YORK SUBURBAN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: June 20, 1994

REVISED: September 19, 2011

DRAFT: Revised October 17, 2011

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005. ORGANIZATION

Section 1. Organization Meeting

SC 401, 402, 404, 421

The school directors 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 of School Directors 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.

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 members of the Board. The temporary President, shall preside over the election of officers. The Secretary of the Board shall be secretary of the meeting. The certificates of the election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared.

SC 321, 402

If any of the members have not taken and subscribed to the oath of office, then the same may be administered to them by the temporary President.

Section 3. Officers

Election of officers shall be by a majority 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 in 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 s/he may

	be a member of the Board.
SC 436, 438 Pol. 811	The school Treasurer shall not enter upon his/her duties until s/he has furnished bond in accordance with law and with the approval of the Board; the premium for such bond shall be paid by school district funds. The school Treasurer shall be compensated in such a manner and at a rate as the Board shall determine, and in accordance with Section 438 of the School Code.
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. The Secretary need not be a member of the Board.
	Vacancies in any office shall be filled by the school directors, and such appointed officers shall serve for the remainder of the unexpired term.
SC 324, 404, 405 Pol. 006	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. Officers 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 that the officer charged shall have been given due notice of the reasons therefore 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.
	Section 4. <u>Duties Of Officers</u>
SC 426, 427	The President shall:
	a. Preside at all meetings of the full Board.
	b. Sign all documents or warrants, except pay warrants, ordered or required to be executed by the Board.
	c. Enforce the Board's rules and regulations.
	d. <u>Appoint the Nominating Committee Chair and members of the Nominating Committee at the November Planning Committee meeting.</u>
	e. Perform all other duties pertaining to the office of a presiding officer.
	f. Within one (1) month after election, appoint such standing committees as may be specified in this policy or which s/he deems necessary, designating the chairperson of each.
	g. Serve as an ex-officio member of all committees.

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	Whenever an emergency requiring legal action presents itself before a formal Board meeting may be lawfully convened, the President is empowered to take whatever steps s/he believes are necessary, after consulting with the solicitor.
SC 428	The Vice-President shall: a. Preside at all meetings of the Board in the absence of the President. b. Sign all documents or warrants in the absence of the President, except pay warrants, ordered or required to be executed by the Board.
SC 439, 440, 442	The Treasurer shall: a. Present a statement of finances of the school district at each regular meeting of the Board. b. Perform such other acts and duties pertaining to the district as the Board may direct or as may be required by law.
SC 433	The Secretary shall: a. Attend all meetings of the Board and be responsible for reporting its proceedings in minutes, copies of which shall be sent by mail or otherwise to all members of the Board and Superintendent promptly. b. Submit copies of financial reports to the members of the Board and Superintendent preferably before, but at least by, the regular meeting of the Board. c. When requested, act as Secretary of any standing committee and prepare minutes of the meetings when so requested by the chairperson. d. Give notice to members of the Board, Superintendent and Treasurer of all regular and special meetings of the Board and of the various committees when so requested by the chairperson. e. Shall furnish the various committees, Superintendent and Treasurer such financial and other information necessary in the proper performance of their duties. f. Countersign all warrants and attest all documents ordered or required to be executed by the Board. g. Maintain a file of all debts, title papers, maps, building plans, bonds, contracts,

