or names of contact persons who will represent the interests of their organization. Any change of officers or contact persons after July 1 shall immediately be reported, to the board secretary (PTO) or Athletic Director (Booster Clubs), who will forward the changes to the Board.

The Board wishes to further provide Booster/Support Clubs the opportunity to support local school programs, both athletic and nonathletic, however, the Board also acknowledges that these Booster/Support organizations must adhere to all Board, district, and state-wide promulgated rules and policies. In order to maintain good standing with the Board, all

Booster/Support organizations which are recognized by the Board shall adhere to the established guidelines. Failure to comply shall result in the loss of Board recognition and, subsequently, the right to utilize or access school facilities, and access to the district's liability insurance.

Guidelines

Finances

The Board recognizes that the focus of each Booster/Support Club is student-centered and, thus, these groups contribute in a material way through services, supplies, or other equipment to school district students. Often, this can have a direct result which lessens the financial burden to the district taxpayers; however, it is the school's responsibility to know what resources are coming into a program and to avoid any disparity that the resources may create. The Board specifically acknowledges that expenditure reports are necessary to ensure compliance with Title IX regulations.

Each Booster/Support group or organization shall submit to the Board, on an annual basis, a comprehensive financial plan which shall, at a minimum, outline the proposed fundraising activities, the specific purpose of the fundraising activities, and any anticipated or recently completed major expenditures for the time period. The Board shall coordinate the proposed fundraising and expenditures so that the administration and Board can oversee the comprehensive fundraising plan for all organizations so as to avoid duplication of effort and improper activities. For purposes of this policy, annual basis shall mean and require that the organization submit their financial report and fundraising plan one (1) month before the defined fall, winter, or spring seasons begin. All summer fundraisers must be submitted for approval at the May Board meeting. Organizations may also list anticipated or unanticipated summer fundraisers on the June submission form, which will be reviewed by the Board in July.

The Board shall expect all Booster/Support Clubs to notify them through the Athletic Director or Board Secretary of anticipated fundraisers annually.

Each Booster/Support group shall name an FDIC insured depository bank into which all proceeds and receipts shall be deposited. Booster/Support groups must follow appropriate accounting practices in maintaining and disbursing funds. It is also recommended that all booster club treasurers or individuals handling the money for the club be bonded.

PTOs and Booster/Support groups shall not use the district tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization.

All contributions of supplies and equipment must go through the Athletic Director or designee before purchasing so as to ensure compliance with Title IX regulations. All contributions of supplies and equipment become property of the Keystone Central School District and subject to related district policies. When using existing supplies and equipment, it must be restored to its original status. [\[1\]](#)

Proposed improvements to the district buildings and grounds being made by the Booster/Support organization must have the approval of the Supervisor of Property Services and the principal receiving the contribution. Consultants to the Booster/Support groups for various projects (i.e., construction) should not be engaged without School Board approval.

Reasonable carryover funds should be encouraged for long-term success of the club.

Annual Reports

On an annual basis, each organization shall submit a post-season fundraising financial report to the Board and confirm that its finances are in good standing and have been reviewed and submitted by the Treasurer. The letter must be signed by both the Booster/Support group President and Treasurer. The financial report should be submitted no later than the last day of school for that school year. This report must be submitted within a timeframe designated by the district. The group or organization shall submit on an annual basis to the district a listing of all officers by name and address or names of contact persons who will represent the interests of their organization. Any change of officers or contact persons after July 1 shall immediately be reported, in writing, to the Board Secretary or Athletic Director, who will forward the changes to the Board. Failure to submit the report will result in the suspension of the Booster/Support Club's recognition.

Concessions

Booster/Support organizations involved in concessions at school events shall follow district guidelines for use of, and payment for, facilities. The group using the concession stand is responsible for clean-up of the facility. Equipment must not be removed without permission. Booster/Support organizations involved in concessions at school events shall follow district guidelines and are encouraged to follow the district Student Wellness Policy. [\[2\]](#) [\[3\]](#)

Involvement With District

Any and all purchases of equipment, materials or instruction for a program or organization shall have the prior written approval of the district Athletic Director or Curriculum Director and the Superintendent. No direct payments, outside P.I.A.A. guidelines, shall be made to any student

athlete or other participant for attendance at tournaments, camps, or the like.

