

# SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: November 15, 2011

REVISED:

	005. ORGANIZATION
SC 401, <b>404, 421</b>	<p>Section 1. <u>Organization Meeting</u></p> <p>The <b>Board members</b> shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.</p>
SC 426	<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 <b>election</b> of a temporary <b>President</b> from among the hold-over Board members. The Board Secretary shall be secretary of the meeting. <b>In an election year</b>, the certificates of election or appointment of all new <b>Board members</b> shall be read, and a list <b>shall be</b> prepared of the legally elected or appointed and qualified <b>Board members</b>.</p>
SC 402	<p>The temporary President may administer the oath or affirmation of office to <b>those Board members who</b> have not previously taken and subscribed to the same.</p>
SC 404	<p>Section 3. <u>Officers</u></p> <p>Election of officers shall be by a majority vote 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 of December, elect from their members a President and Vice-President who shall serve for one (1) year.</p>

SC 404	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 may be a member of the Board.
SC 436, 438 <b>Pol. 811</b>	The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in <b>the</b> manner and at <b>the</b> rate determined <b>by</b> the Board.
<b>SC 404</b>	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, and <b>may be a member of the Board.</b>
<b>SC 431, 432</b> <b>Pol. 811</b>	<b>The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.</b>  Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.
SC 404	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.
<b>PA Const.</b> <b>Art. VI Sec. 7</b> <b>Pol. 006</b>	Officers of the Board <b>serve at the pleasure of the Board and</b> may be removed from <b>such</b> office by the affirmative vote of a majority of the full number of <b>Board members.</b>  Section 4. <u>Appointments</u>  The Board shall <b>have the authority</b> to appoint:
SC <b>508</b> , 683	a. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.
SC 1410	b. School physician(s).
SC 1410	c. School dentist(s).
SC 324, 406	d. Solicitor.
<b>SC 2401</b>	e. Independent auditor.

<p>SC 516</p> <p><b>PA Const. Art. VI Sec. 7 Pol. 006</b></p> <p>SC 621</p> <p><b>SC 106</b></p> <p><b>SC 421</b></p>	<p>f. Delegates to a state convention or association of school directors.</p> <p>g. Other <b>appointments</b> the Board deems <b>necessary</b>.</p> <p>Appointees <b>serve at the pleasure of the Board and</b> may be removed from <b>such appointment</b> by the affirmative vote of a majority of the full number of <b>Board members</b>.</p> <p>Section 5. <u>Resolutions</u></p> <p>The Board may at the organization meeting, but shall prior to July 1 next following, designate:</p> <p>a. Depositories for school funds.</p> <p>b. Newspaper(s) of general circulation as defined in law.</p> <p>c. Normal day, place and time for regular meetings.</p> <p>d. Normal day, place and time for open committee meetings.</p> <p>e. Normal day, place and time for executive sessions of the Board.</p> <p>Section 6. <u>Committees</u></p> <p>It shall be the policy and intent of the Board to adopt and to operate under the Committee System.</p> <p>Committees may be of a standing or a special nature. Standing committees continue from year to year as announced by the President. Special committees shall continue until the purpose for which they were specifically created is completed and a final report accepted.</p> <p>It shall be incumbent on each Board member to attend the meeting of the committee to which s/he has been assigned or to secure a substitute.</p> <p>All committees are responsible to the Board solely and entirely and are advisory in nature and function. It shall not be in order for any committee or committee member to act on behalf of the Board without the specific authority and knowledge of the Board.</p>
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The Superintendent and his/her assistants, or a member of his/her staff designated by the Superintendent, shall act in an advisory capacity at all standing and special committee meetings, except when the business of said committees shall be of a confidential nature directly affecting the Superintendent or his/her office.

Committee work should be limited to overall policy in accordance with the Board's functions as outlined in policy. Committees should not be concerned unduly with specific details, except as such details directly affect the functions and responsibility of the Board.

The standing committees of the Board shall be Athletics, Finance, **Education, Career and Technology Center, Extracurricular, Technology, Negotiations,** Buildings and Grounds/**Operations**, Personnel, Policy, and Transportation. Each committee shall be comprised of a minimum of three (3) Board members, the Superintendent and his/her assistants.

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