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	inventory of books and supplies, and other official documents pertaining to the operation of the school district.
	h. Perform the duties and conform with the regulations prescribed in the School Code and such other duties as the Board may direct.
SC 406	The solicitor shall:
	a. Advise and furnish the Board legal opinions, verbally and in writing, as directed, in all matters and questions of law requested, including interpretations of old and new statutes.
	b. Prepare legal instruments including resolutions for any subject, advertising, and all other legal papers as directed by the Board.
	c. Commence and prosecute all action brought by the Board for all or any account or subject.
	d. Be present at all regular and special meetings of the Board when requested.
	e. Be present at all committee meetings of the Board when requested.
	f. Perform other duties which require legal assistance as the Board may direct.
	g. Serve as parliamentarian during the conduct of any official meeting of the Board at which s/he is present.
	Section 5. <u>Appointments</u>
	The Board shall appoint:
SC 508, 683	a. A tax collector, where a tax collector is not elected to collect taxes, or where there is a vacancy, or where an elected tax collector refuses to qualify.
SC 1410	b. School physician(s).
SC 1410	c. School dentist(s).
SC 2401	d. An independent auditor.
SC 516	e. Delegates to a state convention or association of school directors.
SC 406	f. Such other assistants, clerks and employees as the Board deems proper.
SC 324, 406	g. A school solicitor, who shall be paid an annual retainer fee for attendance at

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	regular meetings and other fees as the Board may approve.
PA Const. Art. VI Sec. 7 Pol. 006	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 that the officer charged shall have been given due notice of the reasons therefore 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.
	Section 6. <u>Resolutions</u>
	The Board may at the organization meeting, but shall prior to July 1 next following, designate:
SC 621	a. A depository(ies) for school funds.
SC 106	b. A newspaper(s) of general circulation as defined in accordance with law.
SC 421	c. A normal day, place and time for regular meetings.
	Section 7. <u>Committees</u>
	<u>All Board committee meetings shall comply with the legal requirements for public meetings, including public notice and open-door policy.</u>
	The standing committees and representatives of the Board shall be as follows and will meet as necessary: Academic Standards and Curriculum ~~Buildings and Grounds~~ <u>Facilities</u> Communications Finance Personnel Planning ~~Meet and Discuss~~ <u>Nominating Committee</u> Policy Review York Area Tax Bureau Representative York County School of Technology Joint Operating Committee York County School of Technology Authority York Adams Academy Board Representative Lincoln Intermediate Unit Board Representative Lincoln Intermediate Unit Joint Operating Authority Legislative Policy

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PSBA (Pennsylvania School Boards Association) Employee Relations Contact, PSBA Representative, PSBA Public Outreach Contact
Act 32 Tax Collection Committee (effective 2012)

The Academic Standards and Curriculum Committee shall:

a. Review/Recommend significant administrative recommendations/changes.

b. Review/Recommend the administrative investigation of potential course/curriculum changes; individual requests shall be filtered through the committee prior to administrative exploration.

c. Review/Recommend academic standards; additionally, assess student needs for future endeavors in the work force and/or further education.

d. Consult with the Assistant Superintendent of Curriculum and Instruction on matters related to all instructional programs and educational activities.

A committee meeting will be held annually where items of interest will be discussed and may, in turn, merit recommendations to the full Board who will then indicate direction to the administration.

Other meetings may be called as needed or items may be included in a monthly planning meeting.

The administration may bring proposals to the committee regarding suggestions/changes when appropriate.

The ~~Buildings and Grounds~~ Facilities Committee shall:

a. Be responsible for general supervision over the property, through the Superintendent, including all buildings and grounds of the school system and their operation and maintenance.

b. Give consideration to the acquisition of new building sites, sale or purchase of land, and make such recommendations to the School Board as deemed advisable.

The Communications Committee shall:

a. Consult with the Superintendent regarding the dissemination of information regarding the school system to the staff and to the public at large.

The Finance Committee shall:

a. Be responsible for general supervision of the accounts of the School Board and

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all other matters relating to finance, including insurance.

b. Consider all matters of financial policies and make recommendation to the School Board pertaining thereto.

c. Consult with the Secretary and the Superintendent in preparing budgetary requirements for the ensuing fiscal year and recommend a tentative budget to the School Board for approval with or without modifications on or before May 30 of each year.

The Nominating Committee shall:

a. Meet prior to the December Re-Organization Meeting for the purpose of nominating candidates for President and Vice-President. During an election year, this meeting shall follow the General Election.

b. Present candidates for President and Vice-President for approval during the December Re-Organization meeting. The Chair of the Nominating Committee shall act as temporary President of the Board during the election process.