Only those Booster/Support groups or other support organizations that have specifically and directly received recognition by the Board shall be eligible to be associated with the respective district activity which it supports. All unrecognized Booster/Support groups shall be denied the use of school facilities and equipment unless they have properly submitted a third party request for use of the rental of the facilities and equipment. ^[3]

The head coach or club advisor should have an active role in their respective Booster/Support organization and the decision-making process of the Booster/Support Club. They should be involved in the structure of the organization's agenda for meetings and actively participate in the meeting. If the head coach/advisor cannot attend, a representative from the coaching/curriculum staff should attend. At the first meeting of the athletic season or school year, the head coach, club advisor or president shall be responsible for distributing copies of this policy and the Annual Requirement list to all officers of the organization.

Organizations which are primarily public facing shall create a designated email account for the organization with a descriptive address which is to be transferred and shared among leadership as necessary. This is to ensure continuity and availability in public communications and outreach.

Requirements

A Booster Group or Support Organization, in order to gain the recognition of the Board, must adhere to the following guidelines.

The Booster Group or Support Organization must submit to the Board a set of bylaws or similar rules which govern the activities of the organization. The bylaws or similar rules must be consistent with the philosophy, mission and policies of the district. These bylaws must, at a minimum, contain the following elements:

1. The official name of the organization or group.
2. The group's purpose.
3. The group's membership eligibility criteria.
4. A specific statement that there shall be no discrimination.
5. Dues, if any.

6. Names and titles of all club officers.

7. The duties of the officers.

Concerns or issues of individual members of Booster Clubs, parental or other support groups regarding the team, athletic program or club should follow the chain of command indicated below:

Step 1 – Coach/Club Advisor

Step 2 – Athletic Director

Step 3 – Building Principal

Step 4 - Superintendent or designee

Step 5 – Board of Education (Curriculum/Co-curricular Committee)

Design Keystone Central School District Advisory Council

The group or organization must acknowledge that they shall not require mandatory participation by students in any fundraising activity as a condition of participation in the school-sponsored programs. Booster/Support Clubs are adult organizations, which sponsor fundraising activities carried out in the name of the school. Students are not to be involved in fundraising activities during school hours and are not to sell games of chance (i.e., 50-50, raffles, lotteries, etc.).

The Booster/Support organization shall acknowledge that the club or organization is in compliance with all rules and regulations promulgated by the School Board, the P.I.A.A. and the laws of the Commonwealth of Pennsylvania.

It is imperative for the Booster/Support organizations to communicate with the parents/guardians at the first possible opportunity, prior to tryouts if possible. Letters should go home to parents/guardians explaining the fundraisers. Parents/Guardians should be informed of the meeting dates, location, and when fundraising agenda items will be discussed and/or voted on in the organization. If the majority of the membership is against a fundraiser, the organization should look at alternative ways to raise money.

The organizations shall prohibit the sale or consumption of alcoholic beverages and are to prohibit the use and sale of any tobacco products at any and all functions on school district property or at any club or organization-sponsored function at which students are in attendance. This may include but not be limited to banquets, picnics, and team get-togethers including those held beyond the school year.

Any and all awards, gifts, or other items given to the participants of said programs must not violate the policies of the district, the P.I.A.A. or the N.C.A.A. This may include but not be limited to gifts of cash, gift cards, or gift certificates.

In conducting its activities, all Booster/Support organizations shall comply with the Solicitation of Funds for Charitable Purposes Act, as amended, the Pennsylvania Small Games of Chance Act, or any other requirements established regarding fundraising. No Booster/Support Club shall engage in any activities outside the guidelines established by the P.I.A.A. or the state.[\[4\]](#)

Should the Board deem that the efforts or activities of any club are not in the best interest of the district and its students, the authorization to operate the club may be withdrawn.

Booster/Support organizations do not have the authority to direct the duties of a school district employee and/or approved volunteers. The schedule of contests, rules for participation, methods for earning letters and all other criteria dealing with interschool programs are under the jurisdiction of the school district administration.

Title IX is part of the Education Amendments of 1972 that prohibit sex discrimination in educational institutions that receive federal funds.[\[5\]](#)

Coaching Staff

A district's coach's/advisor's role with the booster club is solely as an advisor. They shall not handle money or make purchases in the name of the booster club.

