

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.

Virtual Meetings

Pursuant to West Virginia Code Sections 6-9C-1 through -10, and as described in this section, the board may meet virtually when all or a portion of Pleasants County is subject to a declaration of emergency. A meeting may be held

virtually, if: 1) the emergency declaration prohibits, limits, or has the effect of prohibiting or limiting an in-person meeting of the public agency; or 2) the board president, in cooperation with the superintendent, determines it is not practical or prudent for the board to conduct an in-person meeting because of the emergency; and the board president communicates to the members of the public agency that the meeting shall be a virtual meeting and takes reasonable steps to inform members of the public that the meeting shall be a virtual meeting.

Virtual meetings shall be conducted as follows:

(a) the board shall, to the extent practicable, select a means to conduct a virtual meeting that is compatible with assistive technology commonly used by individuals with disabilities and that facilitates the accommodation needs of individuals with disabilities to access the meeting.

(b) the means used to conduct a virtual meeting shall permit each member of the board who attends the meeting to see and hear during the meeting and to be seen and heard by, the other members of the board who attend the meeting.

(c) If a member of the board is unable to obtain visual access to the virtual meeting but is able to obtain audio access that permits the member, during the meeting, to hear and be heard by the other members of the board who attend the meeting, the member may attend by audio access.

(d) If the board cannot provide contemporaneous visual access to a virtual meeting for members of the board, the board may conduct the meeting by audio-only access that permits each member of board who attends the meeting, to hear and be heard during the meeting by the other members of the board who attend the meeting.

(e) A member of the board who attends a virtual meeting is considered present for all purposes, including for determination of a quorum and voting, if during the meeting, the member may see and hear and be seen and heard by the other members of the board who attend; or if visual access is impossible, may hear and be heard by the other members of the board who attend.

(f) A member of the board who attends a virtual meeting through electronic means that provide audio-only access to the meeting shall state the member's name each time the member speaks. Failure by a member to state the member's name does not invalidate an action taken at the virtual meeting.

(g) A vote taken at a virtual meeting shall be by a process that identifies how each member of the board votes.

(h) The minutes of a virtual meeting shall include any vote taken, that the meeting was conducted by electronic means, the technology used, and which members of the board attended by electronic means.

The board shall permit the public to observe a virtual meeting or the part of the virtual meeting that would be required to be open to the public if it were part of an in-person meeting. The board shall provide the technological means to allow the members of the public who observe the virtual meeting to see and hear or, if the board conducts the meeting by audio-only access, to hear any members of the public authorized by the board to speak in the meeting.

The board, to the extent practicable, shall permit members of the public to participate in a virtual meeting, subject to the conditions that apply at an in-person meeting of the public agency. If members of the public are permitted to speak at a virtual meeting, the technology used to conduct the meeting shall permit the members of the board and members of the public attending the meeting to hear the members of the public who speak at the meeting. If the board considers at a virtual meeting a matter affecting the right or interest of a person entitled by other law of the state or by rule of the board to participate, present evidence, or examine or cross-examine witnesses at an in-person meeting, the board shall permit the person to use the same technology that the board uses to conduct the virtual

meeting, or provide equivalent access, to attend the meeting and present evidence, or examine or cross-examine witnesses in the meeting. If a person who holds such a right objects that the virtual meeting does not allow the person to effectively protect the right or interest, the board shall consider the objection and may proceed with the matter at a virtual meeting if the board determines that the virtual meeting will allow the person to effectively protect the right or interest. The determination and the reason for the determination shall be stated in a record.

In addition to any other requirement concerning notice, the board shall give notice of a virtual meeting and shall specify that the meeting will be a virtual meeting and the technology that will be used for the virtual meeting. Notice of a virtual meeting shall specify how: (1) Members of the public may observe the meeting in real time; (2) Members of the public permitted to participate, present evidence, or examine or cross-examine witnesses at the meeting may do so; (3) A member of the public may alert the board of a technical or quality problems that prevents the member from accessing the meeting; and (4) A member of the public with a disability may request a reasonable accommodation to access the meeting.

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

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