

FAIRVIEW SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: June 20, 1994

REVISED: May 24, 2010

	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></p> <p>SC 401, 402, 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.</p> <p>Section 2. <u>Order</u></p> <p>SC 402, 426 The organization meeting shall be called to order by the 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 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 321, 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 (2) candidates who received the greatest number of votes.</p> <p>SC 404 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. S/He may succeed himself/herself.</p>
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SC 404	<p>The President shall be the presiding officer at all Board functions. The main duties shall be the following:</p> <ol style="list-style-type: none">1. Preside at all regularly scheduled meetings.2. Serve as an ex-officio member of all committees.3. Make all committee appointments, including selection of the chairperson.4. Call all special meetings, establishing time, place, and purpose when so requested by any three (3) members of the Board or at his/her own behest.5. Execute over his/her signature all deeds, contracts, warrants to tax collectors, reports and other papers pertaining to the business of the school board, including vouchers and checks. In no case shall s/he sign authorization for any sum unless the payment has been enacted and approved by the Board, or the Board has given previous authorization, i.e., contracts, or discount items, or similar financially advantageous situations.6. Authorize the Vice-President to act in his/her stead, including the signing of checks and vouchers. <p>The Vice-President shall be authorized to engage in all the above duties in the absence of the President with the following exceptions:</p> <ol style="list-style-type: none">(a) Cannot call a special meeting without the request of three (3) Board members.(b) Cannot execute over his/her signature, deeds, contracts, warrants to tax collectors, and other papers unless the Board has given prior approval.(c) Cannot sign checks and vouchers unless authorized to do so by the Board. <p>If both the President and Vice-President are absent, the Board shall select from their number a president protectorate to serve at that meeting only.</p> <ol style="list-style-type: none">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.
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<p>SC 436, 438 Pol. 811</p>	<p>The 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>SC 436</p>	<p>The Treasurer shall undertake the following duties:</p> <ol style="list-style-type: none"> 1. Receive all state appropriations, district school taxes, and other funds belonging to the district. 2. Make payments from the above funds after receiving proper orders approved by the Board. 3. May make payments without approval of the Board on any contracts which have previously been approved by the Board and where prompt payment will result in a discount or other financial advantages, i.e., utilities, etc. 4. Be responsible for the depositing of school district funds in the depository approved by the Board. 5. Prepare a monthly Treasurer's report for the Board Secretary to be presented to the Board at their monthly meeting. This report shall include a statement on all receipts and disbursements during the month preceding the meeting. 6. Make temporary investments of school district funds upon the recommendation of the controller. 7. Have all Treasurer's accounts settled by the end of the fiscal year.
<p>SC 404</p>	<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> <p>The Secretary shall be remunerated at the rate established by the Board at the time of election. Such election shall be in accordance with Article IV, Section 404 of the School Code. S/He shall perform all the specific duties of the Secretary enumerated in the Pennsylvania State School Code. S/He shall perform such other duties as the Board may direct.</p> <p>The principal duties of the Secretary of the Board shall be as follows:</p> <ol style="list-style-type: none"> 1. Keep a proper record of all proceedings of the Board and make proper reports.

<p>SC 404, 405, 514</p>	<ol style="list-style-type: none">2. Prepare and sign orders for payments authorized by the Board including the discount and previous contract payments which have financial justification, as a discount or similar savings.3. Attest, in writing, the execution of all deeds, contracts, reports, and other instruments executed by the Board.4. Furnish all necessary reports to the State Board or the Pennsylvania Department of Education.5. Act as custodian of the records, papers, and official seal of the district.6. Prepare Board agenda and distribute with the cooperation of the Superintendent and Board President.7. Maintain a continuing census as provided for in Section 1351 of the Pennsylvania Public School Code.8. Rough draft copies of the minutes must be distributed to all Board members within one (1) week after all Board meetings. <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> <p>Section 4. <u>Orientation</u></p> <p>The Board Secretary, in cooperation with the Superintendent, will:</p> <ol style="list-style-type: none">a. Order all appropriate materials for a new Board member, i.e. Pennsylvania Public School Finance booklet, Pennsylvania School Law Handbook, ACT 195 Handbook, etc.
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<p>SC 508, 683</p> <p>SC 406</p> <p>SC 1410</p> <p>SC 1410</p> <p>SC 516</p> <p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>b. Disseminate to the new Board member(s) all district proposed material, i.e. Policy Manual, M.B.O. plan, Strategic Plan, budget information, contracts, etc.</p> <p>The Superintendent, with the Board President, will establish inservice meetings with the newly elected Board members and/or candidates to provide them with a history of the district and to discuss with them the duties performed by the Superintendent and other administrative personnel as well as the manner of operation of the school system.</p> <p>Section 5. <u>Appointments</u></p> <p>The Board shall in May appoint:</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> <p>b. A solicitor in May for a one-year term to perform desired legal services. The attorney shall serve at the Board's discretion and shall be compensated at a mutually agreeable rate. The solicitor shall attend all meetings to which s/he is requested to attend. The solicitor shall render a written opinion when requested to do so by the Board or the Superintendent.</p> <p>c. An auditor during the May Board meeting for the auditing of the accounts for the following fiscal year, beginning on July 1 and ending on June 30.</p> <p>d. School physician(s).</p> <p>e. School dentist(s).</p> <p>f. Delegates to a state convention or association of school directors.</p> <p>g. Such other assistants, clerks and employees as the Board deems proper.</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 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>
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<p>SC 621</p> <p>SC 106</p> <p>SC 421</p>	<p>Section 6. <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">a. Designate a depository for school funds.b. Designate a newspaper of general circulation as defined in accordance with law.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 7. <u>Committees</u></p> <p>The Board shall operate as a Committee of the Whole in the following circumstances:</p> <ul style="list-style-type: none">a. Interviewing prospective top administrative staff; i.e., Superintendent, Controller, Assistant Superintendent, Director of Support Services, principals or assistant principals.b. Closing of school buildings.c. Concerning personnel matters at the request of the Superintendent.d. When requested by the Board President. <p>The Board shall otherwise operate through standing committees and, when appropriate, Board appointed committees. These committees will be consultative in nature and will consider such matters as may be referred to them by the Superintendent or the Board. They shall report their findings to the full Board for action and may make recommendations concerning them. When operating in committees, any member of the Board may attend, and participate in the discussion of, any meeting of any committee of the Board, whether said Board member is appointed as a committee member or not. A Board member seeking to attend a meeting of a committee of which s/he is not a member at a time when his/her assigned committee is also meeting, shall do so only when a quorum of his/her committee remains to discuss the committee's business.</p>
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Standing Committees

