

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	000 Local Board Procedures
Title	Organization
Code	005
Status	Active
Adopted	April 4, 2022
Last Revised	March 10, 2025
Prior Revised Dates	5/10/2021

## **Organization Meeting**

The school directors 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 by mail at least five (5) days before the 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 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 school directors shall be read, and a list shall be prepared of the legally elected or appointed and qualified school directors.[\[2\]](#)[\[5\]](#)

At the organization meeting, the temporary President may administer the oath or affirmation of office to those school directors 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, Vice-President and Assistant Secretary 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 official 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]

3. 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 official 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 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 have the authority to appoint:

1. 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.[16][17]
2. Solicitor.[12][18]
3. Independent auditor.[20]
4. Delegates to a state convention or association of school directors.[21]
5. Other appointments the Board deems necessary.

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

### **Duties of Board Officers**

The Board President shall be the Executive Officer of the Board and shall assume all of the duties and responsibilities of an Executive Officer.[5][22]

The Board Secretary shall keep a correct and proper record of all proceedings of the Board and carry out all duties normally assigned to a Secretary.[23]

The Business Manager shall receive all state appropriations, district school taxes, and other funds belonging to the school district, and, pursuant to the executive power of the Superintendent, shall make payments out of same on proper orders approved by the Board of School Directors, and carry out such other duties as required.[24][25][26][27]

### **Resolutions**

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

1. Depositories for school funds.[\[28\]](#)
2. Newspaper(s) of general circulation as defined in law.[\[29\]](#)
3. Normal day, place and time for regular meetings.[\[4\]](#)
4. Normal day, place and time for open committee meetings.

### **Board Committees**

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.[\[15\]](#)[\[30\]](#)

Committees shall not include a majority of the membership of the Board.

Members shall be appointed by the President who shall appoint the Superintendent as an ex-officio member of all committees.

A member may request or refuse appointment to a committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee, assist with preparation of 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:

1. Governance Committee.
2. Academic Committee.
3. Projects and Planning Committee.

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

Members of ad hoc committees shall serve until the committee is discharged.

Any standing committee may be approved or dissolved by the Board at any regularly scheduled Board meeting by majority vote.

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

### **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. 24 P.S. 514](#)

14. Montemuro v. Jim Thorpe Area School District, No. 22-1866 (3d Cir. 2024)

15. Pol. 006

[16. 24 P.S. 508](#)

[17. 24 P.S. 683](#)

[18. 24 P.S. 406](#)

[19. 24 P.S. 434](#)

[20. 24 P.S. 2401](#)

[21. 24 P.S. 516](#)

[22. 24 P.S. 427](#)

[23. 24 P.S. 433](#)

[24. 24 P.S. 439](#)

[25. 24 P.S. 440](#)

[26. 24 P.S. 441](#)

[27. 24 P.S. 442](#)

[28. 24 P.S. 621](#)

[29. 24 P.S. 106](#)

[30. 65 Pa. C.S.A. 701 et seq](#)

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