

# EASTON AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: AUGUST 23, 2004

REVISED: SEPTEMBER 18, 2008

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
SC 401, 404, 421	The Board members 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.
	Section 2. <u>Order</u>
SC 426	The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over Board members. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.
SC 402	The temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.
	Section 3. <u>Officers</u>
	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.
SC 404	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.

SC 404	<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 may be a member of the Board.</p>
SC 436, 438 Pol. 811	<p>The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval.</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, and shall not be a member of the Board.</p>
SC 431, 432 Pol. 811	<p>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.</p>
	<p>Vacancies in any office shall be filled by Board action, and such appointed officers shall serve for the remainder of the unexpired term.</p>
SC 404	<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>
SC 514 Pol. 006	<p>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 and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of the full number of school directors.</p>
	<p>Section 4. <u>Appointments</u></p>
	<p>The Board shall have the authority to appoint:</p>
SC 508, 683	<p>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.</p>
SC 1410	<p>b. School physician(s).</p>
SC 1410	<p>c. School dentist(s).</p>
SC 324, 406	<p>d. Solicitor.</p>

<p>SC 2401</p>	<p>e. Independent auditor.</p>
<p>SC 516</p>	<p>f. Delegates to a state convention or association of school directors.</p>
<p>SC 406, 1089</p>	<p>g. Assistants, clerks and other employees the Board deems necessary.</p>
<p>SC 514 Pol. 006</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 charged has been given due notice of the reasons and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of the full number of school directors.</p>
	<p>Section 5. <u>Professional Services</u></p> <p>The Board will provide the administration with capable and qualified consultant resources in areas requiring professional expertise, as per the following:</p> <ul style="list-style-type: none"> <li>a. The Board shall publicly advertise the opportunity for interested and qualified individuals or firms.</li> <li>b. Interested parties shall submit their names through a letter of interest to the Board Secretary by a specified deadline.</li> <li>c. The Board shall review and may schedule and interview interested parties who have submitted letters of interest.</li> <li>d. The Board shall appoint the appropriate individuals or firms for a period of three (3) years.</li> </ul> <p>The Board reserves the right to withdraw this appointment at any time.</p> <p>Services to be covered by this policy may include but not be limited to:</p> <ul style="list-style-type: none"> <li>a. Architect.</li> <li>b. Engineer.</li> <li>c. Financial advisor.</li> <li>d. Insurance broker.</li> </ul> <p>Section 6. <u>Duties</u></p>

<p>SC 426, 427</p>	<p><i>President –</i></p> <p>The President shall preside at Board meetings, shall perform all duties imposed by the statutes, and shall perform such other duties as may be prescribed by law or by action of the Board.</p> <p>The President shall decide, at Board meetings, questions of order.</p> <p>The President may vote on any issue, and by vacating the chair, shall have the same right as other members to offer resolutions, to make motions or second motions, or to discuss questions.</p> <p>The President shall appoint or provide for the election of all committees of the Board unless otherwise directed by the Board, and shall be the ex-officio member of all such committees.</p> <p>The President shall call special meetings of the Board.</p> <p>The President shall sign official district documents that require the signature of the President's office.</p>
<p>Board Action 10/18/07</p>	<p>The term of office for the President shall be limited to no more than two (2) consecutive years.</p>
<p>SC 428</p>	<p><i>Vice-President –</i></p> <p>In the absence of the President, the Vice-President shall have the powers and duties of the President, and shall have such other powers and duties as the Board may from time to time determine.</p>
<p>Board Action 10/18/07</p>	<p>The term of office for the Vice President shall be limited to no more than two (2) consecutive years.</p>
<p>SC 439, 440</p>	<p><i>Treasurer –</i></p> <p>The Treasurer shall be the official custodian of all funds of the district and shall be responsible for the proper safeguarding and accounting for all funds as required by law.</p> <p>The Treasurer shall issue a receipt for any monies received by the district and deposit such monies in accordance with law.</p> <p>The Treasurer shall issue all warrants in payment of expenses lawfully incurred on</p>

