

CARLISLE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: April 20, 2006

REVISED: March 17, 2011
February 18, 2016

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
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.
	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 members of the Board. A temporary President shall be elected from among the hold-over members of the Board. The Board Secretary shall also 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.
SC 402	At the organization meeting, 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.
	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.
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

	<p>election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and shall not 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 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>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, and shall not be a member of the Board.</p>
<p>SC 431, 432 Pol. 811</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>Vacancies in any office shall be filled by Board election; such 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 have the authority to appoint:</p>
<p>SC 508, 683</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>SC 1410</p>	<p>b. School physician(s).</p>
<p>SC 1410</p>	<p>c. School dentist(s).</p>
<p>SC 324, 406</p>	<p>d. Solicitor.</p> <p>The duties of the solicitor shall be as follows:</p> <ol style="list-style-type: none"> 1. The solicitor shall attend all regular and special meetings of the Board and the meetings of the various standing committees when so requested by the chairperson.

	<ol style="list-style-type: none"> 2. All members of the Board and school officials shall have the privilege of consulting the solicitor on any school matter. 3. The solicitor shall 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. 4. The solicitor shall prepare legal instruments including resolutions for any subject, advertising, and all other legal papers as directed by the Board. 5. The solicitor is responsible for the filing of all liens from the information furnished the school district by the tax collectors.
<p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>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.</p>
<p>SC 621 SC 106 SC 421</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> <ol style="list-style-type: none"> a. Depositories for school funds. b. Newspaper(s) of general circulation as defined in law. c. Normal day, place and time for regular meetings. d. Normal day, place and time for open committee meetings.
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 006</p>	<p>Section 6. <u>Board Committees</u></p> <p>The Board has the authority to approve Board committees. Board committees authorized to take official action or render advice on district business shall operate in accordance with the provisions of the Sunshine Act.</p> <p>Committees shall not include a majority of the membership of the Board.</p> <p>A majority of the membership of the committees shall constitute a quorum. The Board President and the Superintendent shall be ex-officio members of all committees.</p> <p>A member may request or refuse appointment to a committee.</p>

	<p>Each Board committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings and be appointed by the President.</p> <p>The President may appoint at the organization meeting or 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">a. Athletic and Extra-Curricular.b. Board-as-a-Whole.c. Budget/Finance.d. Community & Intergovernmental Relations.e. Discipline.f. Education.g. Negotiations.h. Policy/Personnel.i. Property. <p>One (1) Board member shall be appointed as vacancies occur to serve on the Capital Area Intermediate Unit Board No. 15.</p> <p>One (1) Board member is to be appointed annually as a delegate to the Harrisburg Area Community College.</p> <p>One (1) Board member to be appointed to serve as the representative to the Bison Foundation.</p> <p>One (1) Board member is to be appointed to the Local Tax Bureau.</p> <p>One (1) Board member shall be appointed to serve as the representative to the South Central Trust.</p> <p>Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President.</p> <p>Members of committees shall serve until the committee is discharged.</p>
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Section 7. Duties Of Standing Committees

The following shall be the designated duties and responsibilities of standing committees:

a. Athletic and Extra-Curricular Committee

The Athletic and Extra-Curricular Committee shall be responsible for the supervision of all matters of athletics including interscholastic schedules, athletic equipment and athletic facilities and extra-curricular activities.

The committee shall give consideration to the athletic policy of the school district and make such recommendations to the Board for changes or modifications deemed advisable.

The committee chairperson shall serve as the representative of the Board for review of the document entitled “Interscholastic Athletics – Extra Pay For Coaching.”

b. Board-as-a-Whole Committee

The committee shall be responsible for adopting the annual school calendar.

The Board-as-a-Whole Committee shall consider all matters pertaining to transportation of students and any problems that arise in connection with transportation for special school activities.

c. Budget/Finance Committee

The committee shall consult with the Superintendent, the Director of Finance, and with other committees as required in preparing budgetary requirements for the ensuing fiscal year and shall recommend a tentative budget to the Board for approval with or without modifications on or before May 30th of each year.

The committee shall be responsible for policy recommendations related to all cafeterias and the general operation of the lunch program.

The committee shall recommend to the Board contracts for all fund types executed for all firms doing business with the district.

The committee shall recommend to the Board any necessary transfer of funds.

d. Community and Intergovernmental Relations Committee

The Community and Intergovernmental Relations Committee shall develop and maintain communication with the public, individually and collectively, to foster a greater awareness, understanding, and appreciation of the services, accomplishments, needs, and opportunities of the district and the community in order to enhance public education for district students through a relationship of mutual trust, confidence, and respect.

The long range goals of the committee shall be:

1. To enhance the informational services of the district by facilitating the flow of accurate information to the community regarding the district and its services, accomplishments, and needs and facilitating communication from the community to the administration and Board.
2. To enhance community involvement by facilitating and/or providing opportunities of communication and school/community partnerships to support public education and the district.
3. To enhance parental involvement by facilitating and/or providing opportunities of communication and parent-guardian/school partnerships to support the education of the students.

The committee shall consult with the Superintendent concerning activities, programs and publications and other means of informing the public on school practices and educational goals.

e. Discipline Committee

The Discipline Committee of the Board shall be responsible for hearing cases of student expulsion and/or other serious disciplinary matters.

The Board President or designee shall serve as chairperson for expulsion hearings.

The committee shall hear testimony presented by the administration, the student, the student's parents/guardians, and/or other individuals requested by the administration or the student.

The committee meetings shall be closed to the public unless the student and his/her parent/guardian request that they be open.

Board members are permitted to participate in expulsion hearings.

	<p>The committee shall make recommendations to the Board on any students for whom expulsion is deemed to be necessary.</p> <p>f. Education Committee</p> <p>The Education Committee shall be responsible for general supervision over matters pertaining to the administration of the instructional program.</p> <p>The committee shall consult with the Superintendent on his/her recommendations for extension or any readjustments in the scope of educational activities, including curriculum changes and improvements.</p> <p>The committee shall consult with the Superintendent concerning the purchase of textbooks, library books, equipment and instructional supplies.</p> <p>The committee focus shall be on issues with a strong potential impact on the district's ability to provide top-quality education.</p> <p>g. Negotiations Committee</p> <p>The Negotiations Committee shall be responsible for reviewing and analyzing relevant legislation and regulatory issues that affect the district.</p> <p>The committee shall advise the Board of relevant legislative issues and recommend appropriate action.</p> <p>The committee shall meet minimally on a quarterly basis or when called by the committee chairperson.</p> <p>h. Policy/Personnel Committee</p> <p>The committee shall study, prepare and recommend written Board policies referred to the committee.</p> <p>The committee shall have the responsibility to see that written Board policies are kept current.</p> <p>The committee shall consider matters pertaining to personnel as requested by the Superintendent.</p> <p>The committee shall be responsible for policy recommendations related to the health services program of the school district.</p> <p>i. Property Committee</p>
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The committee shall be responsible for general supervision over all property, including buildings and grounds of the district, and including the operation and maintenance thereof.

The committee shall give consideration to the acquisition of new buildings, sale and purchase of land, and make such recommendations to the Board as deemed advisable.

The committee shall be responsible for the general supervision of maintenance of buildings and make recommendations to the Board relating to alterations or renovations deemed advisable.

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

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

Board Policy – 006, 811