

EAST
STROUDSBURG
AREA
SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: August 19, 2002

REVISED: February 25, 2008
April 21, 2008
January 27, 2014

REVIEWED: November 16, 2015

	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></p> <p>SC 401 The Board 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 members by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.</p> <p>Section 2. <u>Order</u></p> <p>SC 426 The organization meeting shall be called to order by the past president of the Board who shall preside over the election of a temporary President from among the hold-over members of the Board. The Board Secretary shall be secretary of the meeting. The certificates of the election or appointment of all new Board members shall be read, and a list of the legally elected or appointed and qualified Board members prepared by the Board Secretary.</p> <p>SC 402 The temporary president shall administer the following oath of office to such Board members as have not previously taken and subscribed the same:</p> <p style="padding-left: 40px;">"I do solemnly swear that I will support, obey, and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."</p> <p>Section 3. <u>Officers</u></p> <p>Election of officers shall be by a majority of those present and voting. Where no such majority is achieved on the first voice vote, a second voice vote shall be cast for the two candidates who received the greatest number of votes.</p> <p>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.</p>
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SC 427	<p>b. The President of the Board shall preside at all meetings of the Board and shall have a vote on motions placed before the Board for action. S/He shall sign such documents on behalf of the Board as may require his/her signature. S/He shall represent the Board in deliberations with other boards, districts, or agencies, unless another member of the Board is so designated.</p>
SC 428	<p>c. The Vice-President shall perform the duties of the President in his/her absence.</p>
SC 404	<p>d. 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 shall not be a member of the Board.</p>
SC 436, 438	<p>e. The 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 treasurer shall be compensated in such a manner and at a rate as the Board shall determine.</p> <p>f. 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 shall not be a member of the Board.</p>
SC 433	<p>The Secretary or his/her designee shall:</p> <p>a. Perform all the specific duties of the secretary enumerated in the Pennsylvania State School Code.</p> <p>b. Prepare invoices and payrolls for approval and payment.</p> <p>c. Prepare all school orders for the signature of proper school officials.</p> <p>d. Keep accurate and complete records of the receipts, expenditures, inventories, insurance and capital assets.</p> <p>e. Receive and prepare for deposit all rentals, fees, and tuition monies paid to the school district.</p> <p>f. Make monthly reports on the financial condition of the district.</p> <p>g. Record the minutes of all Board meetings, and prepare and distribute duplicate copies to all Board members.</p>

	<p>Vacancies in any office shall be filled by the school directors and such appointed officers shall serve for the remainder of the unexpired term.</p>
<p>SC 404, 405, 514</p>	<p>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 therefor 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.</p>
	<p>Section 4. <u>Appointments</u></p>
	<p>The Board shall appoint:</p>
<p>SC 683</p>	<p>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.</p>
<p>SC 1410</p>	<p>b. School physician.</p>
<p>SC 1410</p>	<p>c. School dentist.</p>
<p>SC 406</p>	<p>d. An independent auditor.</p>
<p>SC 434</p>	<p>e. Assistant Secretary.</p>
<p>SC 516</p>	<p>f. Delegates to a State convention or association of school directors.</p>
<p>SC 406</p>	<p>g. Such other assistants, clerks and employees as the Board deems proper.</p>
<p>SC 324, 406</p>	<p>The Board may, at its discretion, appoint an attorney to perform desired legal services. The attorney shall serve at the Board's pleasure and be compensated at a mutually agreeable rate.</p>
<p>SC 514 Pol. 006</p>	<p>Appointees of the Board may be removed for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the appointee charged shall have been given due notice of the reasons therefor 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.</p>

<p>SC 621</p> <p>SC 106</p> <p>SC 421</p>	<p>Section 5. <u>Resolutions</u></p> <p>The Board may at the organization meeting but shall prior to July 1 next following:</p> <ul style="list-style-type: none">a. Designate a depository for school funds.b. Designate a newspaper of general circulation as defined in accordance with law.c. Designate a normal day, place and time for regular meetings.d. Designate a normal day, place and time for open committee meetings. <p>Section 6. <u>Committees</u></p> <p>Temporary committees shall be appointed by the President of the Board, appointed for specific tasks of seeking information, and shall report back to the Board for its consideration and action. Committee action shall be advisory and not executive. The Superintendent shall be an ex officio member of all temporary committees except for committees involving his/her employment status.</p> <p>Members of committees shall serve until the committee is discharged.</p> <p>The Board shall have a Finance <u>Committee</u>, Property/Facilities Committee, and Policy Review Committee <u>and Education Programs and Resources Committee</u> who shall serve until the committee is discharged.</p> <p>Committees serve to acquire information and to report back to the Board for its consideration and action. Committees are advisory and not executive.</p> <p>Appointments shall be made by the Board President after consultation with the Board and the Superintendent. Appointments shall require approval of the School Board.</p>
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