

Book	Policy Manual
Section	000 Local Board Procedures
Title	Organization
Code	005
Status	Policy Committee Review
Adopted	July 17, 2001
Last Revised	April 10, 2018
Last Reviewed	January 28, 2025

Organization Meeting

The ~~School Directors 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 ~~School Directors 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. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Order

The organization meeting shall be called to order by the past President or others set forth in PA School Code, who shall preside over the election of a temporary President from among the hold-over ~~School Directors Board members~~. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new ~~School Directors Board members~~ shall be read, and a list shall be prepared of the legally elected or appointed and qualified ~~School Directors Board members~~. [\[2\]](#)[\[5\]](#)

The temporary President or others authorized by law may administer the oath or affirmation of office to those ~~School Directors Board members~~ who have not previously taken and subscribed to the same. [\[2\]](#)[\[6\]](#)

Officers

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.

1. 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. [\[3\]](#)
2. 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. [\[3\]](#)

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 the manner and at the rate determined by the Board. [\[7\]](#)[\[8\]](#)[\[9\]](#)

- 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 may be a member of the Board.[3]

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.[9][10][11]

Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.

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.[3][12]

~~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 the full number of Board members.[13][13]~~

Officers of the Board may only be removed from such office, during the designated term of office, after receiving notification of the reason for removal and the opportunity for a hearing before the Board, in accordance with applicable law.[13][14][15]

Appointments

The Board shall appoint:

- 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.[14][15]
- Solicitor.[12][16]
- Assistant Secretary.[17]
- Independent auditor.[18]
- Delegates to a state convention or association of School Directors.[19]
- Other appointments the Board deems necessary.

~~Appointees serve at the pleasure of the Board and may be removed from such appointment by the affirmative vote of a majority of the full number of Board members.[13][13]~~

Appointees of the Board may be removed from such appointment in accordance with the terms of a contract or provisions of applicable law.[15]

Resolutions

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

- Depository(s) for school funds.[20]
- Newspaper(s) of general circulation as defined in law.[21]
- Normal day, place and time for regular meetings.[4]
- Normal day, place and time for open committee meetings.

Committees

The Board hereby establishes five (5) standing committees of the Pottsgrove School Board:

1. Policy Committee.
2. Curriculum, ~~Instruction, and Technology/Integration~~ Committee.
3. Operations/~~Facilities Finance~~ Committee.
4. Athletics/Co-Curricular/~~Community Relations Committee Activities/Committee.~~
5. Personnel Committee. (meets as needed)

Unless otherwise provided herein, each standing committee shall consist of a chairperson and two (2) to three (3) other Board members appointed by the Board President on or after its annual reorganization meeting to serve until the next annual reorganization meeting and until his/her successor has been duly appointed. Chairpersons serve at the pleasure of the Board and may be removed from such appointment by the affirmative vote of a majority of the full number of Board members.

The Chairperson shall work with the administrative liaison to create committee meeting agendas, approve the committee's minutes, and make recommendations to the whole Board.

In the event there is a standing committee member who is absent or otherwise unavailable to attend the standing committee meeting, the Board President or designee, shall act as a substitute standing committee member for the Curriculum, ~~Instruction, and Technology /Technology/Integration~~ and Policy standing committees. The Vice-President shall act as a substitute standing committee member for the Athletic/Co-Curricular /~~Community Relations Activities and Operations/Facilities Finance~~ committees.

Standing committees permit the Board to focus primary attention and discussion on issues within the committees' purview at the committee level.

1. Duties of Standing Committees

- a. Policy Committee

The Policy Committee shall make recommendations to the Board on matters pertaining to policy development and revision and interpretation, including but not limited to those areas within the responsibility of the District's Assistant Superintendent. Such recommendation shall take into account the advice and recommendations of the School District administration.

The Policy Committee shall also perform such other functions as the Board, in its discretion, may determine.

- b. Curriculum, ~~Instruction, and Technology/Integration~~ Committee

The Curriculum, ~~Instruction, Technology/Integration~~ Committee shall make recommendations to the Board on matters pertaining to curriculum development, adoption of textbooks, implementation of new course offerings, School District technology, as well as any other item having a curriculum/technology/student affairs implication for the School District, including but not limited to those areas which are within the responsibility of the District's Director of Education and ~~Assessment~~ and/or ~~the~~ Director of Technology/~~Communications~~.

