

# JEFFERSON-MORGAN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: February 25, 2002

REVISED:

<p>SC 401, 421</p>	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></p> <p>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 or Superintendent. The organization meeting shall be a regular meeting.</p>
<p>SC 402</p>	<p>Section 2. <u>Order</u></p> <p>The business of the annual meeting shall include the following in the order shown:</p> <ol style="list-style-type: none"> <li>a. Swearing in of any new members by the Board Secretary or other person qualified to administer oaths.</li> <li>b. Selection of temporary President, with Board Secretary presiding.</li> <li>c. Election of President.</li> <li>d. Election of Vice-President, with new President presiding.</li> <li>e. Establishment of the time and place of regular meetings of the Board.</li> <li>f. Appointment by Board of representatives to the A.V.T.S. and I.U. Boards, SWRTS, legislative chairpersons.</li> <li>g. Readoption of the current policies of the Board.</li> <li>h. Other items of annual business such as the President or Superintendent may wish to add to the agenda.</li> </ol>

	<p>The annual meeting shall then adjourn. Upon adjournment, it may proceed into a duly called special meeting.</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> <p>SC 404 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> <p>SC 436, 438 Pol. 811 The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall receive a stipend in an amount determined by the Board each year which shall be paid on a quarterly basis. The Treasurer shall be permitted to be absent from one (1) regular meeting during the fiscal year before his/her salary will be prorated using a 1/12 formula.</p> <p>SC 404 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> <p>SC 431, 432 Pol. 811 The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval.</p> <p>Vacancies in any office shall be filled by Board action, and such appointed officers shall serve for the remainder of the unexpired term.</p> <p>SC 404, 405 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>
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<p>SC 514 Pol. 006</p> <p>SC 426, 427</p> <p>SC 426</p>	<p>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 and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of the full number of school directors.</p> <p>Section 4. <u>Duties</u></p> <p>a. President</p> <p>The legal duties of the Board President are as follows:</p> <ol style="list-style-type: none"> <li>1. To preside at all meetings.</li> <li>2. To call special meetings as needed and whenever requested, in writing, to do so by three (3) members of the Board.</li> <li>3. To sign, together with the Secretary, when directed by the Board, any and all deeds, contracts, warrants to tax collectors, reports, and other papers pertaining to the business of the Board.</li> <li>4. To sign orders on the treasury for the payment of bills and accounts upon Board approval; to do this only upon official Board action, with certain exceptions.</li> </ol> <p>In exercising his/her duties as presiding officer of the Board, the President shall:</p> <ol style="list-style-type: none"> <li>1. Consult with the Superintendent in the latter's planning of Board agendas.</li> <li>2. Confer with the Superintendent on crucial matters which may occur between Board meetings.</li> <li>3. Appoint special committees of the Board.</li> <li>4. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.</li> <li>5. Be responsible for the orderly and efficient conduct of all Board meetings. In carrying out this responsibility, s/he shall:             <ol style="list-style-type: none"> <li>a) Call the meeting to order at the appointed time.</li> </ol> </li> </ol>
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	<ul style="list-style-type: none"><li>b) Announce the business to come before the Board in its order on the agenda.</li><li>c) Enforce the Board's policies relating to the order of business and public participation.</li><li>d) Recognize persons who desire to speak and protect the speaker who has the floor from interference.</li><li>e) Explain motions as necessary.</li><li>f) Restrict discussion to the question when a motion is before the Board.</li><li>g) Refer parliamentary inquiries and questions of legality to the Board solicitor.</li><li>h) Put motions to a vote, stating definitely and clearly the vote and result thereof.</li></ul> <p>The President shall have the right, as other Board members have, to offer resolution, discuss questions, and to vote.</p> <p>b. Vice-President</p> <p>SC 428 The legal duties of the Vice-President are, in case of the absence of the President, to:</p> <p>SC 426</p> <ol style="list-style-type: none"><li>1. Preside at all meetings.</li><li>2. Call special meetings whenever requested to do so by three (3) members of the Board.</li><li>3. When directed by the Board, to execute any and all deeds, contracts, warrants to tax collectors and other papers pertaining to the business of the Board.</li><li>4. Perform all other duties imposed on the President.</li></ol> <p>The Board may also, at the request of the President, authorize the Vice-President to sign checks or vouchers for the payment of current expenses and salaries.</p>
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<p>SC 439, 440, 442</p>	<p>c. Treasurer</p> <p>The legal duties of the Treasurer may include the following:</p> <ol style="list-style-type: none"><li>1. To receive all state appropriations, district school taxes, and other funds belonging to the district.</li><li>2. To make payment from district funds for expenses of the district, upon Board authorization.</li><li>3. To make a monthly report of funds received and disbursed to the Board Secretary.</li><li>4. To invest district funds temporarily in surplus in interest-bearing accounts or securities as permitted by law upon the authorization of the Board; and dispose of such securities as directed by the Board.</li><li>5. To perform such other acts and duties as required by law or directed by the Board.</li></ol>
<p>SC 433</p>	<p>d. Secretary</p> <p>The legal duties of the Secretary may include the following:</p> <ol style="list-style-type: none"><li>1. To keep a correct and proper record of all the proceedings of the Board, and prepare such reports and keep such accounts as are required by law.</li><li>2. After the Board has acted on and approved any bill or account for the payment of money, to prepare and sign an order on the treasury for the payment of the amounts owing under any contracts which shall previously have been approved by the Board, and by the prompt payment of which the district will receive a discount or other advantage, without the approval of the Board first having been secured.</li><li>3. To attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.</li><li>4. To furnish, whenever requested, any and all reports concerning the school affairs of the district on such form, and in such manner as the state may require.</li><li>5. To have general supervision of all the business affairs of the district, subject to the instructions and direction of the Board.</li></ol>

