

MUHLENBERG SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: April 14, 2010

REVISED:

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| | <p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></p> <p>SC 401, 402, 404, 421 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.</p> <p>Section 2. <u>Order</u></p> <p>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 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.</p> <p>SC 321, 402 The Oath of Office shall be administered by an official qualified to administer an oath – judicial officer, clerk of courts, notary, or by the temporary President of the Board.</p> <p>Section 3. <u>Officers</u></p> <p>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.</p> <p>SC 404 a. The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.</p> |
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| SC 404 | <p>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 may be a member of the Board.</p> |
| SC 436, 438 Pol. 811 | <p>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.</p> <p>The Treasurer of the Board shall be paid \$1,500 for each fiscal year and provided with a \$25,000 Surety Bond.</p> |
| SC 404 | <p>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, and may be a member of the Board.</p> |
| SC 431, 432 Pol. 811 | <p>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.</p> <p>The Secretary of the Board shall be paid \$600 for each fiscal year and provided with a Fidelity Bond of \$10,000 for the duration of the four-year term serving as an elected officer. Premium for said bond shall be paid by the school district.</p> |
| SC 324, 404 | <p>Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.</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.</p> |
| PA Const. Art. VI Sec. 7 Pol. 006 | <p>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.</p> |
| SC 508, 683 | <p>Section 4. <u>Appointments</u></p> <p>The Board shall have the authority to appoint:</p> <p>a. 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.</p> |

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| SC 1410 | b. School physician(s). |
| SC 1410 | c. School dentist(s). |
| SC 324, 406 | d. Solicitor. |
| SC 2401 | e. Independent auditor. |
| SC 516 | f. Delegates to a state convention or association of school directors. |
| | g. Other appointments the Board deems necessary. |
| PA Const. Art. VI Sec. 7 Pol. 006 | 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. |
| | Section 5. <u>Resolutions</u> |
| | The Board may at the organization meeting, but shall prior to July 1 next following, designate: |
| SC 621 | a. Depositories for school funds. |
| SC 106 | b. Newspaper(s) of general circulation as defined in law. |
| SC 421 | c. Normal day, place and time for regular meetings. |
| | d. Normal day, place and time for open committee meetings. |
| | Section 6. <u>Committees</u> |
| | The Board shall not have standing committees. Special committees may be created by the Board for special assignments. When so created, such committees shall be appointed by the President and shall terminate upon completing their assignments or they may be terminated by a vote of the Board at any time. |
| | The Superintendent or designee shall be an ex-officio member of all committees unless otherwise specified by the Board President. No committee shall act for the Board but shall make recommendations to and for action by the Board. |
| | Committees shall not include a majority of the membership of the Board. |
| | 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 prepare minutes of open committee meetings.

Section 7. 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.

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