The Board shall authorize the President to appoint standing committees as are deemed necessary to serve for no longer than the ensuing organizational meeting of the Board unless reappointed. The functions of committees shall ordinarily be fact-finding, deliberative, and advisory, and their reports shall be made to the Board for discussion and action. Each committee will be expected to present a report at the regular monthly meeting of the Board.

The President of the Board, on or before the next meeting of the Board after his/her election, shall appoint standing committees consisting of at least three (3) Board members, selecting one (1) member as chairperson. The President could appoint six (6) small committees as follows: Budget & Finance; Policy; Education; Extra-Curricular Activities; Operations; Employee Relations/Personnel Committee. Another option for the President is to appoint four (4) committees as follows: Budget & Finance; Education; Employee Relations & Extra-Curricular Activities; and Operations.

All committees of the Board will hold periodic meetings which will be publicized in advance and open to the public for their participation. Said committees may decide to go into executive session to exclude the public as provided by law.

The standing committees and their areas of responsibility are as follows:

1. Budget & Finance

- Responsibilities:

- (a) Recommend annual fiscal budget.
- (b) Recommend budgeting transfers.
- (c) Recommend the placement of excess revenues.
- (d) Recommend procurement of insurance policies (buildings, grounds, equipment, etc.) and coverage.

2. Policy

- Responsibilities:

- (a) Develop and recommend policies.

	<ul style="list-style-type: none">(b) Review and recommend the revision of existing policies. <p>3. Education</p> <ul style="list-style-type: none">- Responsibilities:<ul style="list-style-type: none">(a) Oversee the overall maintenance, development, and implementation of the district's educational program. <p>4. Extra-Curricular Activities</p> <ul style="list-style-type: none">- Responsibilities:<ul style="list-style-type: none">(a) Oversee the overall maintenance, development, and implementation of:<ul style="list-style-type: none">- Interscholastic athletic programs.- Extra-curricular clubs/activities. <p>5. Operations</p> <ul style="list-style-type: none">- Responsibilities:<ul style="list-style-type: none">(a) Oversee the planning and maintenance of district facilities and grounds.(b) Transportation services.(c) Cafeteria services.(d) Custodial services.(e) Clerical services.(f) Maintenance services.(g) Recommend procurement of insurance policies (buildings, grounds, equipment, etc.) and coverage. <p>6. Employee Relations/Personnel Committee</p> <ul style="list-style-type: none">- Responsibilities:<ul style="list-style-type: none">(a) Grievances.
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- (b) Early retirement.
- (c) Administrators' salaries, benefits, and evaluations.
- (d) Negotiations.
- (e) Personnel Insurance.

If four (4) committees are organized, they would be as follows:

1. Budget & Finance

- Responsibilities:

- (a) Recommend annual fiscal budget.
- (b) Recommend budgeting transfers.
- (c) Recommend the placement of excess revenues.
- (d) Recommend procurement of insurance policies (buildings, grounds, equipment, etc.) and coverage.
- (e) Recommend policies.

2. Education

- Responsibilities:

- (a) Oversee the overall maintenance, development, and implementation of the district's educational program.
- (b) Recommend policies.

3. Employee Relations & ECA

- Responsibilities:

- (a) Grievances.
- (b) Early retirement.
- (c) Administrators' salaries, benefits, and evaluations.

(d) Negotiations.

(e) Personnel Insurance.

(f) Oversee the overall maintenance, development, and implementation of:

- Interscholastic athletic programs.
- Extra-curricular clubs/activities.

(g) Recommend policies.

4. Operations

- Responsibilities:

(a) Oversee the planning and maintenance of district facilities and grounds.

(b) Transportation services.

(c) Cafeteria services.

(d) Custodial services.

(e) Clerical services.

(f) Maintenance services.

(g) Recommend procurement of insurance policies (buildings, grounds, equipment, etc.) and coverage.

(h) Recommend policies.

A quorum shall be defined as a majority of the appointed members.

Board-Appointed Committees

If the Board appoints a committee, membership of which is normally assigned by the President of the Board, such committee shall have a definite task, established term of existence, and will report to the Board as directed. The President should normally appoint a chairperson of a Board-created committee.

a. All Board-appointed committee meetings shall be held with advance, informal public notice on an open basis.

- b. Committees do not take action of any sort unless they have been granted specific authority by Board resolution.
- c. Committees shall normally be created for the purpose of developing information to assist the Board in its deliberations. Communications to committees shall be passed on with any deliberations on the part of the committee for the Board's consideration.

A quorum shall be defined as a majority of the appointed members.

References:

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

School Code – 24 P.S. Sec. 106, 321, 324, 401, 402, 404, 406, 421, 426, 431, 432, 434, 436, 438, 508, 516, 521, 683, 1410, 2401

Board Policy – 006, 811