

ANTIETAM SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: February 24, 1997

REVISED: October 25, 2004
March 28, 2011

	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></p> <p>SC 401, 402, 404, 421 The Board members 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 current President or Vice-President of the outgoing Board, or any hold-over member of the Board. A temporary President shall be elected from among the hold-over members of the Board. 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.</p> <p>SC 321, 402 At the organization meeting, the temporary President may 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 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>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 may be a member of the Board.</p>
<p>SC 436, 438 Pol. 811</p>	<p>The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with approval of the Board. The 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 , and shall not be a member of the Board.</p>
<p>SC 431, 432 Pol. 811</p>	<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></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>
<p>SC 324, 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 those present and voting.</p> <p>Section 4. <u>Appointments</u></p> <p>The Board shall have the authority to appoint:</p>
<p>SC 508, 683</p>	<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>
<p>SC 1410</p>	<p>b. School physician(s).</p>
<p>SC 1410</p>	<p>c. School dentist(s).</p>
<p>SC 324, 406</p>	<p>d. Solicitor.</p>
<p>SC 2401</p>	<p>e. Independent auditor.</p>

SC 516	f. Delegates to a state convention or association of school directors.
SC 406	g. Such other assistants, clerks and employees as the Board deems proper. h. Other appointments the board deems necessary.
PA Const. Art. VI Sec. 7 Pol. 006	Appointees serve at the pleasure of the Board and may be removed from such appointments in accordance with the provisions of law. Section 5. <u>Resolutions</u> The Board may at the organization meeting, but shall prior to July1 next following, designate:
SC 621	a. Depository for school funds.
SC 106	b. Newspaper of general circulation as defined in accordance with law.
SC 421	c. Normal day, place and time for regular meetings. d. Normal day, place and time for open committee meetings.
65 Pa. C.S.A. Sec. 701 et seq Pol. 006	Section 6. <u>Board Committees</u> The Board has the authority to approve Board committees. Board committees authorized to take official action or render advice on district business shall operate in accordance with the provisions of the Sunshine Act. 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 and be appointed by the President.

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: Finance, Property, Berks Earned Income, Policy, Berks Career & Technology, Berks County Intermediate Unit, Athletics/Activities, Curriculum, Legislative/Communications, Negotiations, and Personnel.

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

The Board shall develop Board Operation Guidelines that describe the duties and establish procedures for the operation of standing committees.

Section 7. Consultants

The Board may appoint, employ or retain consultants to provide the district with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.

The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.

A consultant has no administrative authority over any facet of district schools, but shall act solely as advisor to the Board, officers and employees.

The use of consultants who promote a particular commercial product is discouraged.

References:

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

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

Board Policy – 006, 811