BLACKLICK VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: March 18, 2009

REVISED:

	005. ORGANIZATION
	Section 1. Organization Meeting
SC 401, 402, 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. Order
SC 402, 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 321, 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. 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.
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	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.
SC 436, 438 Pol. 811	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.
SC 404	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 may be a member of the Board.
SC 431, 432 Pol. 811	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.
	Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.
SC 324, 404	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.
PA Const. Art. VI Sec. 7 Pol. 006	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.
	Section 4. <u>Appointments</u>
	The Board shall have the authority to appoint:
SC 508, 683	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.
SC 1410	b. School physician(s).
SC 1410	c. School dentist(s).
SC 324, 406	d. Solicitor.
SC 434	e. Assistant Secretary.

SC 2401	f. Independent auditor.
SC 516	g. Delegates to a state convention or association of school directors.
	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 appointment by the affirmative vote of a majority of the full number of Board members.
	Section 5. Resolutions
	The Board may at the organization meeting, but shall prior to July 1 next following, designate:
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 6. 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 and appoint the Superintendent as an ex-officio member of 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 or 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. Maintenance.

b. Finance.

c. Athletic and Recreation.

d. Professional Personnel.

e. Nonprofessional Personnel.

f. Tax.

g. Transportation and Government.

h. Policy.

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.

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

References:

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

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

Board Policy – 006, 811