

BOARD OF EDUCATION MEETINGS

Scope

The Pleasants County Board of Education is composed of the duly elected (and/or appointed, per West Virginia Code §§ 18-5-1 and 18-5-2) representatives of the citizens of the county charged with the responsibility of fulfilling the citizens' education expectations. Consequently, official business of the Board shall be conducted only in legally called open sessions. Appropriate efforts shall be made to keep the public informed about its schools.

Public Notification of Board of Education Meetings

- All board meetings are open, public meetings, except as noted in section 5 of this policy.
- Written notice will be provided to the public of all regularly scheduled board meetings.
- Written public notice may include, but is not limited to posting in/on local newspapers, local media, e-mail, Pleasants County Schools' web site, and public buildings, including school buildings. Notice will shall be posted on the front public entranceway to the Board of Education offices.
- Public notice will be given at least three (3) calendar days, inclusive of the meeting date, before a regularly scheduled meeting.
- In the event of an emergency/crisis, the requirement for written notice may be waived.
- The superintendent will promptly notify the board president of the need for a meeting.
- If the president concurs, a meeting of the board will shall be called on a one-hour verbal notice to discuss and act upon the emergency/crisis.
- In the event the president cannot be reached, the superintendent will contact, in the following order, the vice president, then members based upon their seniority, to obtain consensus regarding the need for an emergency meeting.

Meetings of the Board of Education

Annual Meetings

- First Monday in July
The board shall meet following each biennial election. The purpose of this meeting is to organize and elect a president for a two-year term. The board shall, at this meeting, also set the time for the regular monthly meetings.
- Between March 7th – 28th
The board shall meet to fix the estimated levy rates and report the same to the State Tax Commissioner. This meeting adjourns to the third Tuesday in April.
- Third Tuesday in April
The board will meet to complete the setting of the levy rates.

Regular Meetings

- The Regular meetings of the Pleasants County Board of Education shall be held on the second and fourth Thursday of each month in the office of the Pleasants County Board of Education at 1009 Maple Street, St. Marys, West Virginia, unless otherwise directed by the board.

Special Meetings

- The board president and any three members of the board may call a special meeting. The only business that can be transacted at the special meeting is that designated in the call. The only business to occur during a special meeting must be designated in the call.

- A three-day notice shall be given each provided to board members of any and all special meetings, except when such meeting is called as an emergency measure in which circumstance this provision for advance notice shall be waived.

Adjourned Meetings

- Any meeting adjourned for the purpose of continuing that meeting in a subsequent session is known as an adjourned meeting. A subsequent session of an adjourned meeting is not a separate meeting. Therefore, a board member may not receive compensation for both the original and the adjourned meeting.

School Board Meeting Procedures

- The superintendent is both the Executive Officer and the Secretary of the Board. As Executive Officer, the superintendent prepares and provides the board a carefully organized written agenda and the minutes of the preceding meeting.
- The written agenda must be provided to each board member (via hand delivery, U.S. mail, or electronic correspondence) at least three (3) calendar days, inclusive of the meeting date, before a regularly scheduled meeting.
- Copies of reference items needed for clarification or examination shall be in readiness prior to the scheduled meeting.
- Items of business may be suggested by board members, the superintendent, staff members, or citizens of the school district.
- Business items shall be submitted in writing to the superintendent at least one week prior to the scheduled meeting in order to ensure inclusion on the written agenda.
- Items may not be suggested from the floor during a meeting for discussion or action except at the discretion of the president. If any board member or superintendent disagrees with adding the item from the floor to the agenda, a board vote shall be taken to determine if the item should be added to the agenda.
- A majority of the board members constitutes a quorum required for transaction of official business.
- In conducting its business, the board shall observe Robert's Rules of Order, Revised, except that the president may introduce, discuss and have a vote on all matters before the board, or except as otherwise agreed upon by the members.
- All votes on motions and resolutions shall be "ayes" or "nays", or via raising the hand.
- The vote shall be recorded if not unanimous.
- The order of business for a regular meeting of the Board of Education shall be:
 - Call to order;
 - Pledge to the flag;
 - Minutes;
 - Delegations;
 - Reports;
 - Superintendent's recommendations;
 - Items for information, consideration and possible action;
 - Adjournment; and
 - Executive Sessions may be held within the regular meeting, as needed.

