

## Blairsville-Saltsburg School District

	<b>Policy No. 005</b>
<b>Section:</b>	<b>000 School Board</b>
<b>Title:</b>	<b>Organization</b>
<b>Adopted:</b>	<b>3/19/90</b>
<b>Revised:</b>	<b>9/16/96; 11/18/98</b>

### # Organization

#### 1. Organization Meeting

The school directors shall meet and organize annually during the first week in December, and where at all possible on a Monday. 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 days before the proposed meeting by the Secretary of the Board. The organization meeting shall be a regular/special meeting.

SS401

#### 2. Order

The organization meeting shall be called to order by the past president who shall preside over the election of a temporary President. 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 list of the legally elected or appointed and qualified school directors prepared by the Secretary of the Board.

The Notary Public or the temporary President shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same

SS421

#### 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 candidates who received the greatest number of votes.

1. 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 year.
2. The school directors shall annually, during the month of May, elect a treasurer who shall serve for one-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. If the treasurer is a corporate affiliated representative, they shall not be a member of the Board. A school director can be elected to serve as a treasurer.

SS 404

The School Treasurer shall not enter upon his/her duties until he/she has furnished bond in accordance with law and with the approval of the Board. The School Treasurer shall be compensated in such a manner and at a rate as the Board shall determine.

SS436,438

3. The school directors shall, during the month of May in every fourth year, elect a secretary who shall serve a ten-n of four (4) years beginning the first day of July following such election.

Vacancies in any office shall be filled by the school directors and such appointed officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one office 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.

SS404,405, 514

#### **4 Appointments**

The Board shall appoint:

1. A Tax Collector, where a tax collector is not elected to collect taxes, or where there is a vacancy or when an elected tax collector refuses to qualify.

SS 683

2. School Physician Appointed prior to beginning of new school year.
3. School Dentist Appointed prior to beginning of new school year.
4. Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth. If the treasurer is a corporate affiliated representative, they shall not be a member of the Board. A school director can be elected to serve as a treasurer.

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SS404, 405, 514

**The Board may appoint:**

A School Solicitor

Appointed at re-organization meeting in December for the following school year.

SS 406, 324

An Independent Auditor

Appointed at re-organization meeting in December for the following school year.

SS 2401

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 appointee so 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.

SS 514

**5. Resolutions**

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

1. Designate a depository for school funds.  
55621
2. Designate a newspaper of general circulation as defined in accordance of law.  
SS 106
3. Designate a day, place and time for regular meetings.  
SS421

**6. Committees**

Committees of school directors shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

Members shall be appointed by the President who shall serve as an ex-officio member on all committees, and who shall 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 and shall be appointed by the President.

The President may appoint at the organization meeting members of the Board to the following standing committees where they shall serve for a term of one year:

1.	Personnel	6.	Facilities
2.	Finance	7.	Legislative
3.	Student Activities	8.	Liaison
4.	Curriculum	9.	Policy
5.	Audit		

Ad hoc committees may be created, charged and assigned a fixed termination date which may be extended from time to time by the President, or a majority of the school directors present at any meeting at which the need for a committee becomes evident.

Members of committees shall serve until the committee is discharged.

SC 55 106,324,401,402,404, 405,406,421,434,436,  
438,514,516,621,683, 1401,2401