

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

~~ADOPTED:~~

REVISED: December 22, 2008

PLUM BOROUGH SCHOOL DISTRICT

<p>SC 401,402, 404,421</p> <p>SC 402, 426</p> <p>SC321,402</p> <p>SC404</p>	<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 Secretary of the Board <u>or Past President</u> 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 directors prepared by the Secretary of the Board.</p> <p>The temporary President, <u>local magistrate, or other person who may legally administer oaths</u> shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed to the same.</p> <p>Section 3. <u>Officers</u></p> <p>Election of officers shall be by a plurality vote of 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. No President or Vice-President shall serve more than two (2) consecutive terms.</p>
---	---

<p>SC 404, 436, 438 Pol. 811</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 school treasurer shall be bonded.</p>
<p>SC404</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>SC 324, 404 Pol. 006</p>	<p>Vacancies in any office 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 removal has been approved by the affirmative vote of a majority of the full number of school directors.</p>
<p>SC 508, 683</p>	<p>Section 4. <u>Appointments</u></p> <p>The Board shall appoint:</p>
<p>SC 1410</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>SC 1410</p>	<p>b. A school physician. <u>The appointment of the school physician need not be annually if a contract has been approved by the board for multiple years.</u></p>
<p>SC 324, 406, 434, 516,2401</p>	<p>c. A school dentist. <u>The appointment of the school dentist need not be annually if a contract has been approved by the board for multiple years.</u></p>
<p>Pol. 006</p>	<p>The Board may appoint a school solicitor; an assistant secretary; an independent auditor; delegates to a state convention or association of school directors; and 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 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>

SC 621 SC 106 SC421	<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">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.e. Designate a normal day, place and time for discussion sessions of the Board. <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> <ul style="list-style-type: none">a. Committees shall consist of three (3) members.b. Members shall be appointed by the President who shall serve as an ex-officio member on all committees.c. A member may request (or refuse) appointment to a committee. Refusal to serve on anyone committee shall not be grounds for failure to appoint a member to another committee.d. Each Board committee shall be convened by a chairperson who shall report for the committee and prepare minutes of open committee meetings.e. 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:<ul style="list-style-type: none">1. Policy.2. Athletic.3. Transportation.4. Facilities.
---------------------------	---

5. Finance.

~~6. Technology and Communications.~~

7. Personnel.

8. Education.

9. Food Service and Nutrition.

~~10. Safety and Security.~~

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:

Pennsylvania Constitution - P A 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, 621, 683, 1410, 2401

Board Policy - 006,811