

Section LOCAL BOARD PROCEDURES

Title ORGANIZATION

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised



# Lackawanna Trail School District

	005. ORGANIZATION		1
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	Section 1. <u>Organization Meeting.</u> The school directors shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all members of the Board of School Directors by mail at least five days before the proposed meeting by the Secretary of the Board. The organization meeting shall be a regular meeting.	SC 401	5
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		SC 421	11
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	Section 2. <u>Order.</u> The organization meeting shall be called to order by the past President or his/her designee who shall preside over the election of a temporary President from among the holdover members of the Board. The Secretary of the Board shall be secretary of the meeting. The certificates of the election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared by the Secretary of the Board. The temporary President shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same.		15
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		SC 402	22
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	Section 3. <u>Officers.</u> Election of officers shall be by a majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two candidates who received the greatest number of votes.		30
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1 a. The school directors shall annually, during  
 2 the first week in December, elect from their  
 3 members a President and Vice-President who shall  
 4 serve for one year.  
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6 b. The school directors shall annually, during  
 7 the month of May, elect a treasurer who shall  
 8 serve for one year beginning the first day of  
 9 July after such election. The treasurer may be  
 10 a corporation duly qualified and legally author-  
 11 ized to transact a fiduciary business in the  
 12 Commonwealth, and s/he may be a member of the  
 13 Board. The school treasurer shall not enter  
 14 upon his/her duties until s/he has furnished  
 15 bond in accordance with law and with the  
 16 approval of the Board. The school treasurer  
 17 shall be compensated in such a manner and at a  
 18 rate as the Board shall determine.  
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20 The policy of the Lackawanna Trail School  
 21 District is to have the treasurer personally  
 22 sign all non-payroll, except "Discounted",  
 23 checks and that the treasurer be available in  
 24 the district business office on most working  
 25 days to carry out this duty.  
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27 c. The school directors shall, during the month  
 28 of May in every fourth year, elect a secretary  
 29 who shall serve a term of four years beginning  
 30 the first day of July following such election.  
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32 Vacancies in any office shall be filled by  
 33 the school directors and such appointed officers  
 34 shall serve for the remainder of the unexpired  
 35 term.  
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37 Section 4. Appointments. The Board shall  
 38 appoint  
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40 a. A tax collector, where a tax collector is  
 41 not elected to collect taxes, or where there is  
 42 a vacancy or where an elected tax collector  
 43 refuses to qualify.  
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45 b. school physician  
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47 c. school dentist  
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- d. a school solicitor SC 406, 324
- e. an assistant secretary SC 434
- f. an independent auditor SC 2401
- g. delegates to a State convention or association of school directors SC 406
- h. such other assistants, clerks and employes as the Board deems proper.

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 so charged shall have been given due notice of the reasons therefor and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of those present and voting.

SC 514

Section 5. Committees. Committees of school directors shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

Members shall be appointed by the President who shall serve as an ex-officio member on all committees and who shall appoint the Superintendent as an ex-officio member of all committees.

Each Board committee shall be convened by a chairperson who shall report for the committee and shall 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 year:

- a. Finance, Insurance and Negotiations
- b. Building, Cafeteria and Transportation

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c. Academic, Personnel, Curriculum, Activity and Administrative Evaluation

Ad hoc committees may be created and charged by the President. Members of committees shall serve until the committee is discharged.

School Code

- SC 106
- 324, 401
- 402, 404
- 405, 406
- 421, 434
- 436, 438
- 514, 516
- 621, 683
- 1401, 2401

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