



Book	Policy Manual
Section	000 Local Board Procedures
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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. [\[1\]](#)[\[2\]](#)

Officers

The officers of the Board shall be: [\[3\]](#)

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. [\[4\]](#)

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 the President and those duties and responsibilities specifically delineated in the relevant portions of the Code.[\[5\]](#)
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.[\[6\]](#)
3. The Secretary shall perform the following duties:[\[7\]](#)
 - a. 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.
 - b. 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.
 - c. Attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.
 - d. 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.
 - e. Have general supervision of all the business affairs of the School District, subject to the instructions and direction of the Board.
 - f. 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.
 - g. 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.
 - h. 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.[\[8\]](#)
5. The Treasurer shall:[\[9\]](#)

- a. 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.
 - b. Authorize the following types of investments for School District funds: [\[10\]](#)
 - i. United States Treasury bills.
 - ii. Short-term obligations of the United States Government or its agencies or instrumentalities.
 - iii. 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.
 - iv. 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.
 - c. In making investments of funds, have authority to:
 - i. 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.
 - ii. 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.
 - d. 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:
- a. Approve all proper school orders (checks) drawn on the School Treasurer before the same are paid. [\[11\]](#)
 - b. 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 they may deem proper.

- c. Certify every contract and charge the amount of any such contract against the item in the annual budget on which the same is based.[\[12\]](#)
 - d. 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.[\[4\]](#)

Appointments

The Board shall appoint:

1. School physician(s).[\[13\]](#)
2. School dentist(s).[\[13\]](#)
3. School solicitor(s).[\[14\]](#)[\[15\]](#)
4. Delegates to a state convention or association of school directors.[\[16\]](#)
5. Such other assistants, clerks and employees as the Board deems proper.[\[15\]](#)

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.[\[17\]](#)
2. Designate a newspaper of general circulation as defined in accordance with law.[\[18\]](#)
3. Designate a normal day, place and time for regular meetings.[\[19\]](#)

Committees

1. STANDING COMMITTEES

There shall be two (2) permanent Standing Committees, and each shall have the title and the responsibilities set forth below:

a. Executive Committee

Shall consist of the President, two (2) Vice Presidents, and the Superintendent, and is empowered to act on behalf of the Board on urgent issues in between Board meetings, provide leadership, and support effective planning.

b. Policy Committee

Shall oversee and make recommendations related to Board policies. This committee shall 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.

2. AD HOC COMMITTEES

The Board may authorize the creation of ad hoc committees to meet on an as-needed basis to complete specific Board business. Members of the Board may serve on ad hoc committees if doing so would further the authorized purpose of the ad hoc committee. Reports or recommendations from an ad hoc committee must be formally received by the Board at a regular or special meeting of the Board. Recommendations or reports of ad hoc committees shall not reduce the responsibility of the Board, which shall be free to accept or reject such recommendations. Ad hoc committees shall be created, given a specific charge, and assigned a fixed termination at the completion of their duties, which may be extended by the full Board or the Board's Executive Committee. If an Ad hoc committee is still in effect a year after its formation, the ad hoc committee should be reauthorized by the Board after a review of its specific charge.

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 1.

Committee Chairs and Vice Chairs

The Board President appoints Committee Chairs and Vice Chairs annually, on or before January 1. 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, except the Executive Committee.

Staff Liaisons to Board Committees

The Superintendent may choose to appoint staff liaisons to Board committees. The Superintendent and staff liaisons are to be notified of all committee meetings. When there is more than one (1) staff liaison assigned to a committee, a lead staff liaison will be identified.

Legal

[1. 24 P.S. 401](#)

[2. 24 P.S. 402](#)

[3. 24 P.S. 403](#)

[4. 24 P.S. 2121](#)

[5. 24 P.S. 427](#)

[6. 24 P.S. 428](#)

[7. 24 P.S. 433](#)

- [8. 24 P.S. 434](#)
- [9. 24 P.S. 436](#)
- [10. 24 P.S. 440.1](#)
- [11. 24 P.S. 2125](#)
- [12. 24 P.S. 2126](#)
- [13. 24 P.S. 1410](#)
- [14. 24 P.S. 324](#)
- [15. 24 P.S. 406](#)
- [16. 24 P.S. 516](#)
- [17. 24 P.S. 621](#)
- [18. 24 P.S. 106](#)
- [19. 24 P.S. 421](#)
- [20. 65 Pa. C.S.A. 701 et seq](#)

BOG 006 - Formation of Standing Committees.pdf (102 KB)