	<p>behalf of the district but, except as otherwise provided by law, shall issue such warrants only after proper allowance or approval by the Board. No allowance or approval shall be required by the Board for amounts lawfully due in payment of indebtedness or payments due the Commonwealth, the United States government, or other agencies and instrumentalities.</p>
<p>SC 440.1 Pol. 609</p>	<p>The Treasurer, upon authorization of the Board, shall make temporary investments of district funds as provided by law when, in the Treasurer's judgment, the interests of the district will be enhanced.</p>
<p>SC 436, 438 Pol. 811</p>	<p>For each school year commencing July 1, the Treasurer shall furnish a bond for the faithful performance of duties, which shall be written by an insurance company licensed to do business in the Commonwealth and in an amount to be determined by the Board.</p>
<p>SC 433</p>	<p><i>Secretary –</i></p> <p>The Secretary shall perform the following duties:</p> <ol style="list-style-type: none"> <li>a. The Secretary 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 law.</li> <li>b. The Secretary shall, after the Board has acted on and approved any bill or account for the payment of money authorized by law, prepare and sign an order on the Treasurer for the payment of same. The Secretary may prepare and sign orders on the Treasurer for the payment of amounts owing under any contract 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, without the approval of the Board first having been secured.</li> <li>c. The Secretary shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.</li> <li>d. The Secretary shall furnish, whenever requested, any and all reports concerning the school affairs of the district, on such form, and in such manner, as may be required.</li> <li>e. The Secretary shall have general supervision of all the business affairs of the district, subject to the instructions and direction of the Board.</li> <li>f. The Secretary shall be the custodian of all the records, papers, office property, and official seal of the district, and at the expiration of the term of office shall turn the same over to the successor.</li> </ol>

	<p>g. The Secretary 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 shall be entered in full upon the minutes.</p> <p>h. The Secretary shall perform such other duties pertaining to the business of the district as are required by law or as the Board may direct.</p> <p><i>Solicitor –</i></p> <p>The Board shall retain an attorney for legal counsel and service in the affairs of the district. The solicitor shall be compensated in a manner determined annually by the Board.</p> <p>Such compensation shall cover the following services:</p> <p>a. Attendance at all regular and special meetings, workshops, and executive sessions of the Board, unless excused by Board action or agreement of a committee of the Board.</p> <p>b. Routine legal consultation, including written opinions where necessary, with the Board, Superintendent, Secretary, Business Manager, and other appropriate individuals.</p> <p>c. Routine legal business of the Easton Public Library Board.</p> <p>d. Routine legal business of the Easton Area Earned Income Tax Office.</p> <p>Compensation for extraordinary items such as expulsions, labor and personnel matters, contract negotiations, hearings and hearing preparation, and research for litigation and litigation matters, shall be set by the Board.</p> <p>The solicitor shall not be a member of the Board and shall be appointed at the annual organization meeting for a term of one (1) year.</p> <p>Section 7. <u>Resolutions</u></p> <p>The Board may at the organization meeting, but shall prior to July 1 next following, designate:</p>
SC 406	
SC 621	a. Depositories for school funds.
SC 106	b. Newspaper(s) of general circulation as defined in law.
SC 421	c. Normal day, place and time for regular meetings.

d. Normal day, place and time for open committee meetings.

Section 8. Committees

When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.

Committees shall not include a majority of the membership of the Board.

Members shall be appointed by the President who shall serve as an ex-officio member on all committees.

A member may request or refuse appointment to a committee.

Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee, prepare minutes of open committee meetings, and be appointed by the President.

The President may appoint at the organization meeting 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:

- a. Buildings and Grounds Committee.
- b. Finance Committee.
- c. Academics In Education Committee.
- d. Policy Committee

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

Members of committees shall serve until the committee is discharged.