<p>SC 406</p>	<ol style="list-style-type: none"><li>6. To be the custodian of all the records, papers, office property, and official seal of the district, and at the expiration of his/her term to turn the same over to his/her successors.</li><li>7. To keep correct accounts with each receiver of taxes, school treasurer, or school tax collector of the district, reporting a statement of the same together with a statement of the finances of the district, at each regular meeting of the Board, which statement shall be entered in full upon the minutes.</li><li>8. To perform such other duties pertaining to the business of the district as are required by law or the Board.</li></ol> <p>An administrative Secretary, who is not a member of the Board, shall be assigned to attend the Board meetings and to take and type accurate minutes of said meeting. Compensation will be a rate to be determined by the Board.</p> <p>e. Solicitor</p> <p>A solicitor's primary function is to assist the Board in the legal performance of its duties, and the fair and just discharge of its obligations to student, staff and school patrons. Performance responsibilities include:</p> <ol style="list-style-type: none"><li>1. Attending all regular Board meetings and any special meetings as necessary.</li><li>2. Advising the Board in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, contracts and items of a similar nature.</li><li>3. Advising the Board in all staff contract negotiations.</li><li>4. Preparing for review for the Board all invitations to bid, job specifications, and contracts for work involving private businesses, services, or agents.</li><li>5. Preparing for and representing the Board at all court hearings.</li><li>6. Advising the Board and representing them when necessary at hearings involving students and personnel.</li><li>7. Verbal consultations with Board members and administrators.</li><li>8. Performing such other duties consistent with his/her professional competence as the Board may from time to time assign.</li></ol>
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	<p>Term of employment shall be twelve months a year.</p> <p>There are times when the Board and administration are required to secure legal advice from the solicitor so that they may act in the best interest of the district and in conformance with the laws of both the Commonwealth of Pennsylvania and the United States of America.</p> <p>The Board President and the Superintendent shall be the only individuals who shall be authorized by the Board to contact the solicitor in regard to any legal matter on behalf of the school district. No other individual shall be permitted to request that the solicitor perform any legal research or drafting of any legal document, including but not limited to, any legal memorandums of law, opinion letters or responding to any legal claims, charges or filings with any court or administrative agency.</p> <p>Further, no other individual shall be permitted to contact the solicitor directly concerning any legal matter in which the district is or may be involved to discuss with him/her or answer any legal questions without the prior consent of either the Board President or the Superintendent.</p> <p>Any employee or member of the district may, in his/her individual capacity, contact the solicitor concerning any legal matter outside of the solicitor's representation of the district, if s/he so desires. Anyone other than the Board President or Superintendent who contracts the solicitor for any purpose relating to the legal affairs of the district, as hereinabove enumerated, shall be solely responsible for the individual capacity, such payment to be made directly to the district upon receipt of the solicitor's invoice or statement of services rendered.</p> <p>Section 5. <u>Appointments</u></p> <p>The Board shall appoint:</p> <p>SC 508, 683      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> <p>SC 1410          b. School physician.</p> <p>SC 1410          c. School dentist.</p> <p>SC 324, 406      d. Solicitor.</p> <p>SC 406            e. Administrative Secretary.</p>
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<p>SC 2401</p>	<p>f. Independent auditor.</p>
<p>SC 516</p>	<p>g. Delegates to a state convention or association of school directors.</p>
<p>SC 406, 1089</p>	<p>h. Assistants, clerks and other employees the Board deems necessary.</p>
<p>SC 514</p>	<p>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 charged has been given due notice of the reasons and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of those present and voting.</p> <p>Section 6. <u>Resolutions</u></p> <p>The Board may at the organization meeting, but shall prior to July 1 next following, designate a:</p>
<p>SC 621</p>	<p>a. Depository(s) for school funds.</p>
<p>SC 106</p>	<p>b. Newspaper(s) of general circulation as defined in law.</p>
<p>SC 421</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>e. Normal day, place and time for executive sessions of the Board.</p>
	<p>Section 7. <u>Committees</u></p> <p>The full complement of nine (9) members shall serve as the Committee of the Whole in all matters of policy and budget. The President shall appoint the chair of the Policy and Budget Committees.</p> <p>Additionally, the Board President shall make additional committee appointments. S/He may also appoint special ad hoc committees for a specific purpose.</p> <p>Following are the committees of the Board:</p> <ul style="list-style-type: none"> <li>Policy</li> <li>Negotiating</li> <li>Technology</li> <li>Legislative representative</li> <li>Tax assessment</li> </ul>

<p>School Code 106, 324, 401, 402, 404, 405, 406, 421, 426, 434, 436, 438, 508, 514, 516, 621, 683, 1089, 1410, 2401</p> <p>Board Policy 006, 811</p>	<p>Personnel Budget/finance Strategic planning Vo-tech representative Mon-valley consortium rep County technology consortium Athletic PSBA employee relations Building/grounds PSBA legislative representative PSBA committee</p>
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