



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	BOARD PROCEDURES
TITLE:	BOARD ORGANIZATION
ADOPTED:	11/18/15
REVISED:	

005 - BOARD ORGANIZATION

Section 1. Organization Meeting

- a. The Board Members shall meet and organize annually during the first week of December.
- b. 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. Order

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 Board Members shall be read, and a list shall be prepared of the legally-elected or appointed and qualified Board Members.

Section 3. Officers

- a. Election of Officers
 - 1. The Board Members shall annually, during the first week of December, elect from their members, a President and a Vice President, each to serve a one (1) year term.
 - 2. 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.
 - 3. During the same meeting two (2) members of the Board plus alternates shall be elected as representatives to the A.W. Beattie Career Center.
 - 4. The Board shall annually, during the month of May, elect a Treasurer for

SC 401, 402, 404, 421

SC 402, 426

SC 404

SC 404

<p>SC 404</p>	<p>one (1) year. The Treasurer will begin the first day of July following that election. The Treasurer may be any corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth.</p> <p>5. The Board shall, during the month of May, and every four years thereafter elect a Secretary for a term of four (4) years. The Secretary will begin the first day of July following that election. Vacancies in the office of Secretary shall be filled for the unexpired term.</p> <p>6. In school districts of the second class, the Secretary and Treasurer shall not be members of the Board. The same person shall not hold at the same time more than one of the offices of President, Vice President, Secretary, or Treasurer of the School Board.</p>
<p>SC 404</p>	<p>7. No Superintendent, Assistant Superintendent, supervising principal, or teacher shall serve, either temporarily or permanently, as an officer of the School Board by which they are employed.</p> <p>8. 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>PA Const. Art. VI Sec. 7 Pol 006</p>	<p>b. Duties of School Board Officers</p> <p>1. Duties of President:</p> <ul style="list-style-type: none"> • Preside at all meetings. • Call special meetings when he/she deems necessary or by request in writing by any three (3) members of the Board. • Execute deals, contracts, warrants to tax collectors, reports, and other papers pertaining to the Board when directed by the Board. • Sign orders on the treasurer for payment of bills and/or accounts. • Perform duties as directed by the Board that pertain to the President’s office.
<p>SC 428</p>	<p>2. Duties of the Vice-President:</p> <p>In the absence of the President, the Vice-President will perform all duties in accordance with law:</p> <ul style="list-style-type: none"> • Perform all duties of the President, when the President is absent and/or unable to perform his/her duties. • Sign checks and expense vouchers when authorized by the Board at

SC 433

the President's request.

3. Duties of the Secretary:

- Keep a correct and proper record of all the proceedings of the Board, prepare reports, and keep accounts required by the provisions of the School Law.
- Prepare and sign orders on the Treasurer for the payment of Board approved bills and/or accounts.
- Attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.
- Furnish, whenever requested, on proper forms any and all reports concerning school affairs of the School District.
- Supervise all business affairs of the School District, subject to the instruction and direction of the Board.
- Keep all records, papers, office property, and the official seal of the School District.
- Keep correct accounts with each receiver of taxes, School Treasurer or School Tax Collector of the District, reporting 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.
- Perform such other duties pertaining to the business of the District as are required by the School Laws or as the Board may direct.
- Additional duties are as follows:
 - Act when requested, as Secretary at any standing or special committee and shall prepare minutes of the meetings of such committees for which he/she acts as Secretary.
 - Give notice to the members of the Board, the Superintendent, and the Solicitor of all Special Meetings called at least three (3) days in advance.
 - Perform the duties and regulations prescribed by the School Laws and other acts as directed by the Board.
 - Be responsible for the official seal and records of the schools.
 - Furnish the Superintendent and committees such information necessary in the proper performance of their duties.

SC 436, 439, 440, 440.1

4. Duties of the Treasurer:

- Receive all State appropriations, District school taxes, and other funds belonging to the School District.
- Pay from School District funds Board approved orders which have been signed by the President and Secretary.
- Deposit funds belonging to the School District in the school depository.
- Present monthly financial statement to the Board Secretary.
- Settle the accounts annually with the Board.

SC 427, 428, 433, 436

c. Payment of Accounts

The President, Secretary, and Treasurer are authorized to pay all accounts for fixed charges such as salaries, gas, electricity, telephone, rentals, and freight when due, provided that funds are available, and further provided such items shall be reported at the next Regular Meeting to the Board.

1. All other bills should be first approved by the person responsible for the account under whose jurisdiction they belong before being presented to the Board for payment.
2. Payment shall be by voucher signed by the President and Secretary and approved by the Treasurer for payment by depository.

Section 4. Appointments

The Board shall have the authority to appoint:

a. Solicitor.

1. The North Allegheny School Board shall Annually appoint, during the month of May, a Solicitor and such assistant solicitors as it deems proper.
2. The Solicitor shall perform the following duties; however, this list of duties need not be construed as complete, but only flexible with reservations on the part of the Board to expand or delete assessed duties as it may so direct.
 - Advise and furnish the Board with legal opinions, verbally and in writing, including interpretation of old and new statutes.

SC 324, 406

special committees for the specific purpose of obtaining or reviewing information and/or making recommendations to the Board. The duties of the appointed committee shall be outlined at the same time of appointment and the committee shall serve the pleasure of the Board.

1. Committee meetings may be called by the Board President, the Committee Chairperson, or any other members of the committee.
2. The committee shall report its findings and/or recommendations to the Board for considerations.
3. The committee action is advisory, not executive. Only the Board may take official action.
4. Upon completion of its assignment, the committee shall be dissolved.

References:

School Code 106, 324, 401, 402, 404, 406, 421, 424, 426, 427, 428, 431, 433, 434, 436, 438, 439, 440, 440.1, 508, 516, 621, 683, 1410, 2401
Pennsylvania Constitution – PA Cons. Art. VI Sec. 7
Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.
Board Policy – 006, 235

Replaces Policies:

1400
1410
1420
1430
1540