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6 **2300 BOARD OF SCHOOL DIRECTORS - MEETINGS**  
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8 **2310 Meeting Notice, Posting of Meeting Agenda, & Official Action on Additions**  
9 **Made to the Meeting Agenda After it is Posted**  
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11 **I. Meeting Notice**  
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13 Notice of all public Board meetings, including committee meetings, shall be given by  
14 publication of the date, place, and time of such meetings in the *Warren Times*  
15 *Observer* and posting of such notice at central office and the building at which the  
16 meeting will be held (if not held at central office).

17 Notice of all regular meetings shall be given at least three (3) days prior to the time  
18 of the first regular meeting.

19 Notice of all special meetings shall be given at least twenty-four (24) hours prior to  
20 the time of the meeting, except that such notice shall be waived when an emergency  
21 meeting is called to deal with an actual emergency involving a clear and present  
22 danger to life or property.

23 Notice of all rescheduled meetings shall be given at least twenty-four (24) hours  
24 prior to the time of the meeting.

25 Notice of all public meetings shall be given to any newspaper, radio station, or  
26 television station which so requests. Notice of all public meetings shall be given to  
27 any individual who so requests and provides a stamped, addressed envelope for such  
28 notification.

29 **II. Posting of Meeting Agenda**

30 In addition to the notice requirements stated in Section I, the Board or Committee  
31 must also:

- 32 1. Post the meeting agenda on the district's website at least 24 hours prior to a  
33 meeting.
- 34 2. Physically post the agenda at the meeting location and central office at least 24  
35 hours prior to a meeting.
- 36 3. Have copies of the agenda available to members of the public in attendance at  
37 the meeting.  
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The agenda posted and made available to the public in attendance at the meeting must include a list of each matter that may be the subject of deliberation or official action at the meeting.

**II. Circumstances under which the Board may take official action on matters not listed on the agenda that is posted 24 hours before the meeting:**

1. To address a real or potential emergency that involves a clear and present danger to life or property.
2. To address a matter that (i) arose or was brought to the Board's attention within 24 hours of the meeting; and (ii) is de minimis in nature and does not involve expenditure of funds or entering into a contract or agreement.
3. If a resident or taxpayer raises a matter during the meeting that is not on the agenda, the Board may (i) refer the matter to staff for the purpose of researching the issue for inclusion on the agenda for a future meeting; or (ii) vote to approve it if it is de minimis in nature and does not involve expenditure of funds or entering into a contract or agreement.
4. A majority of Board members present at the meeting may vote to add an item to the agenda and then vote on the added item. In such circumstances, (i) the reason for the change to the agenda must be announced publicly at the meeting before conducting a vote to change the agenda, (ii) the modified agenda must be published on the district's website and posted at central office by the first business day following the meeting,

If any item is added to the agenda and voted on pursuant to any of the above four (4) circumstances, the meeting minutes must reflect the added agenda item, the vote to add the item, the vote on the additional item, and the reason for the addition.

~~Notice of all open public meetings of the Board shall be given consistent with applicable State laws.~~

~~Notice of all public meetings shall be given to any newspaper or radio station in Warren County which so requests. Notice of all public meetings shall be given to any individual who so requests and who provides a stamped, addressed envelope for such notification.~~

Adoption Date	-	September 13, 1999
Revision Date	-	<b>September 13, 2021</b>
Review Date	-	
Legal Reference	-	<b>65 Pa. C.S.A. §701, et. seq.</b>
Cross Reference	-	<b>Policy 2345 &amp; 2347</b>

