

INDIANA AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: December 15, 2008

REVISED: February 13, 2012

	005. ORGANIZATION
	<p>Section 1. <u>Organization Meeting</u></p>
SC 401, 402, 404, 421	<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>
SC 402, 426	<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>
SC 321, 402	<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>
SC 404	<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>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 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 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 may 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></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 the full number of Board members.</p>
<p></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>SC 434</p>	<p>e. Assistant Secretary.</p>

SC 2401	f. Independent auditor.
SC 516	<p>g. Delegates to a state convention or association of school directors.</p> <p>h. Other appointments the Board deems necessary.</p>
PA Const. Art. VI Sec. 7 Pol. 006	<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>Section 5. <u>Resolutions</u></p>
	<p>The Board may at the organization meeting, but shall prior to July 1 next following, designate:</p>
SC 621	a. Depositories for school funds.
SC 106	b. Newspaper(s) of general circulation as defined in law.
SC 421	c. Normal day, place and time for regular meetings.
	d. Normal day, place and time for open committee meetings.
	<p>Section 6. <u>Committees</u></p>
	<p>When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.</p>
	<p>Committees shall consist of no more than four (4) members.</p>
	<p>Committees shall not include a majority of the membership of the Board.</p>
	<p>Members shall be appointed by the President who shall serve as an ex-officio member on all committees and shall appoint the Superintendent as an ex-officio member of all committees.</p>
	<p>A member may request or refuse appointment to a committee.</p>
	<p>Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.</p>

Each Board committee shall be convened by a chairperson, who shall report for the committee, prepare minutes of open committee meetings, 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:

a. Buildings, Grounds, and Transportation Committee.

This committee shall:

1. Oversee all aspects of the physical structures utilized by the Indiana Area School District, including but not limited to: repairs, renovations, reconstruction, new construction design, use, aesthetics, internal environment, safety, cleanliness, and student/employee psychological, physical well-being within the physical structure's environment, sale and purchase of physical structure(s), and all contracts pertaining to district physical structures.
2. Oversee all aspects of the grounds utilized by the Indiana Area School District, including but not limited to: use, appearance, aesthetics, safety, design, maintenance, configuration, apparatus, sale and purchase of grounds, and all contracts pertaining to district grounds.
3. Oversee all aspects of the transportation needs of the Indiana Area School District, including but not limited to: student transportation to and from school, athletic events, field trips, and all other sanctioned purposes and events; transportation of employees of the school district while undertaking the business of the school district; transportation of School Board members while undertaking the business of the school district; lease, purchase, and repair of vehicles used in district transportation, and contracts pertaining to district transportation.

b. Audit and Finance Committee.

This committee shall:

1. Oversee all financial issues pertaining to the Indiana Area School District, including but not limited to: the conduct of audits; preparation of the preliminary and final annual budget of the school district; have members on all negotiations teams and meet and discuss teams with district administrative/confidential secretaries, district administrators, teachers, staff

Superintendent, Business Manager, Board officers and appointees, contracts pertaining to district employees, contracts with district vendors and other service providers and appointees, contracts with district consultants; make decisions pertaining to district financing and refinancing, and indebtedness.

c. Academic/Extracurricular Activities Committee.

This committee shall:

1. Oversee all academic issues pertaining to the Indiana Area School District, including but not limited to: graduation requirements, teaching, curriculum, textbooks, all methods of instruction delivery, evaluation of teachers, teacher enhancement, student guidance, scheduling, grading, examinations, student discipline, evaluation of principals/assistant principals; attendance of all employees and students at conferences, tenure of teachers, academic use of technology, student and employee dress codes, limitations on student/teacher speech and expression, bullying, emergency procedures, criminal activity and police procedures, constitutional and civil rights of school constituents.
2. Oversee all extracurricular activities pertaining to the Indiana Area School District, including but not limited to: field trips, theatrical production, athletics, clubs and associations, band, student government, special programs and assemblies, visiting speakers and performers.

d. Outreach Committee.

This committee shall:

1. Oversee all issues pertaining to the relationship between the school district and all relevant constituencies, including but not limited to: district parents/guardians, students, residents, teachers, principals, staff, administrators, borough and township councils, county commissioners, state representatives, local and state police, relevant media, ICTC, parks and recreation committee, ARIN, and PTA through meetings, workshops, newsletters, media articles, polls, research projects, surveys, and other effective venues - to develop information, ideas, concerns, advice, and proposals - for the purpose of involving the constituencies in a collaborative effort to work with the Board and district on finding the best ways to educate the children of the district in a safe environment and in a prudent, economical manner, to engage in marketing, promotion, and fundraising for IASD.

e. Policy and Personnel Committee

This committee shall:

1. Conduct an ongoing review of the policies and procedures of the IASD School Board to ensure their compliance with state and federal law and procedures; to propose changes to said policies and procedures when the committee deems it necessary to comply with the law or regulations or to improve the operations and functions of the Board or district.
2. Conduct an ongoing review of the administrative regulations of the IASD to ensure compliance with the policies and procedures of the IASD School Board and to direct the Superintendent to make changes when necessary.
3. Oversee all personnel matters which shall include, but shall not be limited to: hiring, transfer, discipline, suspension, and termination of all district employees, appointees, and consultants; negotiation of collective bargaining agreements; meet and discuss matters, including contracts with Act 93 personnel and confidential secretaries, and all other contracts binding upon the district.
4. Oversee all grievance matters which shall include, but shall not be limited to all grievances filed against the district by members of IAEA and AFSCME, settlement of grievances, and arbitration, mediation, and trial pertaining to grievances; all complaints against the district or against district employees, formal or informal; lawsuits against the district, arbitration, mediation, or trials pertaining to lawsuits.

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President, or a majority of the school directors present at any meeting at which the need for a committee becomes evident.

Members of committees shall serve until the committee is discharged.

Section 7. Consultants

The Board may appoint, employ or retain consultants to provide the district with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.

The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.

A consultant has no administrative authority over any facet of district schools, but shall act solely as advisor to the Board, officers and employees.

The use of consultants from outside the district who promote a particular commercial product is discouraged.

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

Board Policy – 006, 811