Book Policy Manual

Section 000 Local Board Procedures

Title Organization

Code 006

Status Active

Adopted March 23, 2005

Last Revised

**Organization Meeting**

The Board of Public Education 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 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.[[1]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=1&subsctn=0)[[2]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=2&subsctn=0)

**Officers**

The officers of the Board shall be:[[16]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=3&subsctn=0)

1. The President who shall be elected from among the members of the Board by a majority vote.
2. Not more than two (2) Vice-Presidents who shall also be elected from the members of the Board by a majority vote.
3. A Secretary and such Assistant Secretaries as the Board may deem necessary who shall not be members of the Board and who shall be elected by a majority vote.
4. A School Treasurer who shall be the Treasurer of the City of Pittsburgh, and a Deputy School Treasurer who shall be the person whom the School Treasurer recommends for the position of Deputy School Treasurer.
5. A School Controller who shall be the Controller of the City of Pittsburgh, and a Deputy School Controller who shall be the person whom the School Controller recommends for the position of Deputy School Controller.[[17]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=21&sctn=21&subsctn=0)

**Authority and Responsibility of Officers**

1. The President as the executive officer of the Board shall preside at all meetings of the Board. They shall, together with the Secretary or Assistant Secretary, execute any and all deeds, contracts, reports, and other papers pertaining to the business of the Board which require the signature of the President. In addition they shall perform such other duties as the Board may direct which pertain to the office of President and those duties and responsibilities specifically delineated in the relevant portions of the Code.[[3]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=27&subsctn=0)
2. The Vice-President is empowered to act in the absence of the President and as directed by the Board. In the absence of the chairman or vice-chairman of a standing committee, the Vice-President shall serve as chairman.[[14]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=28&subsctn=0)
3. The Secretary shall perform the following duties:[[4]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=33&subsctn=0)

	1. Keep a correct and proper record of all the proceedings of the Board and prepare such reports and keep such accounts as are required by the provisions of the Code.
	2. After the Board has acted on and approved any bill or account for the payment of money authorized by the Code, prepare and sign an order on the Treasurer for the payment of the same. The Secretary may prepare and sign orders on the Treasurer 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 school district will receive a discount or other advantage, without the approval of the Board first having been secured.
	3. Attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.
	4. Furnish, whenever requested, any and all reports concerning the school affairs of the School District, on such form and in such manner, as the Department of Education or the Secretary of Education may require.
	5. Have general supervision of all the business affairs of the School District, subject to the instructions and direction of the Board.
	6. Be the custodian of all the records, papers, office property, and official seal of the School District, and at the expiration of their term shall turn the same over to their successor.
	7. Keep correct accounts with each receiver of taxes, School Treasurer, or school tax collector of the School District, reporting a statement of the same, together with a statement of the finances of the school district, at each regular meeting of the Board, which statement shall be entered in full upon the minutes.
	8. Perform such other duties pertaining to the business of the School District as are required by the Code or as the Board may direct.
4. The Assistant Secretary shall discharge the duties of the Secretary in the absence of the Secretary or when requested to do so by the Secretary.[[15]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=34&subsctn=0)
5. The Treasurer shall:[[5]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=36&subsctn=0)

	1. Provide for an investment program subject to restrictions contained in the Code and in any other applicable statute and any rules and regulations adopted by the Board.
	2. Authorize the following types of investments for School District funds:[[6]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=40&subsctn=1)

		1. United States Treasury bills.
		2. Short-term obligations of the United States Government or its agencies or instrumentalities.
		3. Deposits in savings accounts or time deposits or share accounts of institutions insured by the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund to the extent that such accounts are so insured, and for any amounts above the insured maximum, provided that approved collateral as provided by law thereof shall be pledged by the depository.
		4. Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the Commonwealth, or of any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.
	3. In making investments of funds, have authority to:

		1. Permit assets pledged as collateral under subsection 3(c) above, to be pooled in accordance with the Act of August 6, 1971 (P.L. 281, No. 72) relating to pledges of assets to secure deposits of public funds.
		2. Combine monies from more than one (1) fund under School District control for the purchase of a single investment, provided that each of the funds combined for the purpose shall be accounted for separately in all respects and that the earnings from the investment are separately and individually computed and recorded, and credited to the accounts from which the investment was purchased.
	4. Accomplish any such purchase or sale by a resolution adopted by the Board.
6. The Deputy School Treasurer shall discharge the duties of the School Treasurer in the absence of the School Treasurer or when requested to do so by the School Treasurer.
7. The School Controller shall:

	1. Approve all proper school orders (checks) drawn on the School Treasurer before the same are paid.[[18]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=21&sctn=25&subsctn=0)
	2. Have access at all times to all the accounts, books, records, and papers of the school district so far as they relate to the school finances and may require from the Board or any person presenting any school order such evidence or information regarding its correctness as may deem proper.
	3. Certify every contract and charge the amount of any such contract against the item in the annual budget on which the same is based.[[19]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=21&sctn=26&subsctn=0)
	4. Discharge such additional responsibilities as are specifically set forth in the relevant portions of the Code pertaining to the School Controller.
8. The Deputy Controller shall discharge the duties of the Controller in the absence  of the Controller or when requested to do so by the Controller.[[17]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=21&sctn=21&subsctn=0)

**Appointments**

The Board shall appoint:

1. School physician(s).[[7]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=14&sctn=10&subsctn=0)
2. School dentist(s).[[7]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=14&sctn=10&subsctn=0)
3. School solicitor(s).[[8]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=3&sctn=24&subsctn=0)[[9]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=6&subsctn=0)
4. Delegates to a state convention or association of school directors.[[10]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=5&sctn=16&subsctn=0)
5. Such other assistants, clerks and employees as the Board deems proper.[[9]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=6&subsctn=0)

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 the appointee so charged shall have been given due notice of the reasons thereof 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.

