

OLD FORGE SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: November 29, 1985

REVISED: November 17, 2004

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
SC 401, 404, 421	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. <u>Order</u>
SC 426	The organization meeting shall be called to order by the past President who shall preside over the election of a temporary President 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 by the Secretary of the Board.
SC 402	The temporary President shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same.
	Section 3. <u>Officers</u>
	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 (2) candidates who received the greatest number of votes.
	a. President and Vice-President
SC 404	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.

<p>SC 404</p>	<p>The President shall preside at all meetings. S/He may call special meetings at any time. S/He shall call a special meeting whenever so requested, in writing, by any three (3) members of the Board of School Directors. Should s/he fail or refuse to do so, a special meeting may be called at any time by a majority of the legally qualified and acting members of the Board.</p> <p>The President shall be the executive officer of the Board of School Directors, and as such s/he, together with the Secretary, when directed by the Board, shall execute any and all deeds, contracts, warrants to tax collectors, reports, and other papers pertaining to the business of the Board, requiring the signature of the President. In school districts other than in school districts of the first class s/he shall, after the Board has acted on and approved any bill or account for the payment of money authorized by this act, sign an order on the Treasurer for the same payment.</p> <p>S/He shall in no case, except as this section otherwise provides, sign any order for any sum unless the same has first been acted upon and approved by the Board, and the amount thereof and the name of the payee properly inserted. Any orders which shall be for the payment of amounts owing under any contract which shall previously have been approved by the Board, and by the prompt payment of which the district will receive a discount or other advantage, may be signed without the approval of the Board first having been secured. All such orders shall be presented to the Board at its next meeting. The President shall perform such other duties as the Board may direct and as pertain to his/her office.</p> <p>In the absence of the President, the Vice-President shall preside at all meetings, call special meetings whenever so requested by any three (3) members of the Board of Directors, and when directed by the Board shall execute any and all deeds, contracts, warrants to tax collectors and other papers pertaining to the business of the Board, and perform all other duties imposed on the President. Except in school districts of the first class any School Board, Joint Board or Joint Committee upon request of the President may authorize its Vice-President to sign checks or vouchers for the payment of current expenses and salaries.</p> <p>b. Treasurer</p> <p>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 s/he may be a member of the Board.</p>
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<p>SC 436, 438 Pol. 811</p>	<p>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.</p> <p>The Treasurer of each school district shall receive all state appropriations, district school taxes, and other funds belonging to the school district, and make payments out of the same on proper orders approved by the Board of School Directors, signed, except in district of the first class, by the President and, in any school district of the first class, by the Secretary. The Treasurer may pay out such funds on orders which have been prepared and signed by the Secretary and in school districts other than in school districts of the first class, signed by the President, without the approval of the Board first having been secured, for the payment of amounts owing under any contracts which shall previously have been approved by the Board, and by the prompt payment of which the district will receive a discount or other advantage. In all school districts of the first class, all school orders before being paid by the school Treasurer shall be approved by the school controller of such district.</p> <p>The Treasurer of each school district shall deposit the funds belonging to the school district in the school depository, if any, as directed by the Board of School Directors, and shall at the end of each month make a report to the school controller, of the amount of funds received and disbursed by him/her during the month. All deposits of school funds by any school Treasurer shall be made in the name of the school district.</p>
<p>SC 404</p>	<p>c. Secretary</p> <p>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> <p>In each school district of the second, third and fourth class, the school directors shall, during the month of May, and every four (4) years thereafter, elect a Secretary for a term of four (4) years beginning the first Monday of July following such election. Vacancies in the office of Secretary shall be filled for the unexpired term.</p>
<p>SC 432</p>	<p>The Secretary of the Board of School Directors may receive for his/her services such compensation as the Board may fix.</p>

<p>SC 433</p>	<p>The Secretary of the Board of School Directors shall perform the following duties:</p> <ol style="list-style-type: none"> 1. S/He shall keep a correct and proper record of all proceedings of the Board and shall prepare such reports and keep such accounts as are required. 2. S/He shall after the Board has acted on and approved any bill or account for the payment of money authorized by law, prepare and sign an order on the Treasurer for the payment of the same. S/He may sign orders on the Treasurer for the payment of amounts owing under contracts which shall previously have been approved by the Board, and by the prompt payment of which the district will receive a discount or other advantage, without the approval of the Board first having been secured. 3. S/He shall attest, in writing, the execution of all deeds, contracts, reports and other instruments that are to be executed by the Board. 4. S/He shall furnish, whenever requested, reports concerning the school affairs of the district, on such form, and in such manner, as may be required by the Department of Education. 5. S/He shall be the custodian of all records, papers, office property, and official seal of the school district, and at the expiration of his/her term shall turn over to his/her successor. 6. S/He shall perform such other duties as are required by the Board of School Directors. <p>d. Vacancies</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>PA Const. Art. VI Sec. 7 Pol. 006</p> <p>SC 508, 683</p>	<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> <p>Section 4. <u>Appointments</u></p> <p>The Board shall appoint:</p> <ol style="list-style-type: none"> 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.

<p>SC 1410</p>	<p>b. School physician.</p>
<p>SC 1410</p>	<p>c. School dentist.</p>
<p>SC 406, 324</p>	<p>d. A school solicitor.</p>
<p>SC 2401</p>	<p>e. An independent auditor.</p>
<p>SC 434</p>	<p>f. Assistant Secretary.</p>
<p>SC 1516</p>	<p>g. Delegates to a state convention or association of school directors.</p>
<p></p>	<p>h. Other appointments the Board deems necessary.</p>
<p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>Appointees serve at the pleasure of the Board and may be removed from such appointment by the affirmative vote of a majority of the full number of Board members.</p>
<p></p>	<p>Section 5. <u>Resolutions</u></p>
<p></p>	<p>The Board may at the organization meeting but shall prior to July 1 next following:</p>
<p>SC 621</p>	<p>a. Designate a depository for school funds.</p>
<p>SC 106</p>	<p>b. Designate a newspaper of general circulation as defined in accordance of law.</p>
<p>SC 421</p>	<p>c. Designate a day, place and time for regular meetings.</p>
<p></p>	<p>d. Designate a day, place and time for open committee meetings.</p>
<p></p>	<p>Section 6. <u>Committees</u></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.</p> <p>Ad hoc committees may be created, charged and assigned to a fixed termination date which may be extended from time to time by the President.</p> <p>Members of committees shall serve until the committee is discharged.</p>

References:

School Code - 24 P.S. Sec. 106, 324, 401, 402, 404, 406, 421, 426, 431, 432, 434, 436, 438, 508, 516, 621, 683, 1410, 2401

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

Board Policy - 006, 811