Such recommendations shall take into account the advice and recommendations of the School District administration.

The Curriculum, ~~Instruction, Technology/Integration~~ Committee shall also perform

such other functions as the Board, in its discretion, may determine.

c. Operations/~~Facilities~~ Finance-Committee

The Operations/~~Facilities~~ Finance-Committee shall make recommendations to the Board on matters pertaining to the maintenance, repair, construction, renovation or alteration of School District buildings and facilities (whether currently in place or prospective facilities), transportation, custodial/maintenance operations, and the like, as well as any other item having an operations/~~facilities~~ finance implication for the School District, including but not limited to those areas which are within the responsibility of the District's Director of Facilities and/or the Business Administrator, wherever applicable.

Such recommendations shall take into account the advice and recommendations of the School District administration.

The Operations/~~Facilities~~ Finance Committee shall also perform such other functions as the Board, in its discretion, may determine.

d. Athletics/Co-Curricular/~~Community Relations~~ Activities Committee

The Athletics/Co-Curricular/~~Community Relations~~ Activities Committee shall make recommendations to the Board on matters pertaining to the operation, maintenance and supervision of all recreational and extracurricular activities (including athletic facilities) sponsored by the Board, including but not limited to those areas which are within the responsibility of the District's Athletic Director.

Such recommendations shall take into account the advice and recommendations of the School District administration.

The Athletics/Co-Curricular/~~Community Relations~~ Activities Committee shall also perform such other functions as the Board, in its discretion, may determine. Such recommendations shall take into account the advice and recommendations of the School District administration.

e. Personnel Committee

Meetings are held on an as-needed basis. The functions of the Personnel Committee include assisting in the review and development of policies related to staff for Board approval, reviewing job descriptions, and reviewing staff salaries and benefits packages as needed and/or any other personnel related functions as directed by the Board President. Committee members may be part of any District Level interview team as directed by the Board President.

2. Administrative Liaisons to the Committees

Each standing committee shall have two (2) or three (3) administrative liaisons: the Superintendent of Schools and an administrator designated by the Superintendent to actively participate in the operations (herein "participating administrative liaison"). The participating administrative liaison shall be an administrator who has the generalized knowledge for the area in question.

a. The following shall be the assigned participating administrative liaisons to the committees in question:

- i. The administrative liaison to the Policy Committee will be the ~~Director of Pupil Services Assistant Superintendent.~~ **Director of Pupil Services**.
 - ii. The administrative liaison(s) to the Curriculum/**Instruction and Technology Integration** Committee will be the Director of Education and Assessment, ~~Director of Integration for Learning and Instruction~~ and the Director of Technology.
 - iii. The administrative liaison(s) to the Operations/~~Facilities~~ **Finance** Committee will be the Business Manager and the Director of Facilities.
 - iv. The administrative liaison(s) to the Athletics/Co-Curricular/**Community Relations Activities** Committee will be the ~~Athletic Director of Athletics and the Assistant Superintendent.~~ **Athletic Director of Athletics**.
 - v. The administrative liaison(s) to the Personnel Committee will be the ~~Assistant Superintendent or~~ **Assistant Superintendent** or HR Director.
- b. The participating administrative liaisons shall provide input and recommendations on all matters. They shall assume the responsibility for the development of the agenda, subject to the express prior approval of the standing committee chairperson.

3. Duties of Chairpersons of Standing Committees

Chairpersons shall annually be appointed to the standing committees. The committee chairperson shall have the following authority, which is duly granted by the Board to the committee chairperson:

- a. To initially review the participating administrative liaison's draft agenda and make suggestions for modification of the agenda.
- b. To conduct the committee meeting.
- c. To call executive sessions, as required under law, during, before, or after the committee meeting.
- d. To be a resource individual and conduit for discussions between the Board, the standing committee, the Superintendent and the participating administrative liaison.
- e. To exercise such other authority as the Board may direct.

4. Preparation of Agenda

Proposed agendas for standing committee meetings shall be developed by the participating administrative liaison with the assistance of the Superintendent.

