



Center Area School District

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: NOVEMBER 21, 1996

REVISED: FEBRUARY 15, 2001

	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></p> <p>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.</p> <p>Section 2. <u>Order</u></p> <p>SC 421 The organization meeting shall be called to order by the Solicitor 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.</p> <p>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.</p> <p>Section 3. <u>Officers</u></p> <p>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.</p> <p>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.</p> <p>The President shall preside at Board meetings, shall perform all duties imposed by the statutes, and shall perform such other duties as may be prescribed by law or by action of the Board.</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>SC 404</p> <p>SC 436, 438</p> <p>Pol. 616</p>	<p>S/He shall appoint or provide for the election of all committees of the Board and shall be exofficio member of all such committees.</p> <p>In the absence of the President, the vice president shall preside at all meetings, shall perform all duties imposed by the statutes, and shall perform such other duties as may be prescribed by law or by action of the Board.</p> <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 s/he may be a member of the Board.</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 shall receive all State appropriations, district school taxes, and other funds belonging to the school district, and payment is made out of the same on proper orders approved by the Board. The Treasurer will also insure that pay out of such funds on orders which have been prepared and signed by the secretary and 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 advantages.</p> <p>The Treasurer shall insure that funds are deposited belonging to the school district in the school depository, if any, as directed by the Board, and shall insure at the end of each month that a report is made to the Board, of the amount of funds received and disbursed during the month. All deposits of school funds by any school treasurer shall be made in the name of the school district.</p> <p>c. The school directors shall, during the month of May in every fourth year, appoint a secretary who shall serve a term of four (4) years beginning the first day of July following such appointment.</p> <p>In performing the duties of the Secretary of the Board, s/he shall:</p> <p>a. keep a correct and proper record of all the proceedings of the Board and shall prepare such reports and keep such accounts as are required by the provisions of this act;</p>
------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> b. attest, in writing the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board; c. furnish, whenever requested, any and all reports concerning the school affairs of the district, on such form, and in such manner, as the State Board of Education or the Secretary of Education may require; d. be the custodian of all the records, papers, office property and official seal of the school district, and at the expiration of his/her term shall turn the same over to his/her successor; e. perform such other duties pertaining to the business of the district as are required by law or as the Board may direct. <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>SC 404, 405, 514</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. Officers of the Board may be removed from office for incompetence, 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 therefore 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.</p>
	<p>Section 4. <u>Appointments</u></p>
	<p>The Board shall appoint:</p>
<p>SC 683</p>	<ul 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>	<ul style="list-style-type: none"> b. school physician
<p>SC 1410</p>	<ul style="list-style-type: none"> c. school dentist
<p>SC 406, 324</p>	<ul style="list-style-type: none"> d. a school solicitor
<p>SC 406</p>	<ul style="list-style-type: none"> e. an independent auditor

SC 516	f. delegates to a State convention or association of school directors
SC 406	g. such other assistants, clerks and employees as the Board deems proper.
SC 514	<p>Appointees of the Board may be removed from office for incompetence, 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 therefore 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.</p>
	<p>Section 5. <u>Resolutions</u></p>
	<p>The Board may at the organization meeting but shall prior to July1 next following:</p>
SC 621	a. designate a depository for school funds
SC 106	b. designate a newspaper of general circulation as defined in accordance with 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
	<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>Members shall be appointed by the President who shall serve as an ex-officio member on all committees.</p>
	<p>A member may request or refuse appointment to a committee.</p>
	<p>Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.</p>
	<p>The President may appoint as soon after the organization meeting as practicable members of the Board to the following standing committees where they shall serve a term of one (1) year:</p>
	<p>Education;</p>
	<p>Financial;</p>

<p>School Code 106, 324, 401, 402, 404, 405, 406, 421, 434, 436, 438, 514, 516, 621, 683, 1401</p>	<p>Personnel;</p> <p>Athletic;</p> <p>Buildings and Grounds; and</p> <p>Negotiations.</p> <p>Ad hoc committees may be created, charged, and assigned a fixed termination date which may be extended from time to time by the President, or a majority of the school directors present at any meeting at which the need for a committee becomes evident.</p> <p>Members of committees shall serve until the committee is discharged.</p>
------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------