Footnotes

[1] Pol. 702
Policy Reference [Open policy](#) 

[2] Pol. 246
Policy Reference [Open policy](#) 

[3] **Pol. 707**
Policy Reference [Open policy](#) 

[4] **10 P.S. 162.1**
palegis.us
palegis.us
Legal Reference [View source](#) 

[5] **34 CFR 106.41**
ecfr.gov
ecfr.gov
Legal Reference [View source](#) 



Policy Number	006
Title	Meetings
Adopted	11/1/2018
Revised	4/16/2026
Version	v1 · 6/21/2026

Meetings

Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.[\[1\]](#)[\[2\]](#)

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time.[\[3\]](#)

Presiding Officer

The President shall preside at all Board meetings. 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 majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Meeting Notifications

Notice of all open Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.[\[8\]](#)[\[9\]](#)

1. Notice of regular meetings shall be given by publication and 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 and 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 the meeting and sending copies of such notice to interested parties.[\[8\]](#)
5. Notice of all open meetings shall be given to a newspaper circulating in Clinton County and any radio or television station which so requests. Notice of all open meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[\[9\]](#)

Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting.[\[9\]](#)[\[10\]](#)

Agenda Notifications

The agenda, together with all relevant reports, shall be provided to each school director at least three days before the meeting.

If the agenda includes an item of business related to removal of an officer of the Board, the agenda shall be provided to each school director at least seven (7) days before the meeting.

The district shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[\[9\]](#)

1. On the district's website.
2. At the location of the meeting.
3. At the district's administrative office.

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[\[9\]](#)

Agenda Preparation

It shall be the responsibility of the Superintendent, in cooperation with the Board Secretary and Board President to prepare an agenda of the items of business anticipated to come before the Board at each open meeting.

Order of Business

The order of business for regular meetings and special meetings called for general purposes shall be as follows, unless altered by the President or a majority of those present and voting:

1. Meeting Opening.
2. Presentation(s).
3. Hearing of Visitors.
4. Superintendent's Report.
5. Committee Reports.
6. Information/Discussion Items.
7. Board.
8. Minutes.
9. Business.
10. Personnel.
11. Curricular/Co-Curricular.
12. Negotiations.
13. Adjournment.

The order of business for other special meetings shall be determined according to the stated purpose of the special meeting.

Additions to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[\[11\]](#).

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[\[8\]](#)[\[11\]](#).

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.
[\[11\]](#).

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:[\[11\]](#) [\[12\]](#)

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.[\[11\]](#)

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to:[\[9\]](#)[\[11\]](#)[\[13\]](#)

1. Conference sessions.

2. Executive sessions.

Regular Meetings

Regular Board meetings shall be open and shall be held at specified places at least once every two (2) months.[\[2\]](#)[\[14\]](#)

Special Meetings

Special meetings may be called for special or general purposes and shall be open except when conducted as an executive session for purposes authorized by law.[\[2\]](#)[\[5\]](#)[\[10\]](#)[\[15\]](#)

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests 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.[\[5\]](#)

No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting.[\[10\]](#)

Public Participation

At each open Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy.[\[2\]](#) [\[12\]](#)

Voting

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

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.

Special Voting Requirements –

**Indicates actions for which the minutes must reflect how each school director voted.*

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:
 - a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected.*[\[16\]](#)[\[17\]](#)
 - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.*[\[16\]](#)[\[17\]](#)
2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:
 - a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.*[\[17\]](#)[\[18\]](#)[\[19\]](#)
 - b. Adding or increasing appropriations to meet an emergency or catastrophe.*[\[17\]](#)[\[19\]](#)
 - c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.*[\[16\]](#)[\[17\]](#)
 - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.*[\[17\]](#)[\[20\]](#)
 - e. Incurring temporary debt.*[\[17\]](#)[\[19\]](#)[\[21\]](#)
 - f. Dismissing a tenured professional employee after a hearing.*[\[17\]](#)[\[22\]](#)
 - g. Borrowing in anticipation of current revenue.*[\[17\]](#)[\[23\]](#)
 - h. Adopting or changing textbooks without the recommendation of the Superintendent.*[\[17\]](#)[\[25\]](#)