The Personnel Committee shall:

a. Consult with the Superintendent and/or Assistant Superintendent of Administration regarding recommendations for hiring of all supervisory personnel and for dismissal of teachers.

b. Provide guidance as needed to the Superintendent for general supervision over matters pertaining to all personnel issues, including hiring, resignations, retirements and transfers.

c. Meet to consult on matters relating to the implementation of the Meet and Discuss Provisions of Act 195 which states, "**Meet and Discuss** means the obligation of the public employer upon request to meet at reasonable times and discuss recommendations submitted by representatives of public employees: Provided, that any decision or determination on matters so discussed shall remain with the public employer and be deemed final on any issue or issues raised." ((moved from Meet and Discuss Committee))

d. Meet bimonthly (September through June) for the purpose of organizing Fireside Chats unless meetings are mutually waived, or additional meetings held as agreed to by both parties. ((moved from Meet and Discuss Committee))

Chair of the Personnel Committee will document a rotation of Board members which will give each member opportunity to participate in Meet and Discuss meetings known as Fireside Chats. Such meetings will consist of administrators, Board

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President, Chair of Personnel, additional Board members, not to exceed four total Board representatives, and Association members.

The Planning Committee shall:

a. Be a Committee of the Board as a whole.

b. Collect all pertinent information and discuss issues before they are presented for approval at a regular Board meeting.

The Policy Review Committee shall:

a. Meet as needed to review proposed amendments and changes to Board policy.

b. Complete required first reading of proposed Board policy amendments and changes.

c. Make recommendations to full Board regarding policies for adoption and amendments/changes.

~~The Meet and Discuss Committee shall:~~ ((these items were moved to Personnel Committee))

The York Area Tax Bureau Representative shall:

a. Be appointed by the President.

b. Attend York Area Tax Bureau meetings and vote on all issues.

c. Report the workings of the Bureau to the Board.

The York County School of Technology Joint Operating Committee representative shall:

a. Be elected by the Board to a three-year term on the Joint Operating Committee.

b. Vote on all matters pertaining to the operation of the School of Technology on their respective committee.

c. Keep the Board informed regarding their operations.

The York County School of Technology Authority representative shall:

a. Be elected by the Board to a five-year term on the Authority.

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b. Vote on all matters pertaining to the operation of the School of Technology on their respective Authority.

The York Adams Academy Board representative shall:

a. Be appointed by the President.

b. Keep the Board informed regarding the operation of the Board.

The Lincoln Intermediate Unit Board representative shall:

a. Be appointed by the President for a three-year term.

b. Consider alternating three-year terms with a representative of the Dallastown Area School District.

c. Vote on all matters pertaining to the operation of the Lincoln Intermediate Unit.

d. Keep the Board informed regarding its operation.

The Lincoln Intermediate Unit Joint Operating Authority Board representative shall:

a. Be appointed by the President.

b. Vote on all matters at their meetings.

c. Keep the Board informed regarding its operation.

The Legislative Policy Committee shall:

a. Review and act upon the legislative proposals and resolutions referred to it by the respective committees of the Pennsylvania School Boards Association.

b. Review and act upon proposed changes to the Association's statement of beliefs and policies.

PSBA Employee Relations contact, PSBA representative shall:

a. The Employee Relations contact shall create an opportunity for dialogue between local school directors and PSBA on issues facing Boards in their role as an employer with information, ideas and needs solicited from and disseminated through this contact person, in addition to announcements of inservice opportunities.

b. The PSBA representative shall act as the direct link to PSBA, serving as a

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	member of the regional director's cabinet which meets at least once a year. The representative receives special updates on PSBA activities and assists in planning regional meetings. Special committees may be appointed by the President and shall have the duties outlined at the time of appointment. Such committees shall be dissolved automatically upon submission of their report. The President of the Board and the Superintendent shall serve as ex-officio members of all committees. 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

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