**Annual Resolutions**

The Board may at the organization meeting but shall prior to July 1 next following:

1. Designate a depository for school funds.[[11]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=6&sctn=21&subsctn=0)
2. Designate a newspaper of general circulation as defined in accordance with law.[[12]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=1&sctn=6&subsctn=0)
3. Designate a normal day, place and time for regular meetings.[[13]](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=21&subsctn=0)
4. Designate a normal day, place and time for open committee meetings.

**Committees**

1. LEGISLATIVE COMMITTEE OF THE WHOLE

Legislative Committees of the Whole shall include all nine (9) members of the Board and shall meet, at a minimum, once every two (2) months. All meetings shall be open to the public except those meetings whose purpose is to discuss any of the matters appearing in Section 8 of the Sunshine Act of 1986 entitled Executive Sessions.[[20]](http://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm?txtType=HTM&ttl=65&div=0&chpt=7)

There shall be three (3) Legislative Committees of the Whole, and each shall have the title and the responsibilities set forth below.

1. Education

Shall oversee and make recommendations concerning educational matters including, but not limited to, curriculum development and review, textbook recommendation, development and evaluation of student instructional programs; staff development and training related to instructional programs; and student assessment including testing, evaluation and portfolios.

1. Business/Finance

Shall oversee and make recommendations concerning all financial matters including preparation of the General Fund, capital improvements and other budgets, taxation, debt service, and financial planning; the lease, purchase and sale of real estate; the construction, maintenance and operation of District facilities including preparation of long-range facilities plans; purchase and maintenance of District computer equipment; contracts and services related to student transportation; school food programs; District-wide purchasing services for equipment and supplies;

1. Personnel

Shall oversee and make recommendations related to personnel operations for all District schools and offices including opening and closing positions, appointing, transferring and terminating individuals; policies and practices related to announcing openings and staff recruitment; policies related to eligibility list and maintenance of the list; and employee relations; and contract negotiations with bargaining units.

1. POLICY COMMITTEE

Shall oversee and make recommendations related to District policies, including the development of policies that reflect community needs and address state and federal regulations; examination and review of active policies that define the Board’s structure, rules of procedure, communication and decision-making processes, code of conduct, and other policies that pertain to the governance function; and evaluation of policies to ensure effective implementation. The Committee shall adhere to the procedures outlined in BOG 001 – Policy Development.

1. AD HOC SUBCOMMITTEES

The **Board**has the authority to approve **Ad Hoc Subcommittees.** Ad Hoc Subcommittees shall include up to three (3) members of the Board and shall meet as needed. All members of the Board are permitted to attend any Ad Hoc Subcommittee meeting even though not a designated member of that Subcommittee. All meetings shall be open to the public except those meetings whose purpose is to discuss any of the matters appearing in Section 8 of the Sunshine Act of 1986 entitled Executive Sessions. BOG– 006 – Formation of Ad Hoc Subcommittees outlines the process used to establish Ad Hoc Subcommittees.

1. The Board President appoints Committee Chairs and Vice Chairs annually, on or before January 1st. The Board President serves as an ex-officio member of all committees, including ad hoc committees. The Board President shall not serve as the Chair of any committee. The Superintendent oversees all staff liaisons and is to be notified of all meetings. When there is more than one (1) staff liaison assigned to a committee, a lead staff liaison will be identified. All staff liaisons will be responsible for the following:

	1. Notification of all Board members of Board Subcommittee meetings.
	2. Compliance with all provisions of the Sunshine Law as it pertains to notices and minutes.
	3. Notification and coordination of all meetings with the Board Administrative Assistant.
2. Representatives and Liaisons: Board members may serve as representatives and liaisons to other boards and organizations. The Board President appoints Board member representatives and liaisons annually, on or before January 1st

Legal

[1. 24 P.S. 401](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=1&subsctn=0)

[2. 24 P.S. 402](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=2&subsctn=0)

[3. 24 P.S. 427](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=27&subsctn=0)

[4. 24 P.S. 433](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=33&subsctn=0)

[5. 24 P.S. 436](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=36&subsctn=0)

[6. 24 P.S. 440.1](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=40&subsctn=1)

[7. 24 P.S. 1410](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=14&sctn=10&subsctn=0)

[8. 24 P.S. 324](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=3&sctn=24&subsctn=0)

[9. 24 P.S. 406](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=6&subsctn=0)

[10. 24 P.S. 516](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=5&sctn=16&subsctn=0)

[11. 24 P.S. 621](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=6&sctn=21&subsctn=0)

[12. 24 P.S. 106](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=1&sctn=6&subsctn=0)

[13. 24 P.S. 421](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=21&subsctn=0)

[14. 24 P.S. 428](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=28&subsctn=0)

[15. 24 P.S. 434](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=34&subsctn=0)

[16. 24 P.S. 403](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=4&sctn=3&subsctn=0)

[17. 24 P.S. 2121](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=21&sctn=21&subsctn=0)

[18. 24 P.S. 2125](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=21&sctn=25&subsctn=0)

[19. 24 P.S. 2126](http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=21&sctn=26&subsctn=0)

[20. 65 Pa. C.S.A. 701 et seq](http://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm?txtType=HTM&ttl=65&div=0&chpt=7)