3. Actions requiring the affirmative votes of a majority of the full membership of the Board:
- a. Fixing the length of the school term.*[\[17\]](#)
 - b. Adopting textbooks recommended by the Superintendent.*[\[17\]](#) [\[25\]](#)
 - c. Appointing the district Superintendent and Assistant Superintendent(s).*[\[17\]](#)[\[26\]](#)[\[27\]](#)
 - d. Appointing teachers and principals.*[\[17\]](#)
 - e. Adopting the annual budget.*[\[17\]](#) [\[28\]](#)
 - f. Appointing tax collectors and other appointees.*[\[17\]](#) [\[29\]](#) [\[30\]](#)
 - g. Levying and assessing taxes.*[\[17\]](#) [\[31\]](#)
 - h. Purchasing, selling, or condemning land.*[\[17\]](#)
 - i. Locating new buildings or changing the location of old ones.*[\[17\]](#)
 - j. Creating or increasing any indebtedness.*[\[17\]](#)
 - k. Adopting planned instruction.[\[17\]](#) [\[32\]](#)
 - l. Establishing additional schools or departments.*[\[17\]](#)
 - m. Designating depositories for school funds.*[\[17\]](#)[\[33\]](#) [\[34\]](#)
 - n. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.*[\[17\]](#)[\[19\]](#)
 - o. 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 bid requirements).*[\[17\]](#) [\[35\]](#)
 - p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.*[\[17\]](#)
 - 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.*[\[17\]](#)
 - r. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.*[\[17\]](#)[\[36\]](#)[\[37\]](#)

- s. Determining the location and amount of any real estate required by the school district for school purposes.*[\[17\]](#)[\[38\]](#).
- t. Vacating and abandoning property to which the Board has title.*[\[17\]](#)[\[39\]](#).
- u. Appointing a school director to fill a vacancy on the Board.*[\[17\]](#)[\[40\]](#)
- v. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.[\[5\]](#)
- w. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify. [\[41\]](#)
- x. Adopting, amending or repealing Board procedures and policy. [\[42\]](#)
- y. Approving or denying a charter school application.*[\[43\]](#)
- z. Approving or denying a multiple charter school organization application.*[\[44\]](#)
- aa. Establishing joint schools or departments.*[\[45\]](#)

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[\[46\]](#)[\[47\]](#) [\[48\]](#)

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of their office or any confidential information received through holding public office for the private pecuniary benefit of the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.
[\[46\]](#).

De minimis economic impact – an economic consequence which has an insignificant effect.[\[46\]](#)

Immediate family – parent, spouse, child, brother or sister.[\[46\]](#)

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.
[\[46\]](#).

2. Relative recommended for appointment to or dismissal from a teaching position.[\[22\]](#)[\[49\]](#)

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[\[47\]](#) [\[48\]](#)

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:[\[50\]](#)[\[51\]](#)

1. Date, place, and time of the meeting.

2. Names of school directors 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.[\[52\]](#)
7. Names of all residents who appeared officially and the subject of their testimony.
8. Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable.[\[9\]](#)[\[11\]](#)

The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.[\[1\]](#)

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[\[53\]](#)

Notations and any tape or audiovisual recordings shall not be the official record of an open Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.[\[1\]](#) [\[54\]](#) [\[55\]](#)

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.[\[8\]](#)[\[9\]](#) [\[56\]](#)

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.[\[13\]](#)[\[15\]](#)[\[57\]](#)

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would:[\[15\]](#)
 - a. Be reasonably likely to impair the effectiveness of school safety measures.
 - b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

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

Work Sessions

The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.[\[2\]](#)
[\[56\]](#)

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors. Public notice of the meeting shall be made in accordance with Board procedures.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[\[8\]](#)[\[9\]](#) [\[56\]](#)

Committee Meetings

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by a majority of the members of the committee.[\[8\]](#)[\[9\]](#)[\[56\]](#)

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent.[\[2\]](#)

A majority of the committee or the chairperson may invite employees, consultants or other persons who have special knowledge of an area under discussion.

Footnotes

[1] 24 P.S. 407
palegis.us [View source](#)
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Legal Reference

[2] 65 Pa. C.S.A. 701
palegis.us [View source](#)
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Legal Reference

[3] 24 P.S. 422
palegis.us [View source](#)
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Legal Reference

[4] 24 P.S. 405
palegis.us [View source](#)
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Legal Reference

[5] 24 P.S. 426
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[6] 24 P.S. 427
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Legal Reference

[7] **24 P.S. 428**
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Legal Reference

[8] **65 Pa. C.S.A. 703**
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Legal Reference

[9] **65 Pa. C.S.A. 709**
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[10] **24 P.S. 423**
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Legal Reference

[11] **Pol. 903** [Open policy](#) 
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[12] **Pol. 903** [Open policy](#) 
Policy Reference

[13] **65 Pa. C.S.A. 707**
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Legal Reference

[14] **24 P.S. 421**
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[15] **24 P.S. 425**
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[16] **24 P.S. 324**
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