

SECTION: LOCAL BOARD
PROCEDURES

TITLE: ORGANIZATION

ADOPTED: March 11, 1991

REVISED:

Farrell Area School District

005. ORGANIZATION

Section 1. Organization Meeting

SC 401

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.

Section 2. Order

SC 421

The organization meeting shall be called to order by the Secretary of the Board, who shall preside over the election of a temporary chairperson from among the hold-over members of the Board. The Secretary of the Board shall be secretary of the meeting. The certificates of the 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.

SC 402

The temporary chairperson shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same.

Section 3. Officers

Election of officers shall be by a 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 candidates who received the greatest number of votes.

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a. The school directors shall annually, during the first week in December, elect from their members a President and Vice-President who shall serve for one (1) year.

The President shall preside at all meetings of the Board and shall have a vote on motions placed before the Board for action. S/He shall sign such documents on behalf of the Board as may require his/her signature. The President shall represent the Board in deliberations with other Boards, districts, or agencies unless another member of the Board is so designated.

The Vice-President shall perform all duties of the President when s/he is acting in that capacity.

SC 404

b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one 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 s/he may be a member of the Board.

SC 436
438

The school Treasurer shall not enter upon his/her duties until s/he has furnished bond in accordance with law and with the approval of the Board. The school Treasurer shall be compensated in such a manner and at a rate as the Board shall determine.

SC 436
437
438

The duties of the Treasurer are outlined in the School Code.

c. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four years beginning the first day of July following such election.

The Secretary of the Board shall keep an accurate record of all Board business in the school minutes, sign all papers that require signature of the Board, and act as the Board's representative in financial and legal matters.

d. Vacancies in any office shall be filled by the school directors, and such appointed officers shall serve for the remainder of the unexpired term.



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SC 404
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Pol. 006

e. The same school director may not hold more than one office of the Board. No commissioned officer or professional employe of the Board shall serve, temporarily or permanently, as an officer of the Board. Officers of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons therefor and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.

Section 4. Appointments

The Board shall appoint:

SC 683

SC 1410
SC 1410

- a. a tax collector, where a tax collector is not elected to collect taxes, or where there is a vacancy or where an elected tax collector refuses to qualify.
- b. school physician(s).
- c. school dentist(s).

The Board may appoint:

SC 434
SC 406
SC 516
Pol. 004
SC 406

- a. an assistant secretary.
- b. an independent auditor.
- c. delegates to a State convention or association of school directors.
- d. such other assistants, clerks and employes as the Board deems proper.
- e. At its discretion the Board may appoint a solicitor to perform desired legal services. The solicitor shall serve at the Board's pleasure and be compensated at a mutually agreeable rate.
- f. The Board encourages the use of consultants as a means of providing the schools with necessary specialized services. Consultants are not normally required on a continuing basis.

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Pol. 006

Appointees of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided the appointee so charged shall have been given due notice of the reasons therefor and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.

Section 5. Resolutions

The Board may at the organization meeting but shall prior to July 1 next following:

SC 621

a. designate a depository(s) for school funds.

SC 106

b. designate a newspaper of general circulation as defined in accordance of law.

SC 421

c. designate a normal day, place and time for regular meetings.

d. designate a normal day, place and time for open committee meetings.

e. designate a normal day, place and time for executive sessions of the Board.

Section 6. Committees

Committees of school directors, when specifically charged to do so by the Board, shall conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

It shall be the prerogative of the Board to have standing committees appointed annually by the President.

It shall be the responsibility of the President to appoint special committees whenever necessary. The President shall outline the duties and responsibilities of each committee at the time of appointment and shall serve as an ex-officio member of the committee. Special committees shall be considered dissolved upon submission of a final report.