The participating administrative liaison will review the proposed agenda with the standing committee chairperson in advance of the committee meeting. As stated, should the committee chairperson seek to add supplemental agenda items, the chairperson should inform the participating administrative liaison in sufficient time prior to the committee meeting of such additions to the agenda, as well as suggested modifications to the agenda.

5. Approval of Minutes by Chairpersons of Standing Committees

Minutes shall be taken of all open standing committee meetings in accordance with law. The participating administrative liaison for the standing committee shall prepare the

minutes, accurately reflecting the proceedings at the standing committee meeting, within five (5) calendar days of the date of the standing committee meeting. The minutes of all open standing committee meetings will be presented for approval at the next regular meeting of the Board of School Directors that follows the open standing committee meeting.

Minutes should contain the following:

- a. The date, place and time of the committee meeting.
- b. The names of committee and staff members present, and other individuals who attend the meeting.
- c. A list of topics discussed.
- d. Committee recommendations or actions taken on those topics.
- e. Recorded votes and a record by individual members if a roll call vote is taken.
- f. The names of any other participants who appeared officially and the purpose of their attendance.

6. Vacancy in Standing Committees

Whenever a permanent vacancy exists in the membership of a particular standing committee, the Board President shall have the authority to appoint a member of the Board to serve the unexpired term of the vacancy.

7. Quorum for Consensus

At any meeting of the standing committee, a quorum of the standing committee shall consist of at least two (2) Board members. A majority in amount of such quorum shall decide, by consensus, any recommendation that may come before the standing committee. Dissenting opinions to the consensus must be noted in the minutes of the committee meeting.

Recommendations of the Standing Committee may be presented to the Board as a proposed motion or report, or referred to the full Board for discussion with no recommendation. Committee Chairs shall advise the Board President and the Superintendent, in advance, of any Committee recommendations for consideration by the full Board. Reports from the Chairpersons of Standing Committees will be included as an agenda item for all regular Board meetings.

Any issue referred by the Board to a Standing Committee will be reported on at the next regular Board meeting, indicating work completed; progress to date; or recommendation for continued study by the committee.

8. Public Meetings

Since the recommendations of the standing committees are advisory to the Board, such committee meetings shall be open within the meaning of the Pennsylvania Sunshine law. The chairperson does have the right to call executive sessions in accordance with law during the course of the meeting.[\[22\]](#)

9. Ad Hoc Committees

The Board President has the authority to appoint Board members, staff, students, members of the public, and so on to specially created ad hoc committees designed to deal with specific issues that may come before the Board from time to time.

Prior to the establishment of an ad hoc committee, the Board should establish the scope and authority of such committee, as well as the nature of the investigation or recommendations being sought for such ad hoc committees.

Ad hoc committees only exist for so long as the investigation or subject matter of the ad hoc committee is required.

Subcommittees of the Board

The Board has authority to create subcommittees. The Board shall invite staff, students, consultants and the general public to submit a letter of interest in serving on such subcommittees. The subcommittees may or may not include Board members. The Board President shall annually appoint members to the subcommittees and shall replace such members depending upon vacancies, as required.

Priority Over Inconsistent Policies

Should any policy of the Board be inconsistent with the terms and provisions of this policy, this policy governing the standing committees of the Board shall have priority and prevail to the extent of such inconsistency.

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 from outside the District who promote a particular commercial product is discouraged.

Legal

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

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

[3. 24 P.S. 404](#)

[4. 24 P.S. 421](#)

[5. 24 P.S. 426](#)

[6. 24 P.S. 321](#)

[7. 24 P.S. 436](#)

[8. 24 P.S. 438](#)

9. Pol. 811

[10. 24 P.S. 431](#)

[11. 24 P.S. 432](#)

[12. 24 P.S. 324](#)

[13. PA Const. Art. VI Sec. 7](#)

13. Pol. 006

[14. 24 P.S. 508](#)

[15. 24 P.S. 683](#)

[16. 24 P.S. 406](#)

[17. 24 P.S. 434](#)

[18. 24 P.S. 2401](#)

[19. 24 P.S. 516](#)

[20. 24 P.S. 621](#)

[21. 24 P.S. 106](#)

[22. 65 Pa. C.S.A. 701 et seq](#)

[24 P.S. 1410](#)