

# WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: January 22, 2001

REVISED: October 27, 2014

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
SC 401, 402, 404, 421	The school directors shall meet and organize annually during the first week of December. Notice of the time, place and date of the organization meeting shall be given to all members of the Board by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.
	Section 2. <u>Order</u>
SC 402, 426	The organization meeting shall be called to order by the current President or Vice-President of the outgoing Board, or any hold-over member of the Board. A temporary President shall be elected from among the hold-over members of the Board. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of 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 by the Board Secretary.
SC 321, 402	The temporary President may administer the oath or affirmation of office to such school directors who have not previously taken and subscribed to the same.
	Section 3. <u>Officers</u>
	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.
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>SC 404</p>	<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 s/he may be a member of the Board.</p>
<p>SC 436, 438 Pol. 811</p>	<p>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 cost of such bond shall be paid for by the school district. The Treasurer shall be compensated in such a manner and at a rate as the Board shall determine.</p>
<p>Pol. 005.1</p>	<p>The Treasurer, designated the official custodian of the funds of the school district, shall account for revenues received and expenditures made as applied to each fund and shall make a report at the end of each month for the Board of School Directors of the amount of funds received and disbursed during the month in the name of the school district.</p>
<p>SC 404</p>	<p>The Treasurer shall receive all state appropriations, school taxes and other funds belonging to the school district and make payments out of the same on proper orders approved by the Board, and signed by officials authorized by the Board.</p>
<p>SC 404</p>	<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.</p>
<p>SC 431, 432 Pol. 811</p>	<p>The Secretary shall not enter upon his/her duties until s/he has furnished bond in such amount and with such surety as may be required by the Board. The cost of such bond shall be paid for by the school district.</p>
<p>Pol. 005.1</p>	<p>The Secretary shall keep correct and proper record of all the proceedings of the Board; shall sign an order on the Treasurer for the payment of bills following approval by the Board; shall be the custodian of all the records, papers, office property and official seal of the school district; and shall prepare reports and perform such other duties pertaining to the business of the district as required by the Public School Code or as the Board may direct.</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 324, 404</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>
<p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<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 those present and voting.</p> <p>Section 4. <u>Appointments</u></p> <p>The Board shall appoint:</p>
<p>SC 508, 683</p>	<p>a. A tax collector, where a tax collector is not elected to collect taxes, where there is a vacancy, or where an elected tax collector refuses to qualify.</p>
<p>SC 324, 406</p>	<p>b. Solicitor, who shall advise on specific legal problems submitted to him/her as occasion requires.</p> <p>The solicitor shall receive compensation for special services as rendered and shall not be a member of the Board.</p>
<p>SC 2401</p>	<p>c. Independent auditor.</p>
<p>Pol. 619</p>	<p>An annual audit shall be conducted by certified public accountants to provide the Board of School Directors with full information of the financial condition and the related income and expenditure accounts as of the date of the audit. In addition, a brief narrative report of the auditors' findings shall be presented to the Superintendent annually for presentation to the Board.</p> <p>The auditors shall also make such recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable, and to perform such other related services as may be requested by the Board.</p>
<p>SC 2406, 2408, 2432</p>	<p>The auditors shall prepare for filing the report required by the Pennsylvania Public School Code of 1949, Sections 2406, 2408, and 2432.</p> <p>The auditors shall within ten (10) days after completing their audit, advertise a notice in one (1) newspaper of general circulation published or generally circulated in the district once a week for three (3) successive weeks that the audit report for the district has been filed and is available for public inspection at the business office.</p>
<p>SC 516</p>	<p>d. Delegates to a state convention or association of school directors.</p>

<p>PA Const. Art. VI Sec. 7 Pol. 006</p> <p>SC 621</p> <p>SC 106</p> <p>SC 421</p> <p>65 Pa. C.S.A. Sec. 701 et seq Pol. 006</p>	<p>e. Assistants, clerks and other employees the Board deems proper.</p> <p>Appointees serve at the pleasure of the Board and may be removed from such appointment in accordance with the provisions of law.</p> <p>Section 5. <u>Resolutions</u></p> <p>The Board may at the organization meeting, but shall prior to July 1 next following, designate a:</p> <p>a. Depository(s) for school funds.</p> <p>b. Newspaper(s) of general circulation as defined in law.</p> <p>c. Normal day, place and time for regular meetings.</p> <p>d. Normal day, place and time for open committee meetings.</p> <p>Section 6. <u>Committees</u></p> <p>The Board has the authority to approve Board committees. Board committees which are authorized by the Board to take official action or render advice on district business shall operate in accordance with the provisions of the Sunshine Act.</p> <p>a. Preview matters which the administration will submit to the Board for its consideration and approval.</p> <p>b. Meet periodically with appropriate members of the school community for the purpose of ascertaining the district's situation and plans in particular areas.</p> <p>c. Meet periodically with appropriate members of the school community for the purpose of determining whether and how existing Board policies are being carried out.</p> <p>Members shall be appointed by the President, who shall serve as an ex-officio member on all committees. In making all appointments, the President shall take into consideration the training and special talents of the individual school director.</p> <p>Each committee member shall inform the chairperson of his/her committee or the administrative office when s/he is unable to attend a committee meeting.</p>
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The President may appoint at the organization meeting members of the Board to the following standing committees, where they shall serve a term of one (1) year:

- a. Finance Committee.

At the request of the Board, the President shall appoint temporary committees for special purposes. A special committee shall be discharged on the completion of its assignment or at the end of the year. The Board President shall be an ex-officio member of all temporary 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, 2406, 2408, 2432

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Board Policy – 005.1, 006, 619, 811