

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: October 12, 1998

REVISED: November 14, 2005

# WEATHERLY AREA SCHOOL DISTRICT

	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></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> <p>Section 2. <u>Order</u></p> <p>The organization meeting shall be called to order by the past President who shall preside over the appointment of a temporary Chairperson from among the holdover 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. The temporary Chairperson shall administer the oath or affirmation of office to such school directions 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 (2) 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>
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SC 401, 421

SC 402, 426

SC 404

SC 404, 436, 438	<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. 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>
SC 404	<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, 405 Pol. 006	<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. 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 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>
SC 506, 683	<p>Section 4. <u>Appointments</u></p> <p>The Board may appoint and establish compensation for:</p> <p>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>b. School physician(s).</p>
SC 1410	<p>c. School dentist(s).</p>
SC 2401	<p>d. An independent auditor.</p>
SC 516	<p>e. Delegates to a state convention or association of school directors.</p>
SC 406	<p>f. Such other assistants, clerks and employees as the Board deems proper.</p>
SC 406	<p>g. Solicitor.</p>

SC 324, 406	<p>The Board shall appoint a solicitor whose duties for the Weatherly Area School District shall be:</p> <ol style="list-style-type: none"><li>a. To advise and furnish the School Board legal opinions, verbally and in writing, as directed, on all matters and questions of law requested, including interpretations on old and new statutes.</li><li>b. To attend all regular meetings and prepare legal instruments including resolutions for any subject, advertising, and all other legal papers as directed by the Board.</li><li>c. Commence and prosecute all action brought by the Board for all or any account or subject.</li><li>d. To attend and represent the school district in all legal proceedings involving the district.</li><li>e. Prepare letters of notification to the tax collectors wherein they are not performing their duties as required by law.</li><li>f. Advise the Board periodically of the status of school property as to its being reclassified to exempt properties thereby reflecting a more assessed valuation of the collectible duplicate.</li></ol>
SC 514 Pol. 006	<p>The above job classification of the solicitor is not to be construed as complete, but only flexible with reservations on the part of the Board to expand or delete assessed duties as it may from time to time so direct.</p> <p><u>Communications With Solicitor</u></p> <p>The solicitor is the legal council to the Board. All communications to the solicitor shall be through the Central Administration Office, Board President or Board Committee Chairperson.</p> <p>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 that the appointee so 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>SC 621</p> <p>SC 106</p> <p>SC 421</p>	<p>Section 5. <u>Resolutions</u></p> <p>The Board may at the organization meeting but shall prior to July 1 next following:</p> <ul style="list-style-type: none"> <li>a. Designate a depository(s) for school funds.</li> <li>b. Designate newspaper(s) of general circulation as defined in accordance with law.</li> <li>c. Designate a normal day, place and time for regular meetings.</li> <li>d. Designate a normal day, place and time for open committee meetings.</li> </ul> <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>The President may appoint at the organization meeting members of the Board to the following standing committees where they shall serve a term of one (1) year:</p> <ul style="list-style-type: none"> <li>a. Personnel/Policy.</li> <li>b. Curriculum/Technology.</li> <li>c. Transportation/Property.</li> <li>d. Athletics/Extracurricular.</li> </ul> <p>All members of the Board shall serve on the Budget/Finance Committee. Ad hoc committees, including Negotiations, may be created, charged and assigned as needed by the President.</p> <p>Committee meetings may be called by the Committee Chairperson or Board President with proper public notice. Prior to advertising the date and time of any meeting, the Board and administration shall be contacted to determine if a quorum of the Committee can be in attendance on the selected date and time and if the necessary administration representatives can attend. A majority of the total membership of a committee shall constitute a quorum. In order to achieve a quorum, the Board President may be considered as a Committee member. All Board members and the Superintendent shall be notified in advance of the date and time of the</p>
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meeting, as well as the topics to be discussed at the meeting. Committee chairpersons shall develop, in consultation with the Superintendent or designee, an agenda for each meeting. Additional items can be added to the agenda at the meeting with the approval of the Chairperson. Committee meetings shall be open to the public, other Board members and the Superintendent. The Committee shall make recommendations to the Board and the chairperson, or designee, shall make a report regarding any recommendations at the next regular meeting of the Board of Directors.

Ad hoc committees may be created, charged, and assigned a fixed termination date which may be extended from time to time by the President. The President and the Superintendent shall be ex-officio members of all Board Committee.

Liaison Committee Guidelines

- a. One (1) teacher from primary, one (1) intermediate, one (1) middle school, and two (2) high school teachers shall serve on their respective building committees.
- b. A committee from each building will meet with respective building principals at a mutually agreed upon time and date.
- c. Written agendas will be submitted to the principal and/or teacher's committee one (1) week before the meeting.
- d. The agenda should be a compilation of items from all faculty members.
- e. A written report of the meeting will be sent to all involved faculty members, principals, and Superintendent by a mutually agreed upon person.
- f. A meeting with the Superintendent shall be held only with the committee and principal from the building with unresolved issues. The meeting will be held on a mutually agreed upon time and date. The agenda shall be submitted one (1) week in advance of the meeting.
- g. A written report of the meeting will be sent to all involved faculty members, principals, Superintendent, and Board by a mutually agreed upon person.
- h. Items not resolved then should go to the Board Liaison Committee. A meeting shall be held after school at a mutually agreed upon time and date.
- i. The Board Liaison Committee will meet with building representatives and building principal with unresolved issues.

- j. A written report shall be sent to the principal, faculty members of the building involved, and Board by a mutually agreed upon person.
- k. Items discussed may be provisions covered and not covered by the collective bargaining agreement.

Section 7. Duties

*President*

The President shall be the executive officer of the Board, 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.

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 payment of the same. 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 contracts which 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 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.

*Vice President*

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, 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.

*Secretary*

The duties of the Secretary shall be:

- a. Keep a correct and proper record of all the proceedings of the Board, and shall prepare such reports and keep such accounts as required.

- b. After the Board has acted on and approved any authorized bill or account for the payment of money, s/he shall prepare and sign an order on the Treasurer for the payment of the same. S/He may prepare and sign orders on the Treasurer for the payment of which the district will receive a discount or other advantage, without the approval of the Board first having been secured.
- c. Attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.
- d. Furnish, whenever requested, any or 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.
- e. Have general supervision of all the business affairs of the school district, subject to the instructions of the Superintendent.
- f. 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.
- g. Keep correct accounts with each receiver of taxes, school treasurer, or school collector of the district, reporting a statement of the same, together with a statement of the finances of the district, at each regular meeting of the Board, which statement shall be entered in full upon the minutes.
- h. Perform such other duties pertaining to the business of the district as are required or as the Board and Superintendent may direct.

*Treasurer*

The Treasurer 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. The Treasurer may pay out of such funds on orders which have been prepared for and signed by the Secretary and the President without approval of the Board having been secured, for the payment of the amounts owing under any contracts, which shall previously have been approved by the Board and by prompt payment of which the district will receive a discount or other advantage.

The Treasurer shall deposit the funds belonging to the school district in the school depository as directed by the Board, and shall at the end of each month make a report to the Board of the amount of funds received and disbursed by him/her during the month. All deposits of school funds by the Treasurer shall be in the name of the school district.

	<p>The Treasurer shall perform such other acts and duties pertaining to the district as the Board may direct, or as may be required of him/her by law.</p>
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