

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	000 Local Board Procedures
Title	Organization
Number	005
Status	Active
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Last Revised	August 13, 2018

Reorganization Meeting

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. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Order

The organization meeting shall be called to order by the current 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. [\[2\]](#)[\[5\]](#)

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. [\[2\]](#)[\[6\]](#)

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 and 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 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.[\[7\]](#)[\[8\]](#)[\[9\]](#)

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 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.[\[9\]](#)[\[10\]](#)[\[11\]](#)

Vacancies in any office shall be filled by Board action, and such appointed 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 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.[\[14\]](#)[\[29\]](#)

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.[\[15\]](#)[\[16\]](#)
2. School physicians.[\[17\]](#)
3. School dentists.[\[17\]](#)
4. Solicitor.[\[12\]](#)[\[18\]](#)
5. Independent auditor.[\[19\]](#)
6. Delegates to a state or national convention or association of school directors.[\[20\]](#)
7. Other appointments the Board deems necessary.

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.[\[14\]](#)[\[29\]](#)

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.[\[5\]](#)[\[21\]](#)

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. [\[22\]](#)

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. [\[23\]](#)[\[24\]](#)[\[26\]](#)[\[30\]](#)

Resolutions

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

1. Depository(s) for school funds. [\[27\]](#)
2. Newspaper(s) of general circulation as defined in law. [\[28\]](#)
3. Normal day, place and time for regular meetings. [\[4\]](#)

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
- 14. Pol. 006**
15. 24 P.S. 508
16. 24 P.S. 683
17. 24 P.S. 1410
18. 24 P.S. 406
19. 24 P.S. 2401
20. 24 P.S. 516
21. 24 P.S. 427
22. 24 P.S. 433
23. 24 P.S. 439
24. 24 P.S. 440
26. 24 P.S. 442
27. 24 P.S. 621
28. 24 P.S. 106
29. PA Const. Art. VI Sec. 7
30. 24 P.S. 441

Last Modified by Donna Beley on September 6, 2018