Executive Sessions

The board may hold an executive session during any duly called meeting for consideration of the following:

- The appointment, employment, retirement, promotion, demotion, disciplining, resignation, discharge, dismissal, or compensation of any public officer or employee, or other personnel matters;
- For the purpose of conducting a hearing on a complaint against a public officer or employee, unless such public officer or employee requests an open hearing;
- The disciplining, suspension, or expulsion of any student in any public school, unless such student requests an open meeting;
- The physical or mental health of any person, unless such person requests an open meeting;
- Matters which, if discussed in public, would likely to adversely affect the reputation of any person;
- Any official investigation or matters relating to crime prevention or law enforcement;
- Matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving competition, which, if made public, might adversely affect the financial or other interest of the State or school district.
- The president or presiding officer shall identify the authorization and reasons from WV Code 6-9A-4 for the holding of an executive session to the board members and to the general public. An executive session may only then be held following majority affirmative vote of the members present.
- No decision shall be made in an executive session. Following reconvening into open session a decision may be made relative to the business under consideration in the executive session.
- Minutes shall be kept of executive sessions. The minutes shall be limited to material, the disclosure of which is not inconsistent with items 5.1.1 – 5.1.7 above.
- All executive sessions shall be attended by the superintendent, except those in which his/her tenure, salary, or administration of duties is under consideration.
- The board shall determine which other individuals, as appropriate, shall be included in executive session. The president shall invite said individuals into the session as needed, and shall dismiss them from the executive session when appropriate.

Minutes of School Board Meetings

- The Board of Education shall provide for the preparation of written minutes of all of its meetings.
- All such minutes shall be kept in a safe place by the Secretary to the board, and shall be available to for public review during regular business hours within ten days of the board meeting.
- The minutes shall include, but not be limited to, the following information:
 - The date, time, and place of the meeting;
 - The names of each member present and absent;
 - All motions, proposals, resolutions, orders, ordinances, and measures proposed, the name of the person proposing the same, and their disposition; and
 - The results of all votes and, upon request of a member, the vote of each member by name.
 - A copy of the minutes shall be provided for public review. This may include, but is not limited to posting in/on: local newspapers; local media; e- mail; Pleasants County Schools Web site; public buildings, including school buildings.

Public Participation

- All residents of Pleasants County and other interested parties shall be Individuals are welcomed at any or all regular, special or annual meetings of the Board of Education.
- Individuals or groups who wish to speak or make some other presentation before the board must submit a written request to the superintendent.
- The written request shall state the purpose and topics to be presented.

- The written request must be provided no later than thirty minutes prior to a scheduled board meeting to commence in order for the delegation to be heard.
- Time allotted each delegation (individual or group) will be 10 minutes.
- The board president may use his discretion in allowing more time for the delegation.

Media Participation

- The media, including, but not limited to radio and television, shall be welcomed at any or all regular, special, or annual meeting of the Board of Education.
- Video and audio recording is permitted, so long as it is conducted in a manner that is not disruptive or distracting to the conduct of the meeting.
- Equipment used may not produce distracting light or sound emission.
- Any video or audio recording devices shall be placed in a manner in order that they will not obstruct the public's view of the Board members.
- Video or audio recording devices shall not be placed on the Board members' table.
- All devices must be placed at least three (3) feet from the table.

Board/Staff Communications

The board recognizes professional and service educational associations affiliated with the West Virginia Education Association, the West Virginia School Service Personnel Association, the American Federation of Teachers, and other professional organizations through which the personnel of Pleasants County Schools represent their considered opinion in matters of concern to them. The board shall give due consideration to proposals and representation made on behalf of professional and service educational associations.

References:

W. Va. Code §§ 6-9A-1.6, 6-9A-3, 6-9A-5, 11-8-9, 11-8-12a, 18-4-10, 18-5-1c, 18-5-4, 11- 8-12a, 18A-2-8A

Adopted: February 28, 2013

Revised: November 7, 2017