

# PINE GROVE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: August 20, 1998

REVISED: September 9, 2004

	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></p> <p>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.</p> <p>Section 2. <u>Order</u></p> <p>SC 426 The organization meeting shall be called to order by the past President who shall preside over the election of a temporary Chairperson. The Board shall recite the Pledge of Allegiance. 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 Temporary Chairperson.</p> <p>SC 402 The Solicitor 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.</p>
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<p>SC 404</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>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>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>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,</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.</p>
<p>PA Const. Art. VI Sec. 7 Pol. 006</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>Duties</u></p>
<p>SC 426, 427</p>	<p>a. 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. 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.</p> <p>Any orders which shall be 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, may be</p>

<p>SC 428</p>	<p>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.</p> <p>b. 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.</p> <p>The President and Vice-President shall be authorized for entry to the district safe deposit box in the Lebanon Valley National Bank, Pine Grove Office.</p>
<p>SC 439</p>	<p>c. 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.</p>
<p>SC 440</p>	<p>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> <p>The Treasurer shall be bonded for at least \$100,000 with the costs being borne by the district.</p>
<p>SC 442</p>	<p>The Treasurer shall perform such other acts and duties pertaining to the district as the Board of School Directors may direct, or as may be required of him/her by law.</p>
<p>SC 433</p>	<p>d. The Secretary of the Board of School Directors shall perform the following duties:</p> <ol style="list-style-type: none"> <li>1. S/He shall 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.</li> </ol>

2. S/He shall after the Board has acted on and approved any bill or account for the payment of money authorized by this act, 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.
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, 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.
5. S/He shall 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.
6. S/He shall 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.
7. S/He shall be authorized as official to make application for and sign such papers as may be necessary in order to receive funds under Public Law 81-874.
8. S/He shall serve as the Board's representative to examine the records of the Earned Income Tax Collector for cause.
9. The Secretary shall be bonded for at least \$25,000 with the costs being borne by the district.
10. S/He shall perform such other duties pertaining to the business of the district as are required by this act or as the Board of School Directors and Superintendent may direct.

<p>SC 508, 683</p> <p>SC 1410</p> <p>SC 1410</p> <p>SC 324, 406</p> <p>SC 516</p> <p>SC 434</p> <p>SC 2401</p> <p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>Section 5. <u>Appointments</u></p> <p>The Board shall appoint:</p> <ul style="list-style-type: none"> <li>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.</li> <li>b. School physician(s).</li> <li>c. School dentist(s).</li> <li>d. Solicitor.</li> <li>e. Delegates to a state convention or association of school directors.</li> <li>f. Assistant Secretary.</li> <li>g. Independent auditor.</li> <li>h. Other appointments the Board deems necessary.</li> </ul> <p>Appointee 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>The Board may appoint a solicitor whose duties shall include:</p> <ul style="list-style-type: none"> <li>a. Advising and furnishing the 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. Preparing legal instruments including resolutions for any subjects, advertising, and all other legal papers as directed by the Board.</li> <li>c. Commencing and prosecuting all action brought by the Board for all or any account or subject.</li> <li>d. Being present at all regular and special meetings of the Board, when requested.</li> <li>e. Being present at all committee meetings of the Board, when requested.</li> <li>f. Performing such other duties which require legal assistance as the Board may direct.</li> </ul>
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<p>SC 621</p> <p>SC 421</p>	<p>The Solicitor is expected to provide legal advice to the administration provided the advice pertains to school business and not personal business. Administrators seeking legal advice shall submit their request through the Superintendent to the Solicitor.</p> <p>The Solicitor shall be appointed for a one (1) year term at an established retainer. Said retainer shall cover attendance at as many as two (2) Board or committee meetings per month.</p> <p>The Board may appoint an independent auditor whose duties shall include:</p> <ol style="list-style-type: none"> <li>a. Examining the balance sheet of the school district as at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended.</li> <li>b. Conducting such examination in accordance with generally accepted auditing standards and including such tests of the accounting records and such other auditing procedures as are necessary in the circumstances.</li> <li>c. Rendering an opinion on the financial statements prepared as at the close of the fiscal year.</li> <li>d. Preparing such financial statements for publication as may be required by law.</li> <li>e. Making such recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable.</li> <li>f. Performing such other related services as may be requested by the Board.</li> </ol> <p>Section 6. <u>Resolutions</u></p> <p>The Board may at the organization meeting but shall prior to July 1 next following:</p> <ol style="list-style-type: none"> <li>a. Designate a depository(s) for school funds.</li> <li>b. Designate a 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> </ol>
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Section 7. Committees

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.

The Board shall act as a Committee of the Whole. However, standing committees may be appointed. The Committee of the Whole meetings shall be Thursday combined with the regular Board meeting.

The Board shall have the following standing committees:

- Buildings and Grounds
- Curriculum
- Finance
- Personnel
- Extracurricular
- Policy
- Transportation
- Legislative
- Intermediate Unit

Standing on special committees shall serve for the Board in clearing all matters with the Superintendent prior to consideration of the same at the regular or special Board meetings.

A majority of the membership of special committees shall constitute a quorum. The President of the Board shall be ex-officio a member of all special committees and the Superintendent shall also be a member ex-officio of all committees.

At the request of the Board, the President shall appoint temporary committees composed of less than the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The President of the Board and the Superintendent shall be ex-officio members of any such committee.

The Board President shall appoint or the Board shall elect one (1) representative to the Pennsylvania School Board Legislative Council plus one (1) alternate. These appointments or elections shall be made no later than January of each year.

The Board of Directors of the Pine Grove Area School District shall elect one (1) of its members to serve on the Board of Intermediate Unit #29. This election shall occur in the spring.

Ad hoc committees may be created, charged, and assigned a fixed termination date which may be extended from time to time by the President.

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