

Tyrone Area School District

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: OCTOBER 12, 2004

REVISED:

<p>SC 401, 404, 421</p> <p>SC 426</p> <p>SC 402</p> <p>SC 404</p> <p>SC 427</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. The organization meeting shall be a regular meeting.</p> <p>Section 2. <u>Order</u></p> <p>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>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.</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>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>The President shall be the executive officer of the Board of School Directors, and as such, s/he together with the Secretary, when directed by the Board, shall execute any and all deeds, contracts, warrants to tax collectors, reports and other papers pertaining to the business of the Board, requiring the signature of the President. S/He shall, after the Board has acted on and approved any bill or</p>
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<p>Pol. 616</p>	<p>account for the payment of money authorized by this act, sign an order on the treasurer for the payment of the same. S/He shall in no case, except as this section otherwise provides, sign any order for any sum unless the same has first been acted upon and approved by the Board, and the amount thereof and the name of the payee properly inserted. Any orders which shall be for the payment of 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 may be signed without the approval of the Board having been secured. All such orders shall be presented to the Board at its next meeting. The President shall perform such other duties as the Board may direct and as pertain to his/her office.</p>
<p>SC 428</p>	<p>In the absence of the President, the Vice-President shall preside at all meetings, call special meetings whenever so requested by any three (3) members of the Board, and when directed by the Board shall execute any and all deeds, contracts, warrants to tax collectors and other papers pertaining to the business of the Board, and perform all other duties imposed on the President.</p>
<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 will be a member of the Board.</p>
<p>SC 436, 438</p>	<p>The School 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.</p>
<p>SC 439, 440, 442</p>	<p>The Treasurer shall receive all state appropriations, district school taxes, and other funds belonging to the school district, and make payments out of the same on proper orders approved by the Board. The Treasurer may pay out of such funds on orders which have been prepared for and signed by the Secretary and the President without approval of the Board having been secured, for the payment of the amounts owing under any contracts, which shall previously have been approved by the Board and by prompt payment of which the district will receive a discount or other advantage.</p> <p>The Treasurer shall deposit the funds belonging to the school district in the school depository as directed by the Board, and shall at the end of each month make a report to the Board of the amount of funds received and disbursed by him/her during the month. All deposits of school funds by the Treasurer shall be in the name of the school district.</p> <p>The Treasurer shall perform such other acts and duties pertaining to the district as the Board of School Directors may direct, or as may be required of him/her by law.</p>

<p>SC 404</p> <p>SC 431, 432 Pol. 811</p>	<p>The Treasurer may delegate duties to his/her designee.</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, and may be a member of the Board.</p> <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 of School Directors shall perform the following duties:</p> <ol style="list-style-type: none">1) S/He shall keep a correct and proper record of all the proceedings of the Board, and shall prepare such reports and keep such accounts as are required by the provisions of this act.2) S/He shall, after the Board has acted on and approved any bill or account for the payment of money authorized by this act, prepare and sign an order on the Treasurer for the payment of the same. S/He may prepare and sign orders on the Treasurer for the payment of which the district will receive a discount or other advantage, without the approval of the Board first having been secured.3) S/He shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.4) S/He shall furnish, whenever requested, any or all reports concerning the school affairs of the district, on such form and in such manner, as the State Board of Education or the Secretary of Education may require.5) S/He shall have general supervision of all the business affairs of the school district, subject to the instructions of the Superintendent of Schools.6) S/He shall be the custodian of all the records, papers, office property, and official seal of the school district, and at the expiration of his/her term shall turn the same over to his/her successor.7) S/He shall keep correct accounts with each receiver of taxes, school treasurer, or school 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.
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<p>SC 404</p> <p>PA Const. Art. VI Sec. 7 Pol. 006</p> <p>SC 508, 683</p> <p>SC 324, 406</p> <p>SC 2041</p> <p>SC 516</p>	<p>8) S/He shall perform such other duties pertaining to the business of the district as are required by this act or as the Board of School Directors and Superintendent may direct.</p> <p>The Secretary may delegate duties to his/her designee.</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>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>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> <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> <p>B. School physician(s).</p> <p>C. School dentist(s).</p> <p>D. Solicitor.</p> <p>Following are the duties of Solicitor for the Tyrone Area School District:</p> <p><u>General</u></p> <p>1) To advise and furnish the Board legal opinions, verbally and in writing, as directed, on all matters and questions of law requested, including interpretations on old and new statutes.</p> <p>2) Prepare legal instruments including resolutions for any subject, advertising, and all other legal papers as directed by the Board.</p> <p>3) Commence and prosecute all action brought by the Board for all or any account or subject.</p>
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Specific: (Property Taxes)

- 1) The Solicitor is responsible for the filing of all liens from the information furnished the school district by the tax collectors.
 - (a) Fully and actively cooperate with the County and Municipal Solicitors effecting greater collection of his/her tax through Sheriff Sales and other proceedings.
 - (b) Advise the Board periodically of the status of school property as to its being reclassified to exempt properties thereby reflecting a more accurate assessed valuation of the collectable duplicate.

The above is not to be construed as complete, but only flexible with reservations on the part of the Board of School Directors to expand or delete assessed duties as they may from time to time so direct.

E. Independent auditor.

The duties of the independent auditor shall be as follows:

1. To examine the balance sheet of the school district as at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended.
2. To conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances.
3. To render an opinion on the financial statements prepared as at the close of the fiscal year.
4. To prepare such financial statements for publication as may be required by law.
5. To make such recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable.
6. To perform such other related services as may be requested by the Board.

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

<p>SC 621</p> <p>SC 106</p> <p>SC 421</p>	<p>Appointees serve at the pleasure of the Board and may be removed from such appointments by the affirmative vote of a majority of the full number of Board members.</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:</p> <p>A. Depositories 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>It shall be the goal of the Tyrone Area Board of School Directors to operate as a committee of the whole. Such committee shall serve in clearing all matters with the Superintendent prior to consideration of the same at the regular or special Board meeting.</p> <p>When specifically charged to do so by the Board, committees of Board members shall direct the administration to conduct studies and make recommendations to the Board committee for their review. Those committees shall not act on behalf of the Board.</p> <p>Members shall be appointed by the President who shall serve as an ex-officio member on all committees. The President shall appoint the Superintendent as an ex-officio member of all committees. 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 be appointed by the President. The President may appoint as soon after the organization meeting as practicable members of the Board to the following standing committees, where they shall serve a term of one (1) year:</p> <ul style="list-style-type: none"> ✓ Board Regulatory Activities Committee ✓ Educational Programs and Materials Committee ✓ Employee Relations Committee ✓ Financial Operations Committee ✓ Human Resources Committee
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- ✓ Physical Plant and Operations Committee
- ✓ Public and Student Relations Committee
- ✓ Student Activities and Services Committee

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President. Members of committees shall serve until the committee is discharged.

References:

School Code – 24 P.S. Sec. 106, 324, 401, 402, 404, 406, 421, 426, 431, 432, 434, 436, 438, 508, 516, 621, 683, 1410, 2401

Pennsylvania Constitution – PA Const. Art. VI Sec. 7

Board Policy – 006, 811