

# Policy Guide



Policy No. 005

Section LOCAL BOARD PROCEDURES

Title ORGANIZATION

Adopted AUGUST 21, 1989

Revised OCTOBER 23, 2018;  
APRIL 24, 2014;  
FEBRUARY 16, 1998

<b>POLICY NO. 005 ORGANIZATION</b>	
<b>Section 1</b>	<p><b><u>Organization Meeting</u></b></p> <p>The School Directors shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all members of the Board of School Directors by mail at least five (5) days before the proposed meeting by the Secretary of the Board. The organization meeting shall be a Regular meeting.</p>
<b>Section 2</b>	<p><b><u>Order</u></b></p> <p>The organization meeting shall be called to order by the Solicitor who shall preside over the election of a President from among the holdover members and any newly elected members of the Board. The Secretary of the Board shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared. The Solicitor shall present copies of the certificates of election or appointment to the Board Secretary.</p> <p>An authorized person shall administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.</p>

SC 401, 402, 404, 421

SC 402, 426

SC 321, 402

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<b>Section 3</b>	<b><u>Officers</u></b>	
	<p>Election of officers shall be by the majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.</p>	
	<p>a. The school directors shall annually, during the first week of December, elect from their members a President and a Vice-President, who shall serve for one (1) year.</p>	SC 404
	<p>It shall be the duty of the President to preside at all meetings of the Board. The president shall, together with the Secretary, when directed by the Board, execute any and all deeds, contracts, warrants to the tax collector, reports, and other papers pertaining to the business of the Board requiring the signature of the President. In addition, the President shall perform such other duties as the Board may direct and as pertain to the office.</p>	
	<p>The Vice-President shall assist the President in carrying out duties and shall preside at Board meetings in the absence of the President.</p>	SC 428
	<p>b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth and may be a member of the Board.</p>	SC 404
	<p>The Board Treasurer shall receive all funds belonging to the School District, make payments on proper orders approved by the Board and perform such other acts and duties pertaining to the District as may be directed by the Board or by law.</p>	SC 439

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<p>The Board Treasurer shall not enter upon such duties until furnishing bond in accordance with law and with the approval of the Board. The Board Treasurer shall be compensated in such a manner and at a rate as the Board shall determine.</p>		SC 436, 438
<p>c. The School Directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election.</p>		SC 404
<p>The Secretary shall keep a correct and proper record of all proceedings of the Board; furnish, whenever requested, any and all reports concerning the affairs of the District to the Department of Education; and perform such other duties pertaining to the business of the District as directed by the Board and as covered by Section 433 of the School Code.</p>		SC 433
<p>The Secretary shall not enter upon such duties until furnishing bond in accordance with law and with the approval of the Board. The Secretary shall be compensated in such a manner and at a rate as the Board shall determine.</p>		
<p>Vacancies in any office shall be filled by the School Directors, and such appointed officers shall serve for the remainder of the unexpired term.</p>		
<p>The same School Director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.</p>		SC 324, 404
<p>Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.</p>		PA. Const. Art. VI Sec. 7 Pol. 006

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 005 ORGANIZATION</b></p> <p><b><u>Appointments</u></b></p> <p>The Board shall appoint:</p> <ul style="list-style-type: none"> <li>a. A tax collector, where a collector is not elected to collect taxes, where there is a vacancy or where an elected tax collector refuses to qualify</li> <li>b. School physician(s)</li> <li>c. School dentist(s)</li> <li>d. School solicitor</li> <li>e. Independent auditor(s)</li> <li>f. Delegates to a State convention or association of School Directors</li> <li>g. Other appointments the Board deems necessary</li> </ul> <p>The authority to make assignments to the school Solicitor is restricted to specific School Directors and District personnel as follows:</p> <ul style="list-style-type: none"> <li>a. The Board President and Superintendent are authorized to make assignments to the Solicitor. Board members who chair committees may also make assignment to the Solicitor if the assignment is related to that committee's responsibilities.</li> <li>b. School district personnel below the rank of Superintendent do not have access to the Solicitor unless permitted by the Superintendent. The Board's Vice-President, of course, may act in the absence of the President in the event that the matter cannot be handled in a timely manner by the President.</li> </ul> <p>The school Solicitor shall not be compensated for time spent on assignments made by persons not specifically authorized by this policy.</p>	<p>SC 508, 683</p> <p>SC 1410</p> <p>SC 1410</p> <p>SC 324,406</p> <p>SC 2401</p> <p>SC 516</p>
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	<p style="text-align: center;"><b>POLICY NO. 005 ORGANIZATION</b></p> <p>Appointees of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.</p> <p><b>Section 5</b>     <b><u>Resolutions</u></b></p> <p>The Board shall no later than July 1 of the following year do the following:</p> <ul style="list-style-type: none"> <li>a. Designate a depository for school funds</li> <li>b. Designate a newspaper of general circulation as defined in accordance with law</li> <li>c. Designate a normal day, place, and time for regular legislative and business meetings</li> </ul> <p><b>Section 6</b>     <b><u>Committees</u></b></p> <p>Committees of School Directors shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board. Each committee assists in the development and monitoring of the budget in their respective area</p> <p>The standing committees are: Athletics and Activities; Budget and Finance; Buildings, Grounds and Transportation; Communications; Education; Personnel and Negotiations; and Policy. At any time, the Board may, by a majority vote, establish an ad hoc committee to focus on a specific matter or explore matters not specifically covered by another committee.</p> <p>A Board liaison and one (1) alternate will be appointed to represent the District on the Parkway West CTC Board for a period of three (3) years or until that member’s regular term as school director expires. Board liaisons may be appointed to represent the District for: PSBA, SHASDA, and KOFEE.</p> <p>The Board President appoints these committees and Board liaisons at the regular January meeting. Members serve for a period of one (1) year, except where noted, and may be reappointed at the discretion of the President. The Board</p>	<p>PA. Const. Art. VI Sec. 7 Pol. 006</p> <p>SC 621</p> <p>SC 106</p> <p>SC 421</p>
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President has the right to change the membership of committees. Any change in committee membership shall be included in the Board President's report as an informational item in the agenda for the next Business/Legislative meeting.

References:

Pennsylvania Constitution – PA Const. Art. VI Sec. 7

School Code – 24 P.S. Sec. 106, 321, 324, 401, 402, 404, 406, 421, 426, 428, 433, 436, 438, 439, 508, 516, 621, 683, 1410, 2401

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