

**ALLENTOWN
SCHOOL DISTRICT**

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: 11/20/97

REVISED: 1/19/06

	005. ORGANIZATION	1
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	Section 1. <u>Organization Meeting</u>	3
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SC 401	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 by mail at least five (5) days before the proposed meeting by the Secretary of the retiring Board. The organization meeting shall be a regular meeting.	5 6 7 8 9
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	Section 2. <u>Order</u>	11
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SC 421	The organization meeting shall be called to order by the Secretary of the Board, 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.	13 14 15 16 17 18
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SC 402	The temporary President may administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same.	20 21
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	Section 3. <u>Election of Officers</u>	23
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	At the December organizational meeting, the temporary President shall receive nominations for the office of President until there is a motion and second to close nominations. Following an affirmative vote to close nominations, Board members will cast their ballot by roll call vote, stating the candidate of their choice. In the event no candidate receives a majority of those present and voting, a second ballot shall be voted between the two (2) candidates who received the greatest number of votes. If there is only one candidate for the office, Board members will vote for that nominee by roll call, saying yes or no. The election of the Vice-President will follow the President's election, with the newly elected President receiving nominations and following the previously stated election procedure. At other officer elections in May, the President shall preside.	25 26 27 28 29 30 31 32 33 34 35

<p>SC 404</p>	<p>a. The school directors shall annually, during the first week in December, elect from their members a President and Vice-President who shall serve for one (1) year.</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 s/he shall not be a member of the Board.</p>	<p>36 37 38 39 40 41 42 43 44</p>
<p>SC 436, 438</p>	<p>The district 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. The Treasurer shall be compensated in such a manner and at a rate as the Board shall determine.</p>	<p>45 46 47 48 49</p>
<p>SC 404, 405, 514</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.</p> <p>Vacancies in any office shall be filled by the school directors, 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. Officers 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 officer charged shall have been given due notice of the reasons therefore and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.</p> <p>Section 4. <u>Duties of the Officers</u></p> <p>a. President</p> <ol style="list-style-type: none"> 1. S/He shall preside at all regular meetings of the Board. 2. S/He shall be the executive officer of the Board and, as such, 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. 3. S/He shall, after the Board has acted on and approved any bill or account for the payment of money authorized by the Act, sign an order on the Treasurer for the payment of the same. 	<p>50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77</p>

	4. S/He shall in no case, except as this section otherwise provides, sign any order for any sum unless the same as 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 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.	78 79 80 81 82 83 84 85
	5. The President shall perform such other duties as the Board may direct and as pertain to his/her office.	86 87 88
	b. Treasurer	89 90
SC 439, 440, 442	1. S/He shall act as custodian of all money belonging to the district.	91
	2. S/He shall receive all monies belonging to the district, including rental payments, appropriations, assessments and other income.	92 93
	3. S/He shall promptly deposit all funds in the depository as designated by the Board.	94 95
	4. S/He shall possess a bond in an amount to be designated by the Board, premium to be paid with district funds, before entering upon his/her duties as Treasurer.	96 97
	5. S/He shall present a statement of finances of the district at each regular meeting of the Board.	98 99
	6. S/He shall perform such other acts and duties pertaining to the district as the Board may direct, or as may be required of him/her by law.	100 101
	7. S/He shall make temporary investments, in coordination with the Business Manager.	102 103
	8. S/he shall work in cooperation and coordination with the Business Manager on all pertinent financial matters.	104 105 106
	c. Secretary	107 108
SC 433	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 the Act.	109 110 111
	2. S/He shall, after the Board has acted on an approved any bill or account for the payment of money authorized by the Act, prepare and sign an order on the Treasurer for the payment of the same.	112 113 114
Pol 616	3. S/He may prepare and sign orders with or without further consent for which the district will receive a discount or other advantage without the approval of the Board first having been secured.	115 116 117
	4. S/He shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.	118 119
	5. 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.	120 121 122

	6. S/He shall be the custodian of all records, papers, office property, and official seal of the district; at the expiration of his/her term, s/he shall turn the same over to his/her successor.	123 124 125
	7. S/He shall keep correct accounts with each receiver of taxes, school Treasurer, or tax 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.	126 127 128 129
	8. S/He shall attend all public, executive, Committee-of-the-Whole, and such Board Committee meetings which s/he is asked to attend by the Chairperson of that Board Committee, and keep accurate notes for same. Board Committee Chairpersons, with concurrence of Board President, shall be responsible for notifying the Board Secretary if his/her attendance shall be required.	130 131 132 133 134
	9. S/He shall be responsible for publishing all legal notices for all regular, special and public Board Committee meetings; shall be responsible for mailing notices of all meetings to all Board members, the Superintendent, administrative staff, and the press for public meetings only; and shall be responsible for maintaining the calendar of meetings for the Board.	135 136 137 138 139
	10. S/He shall perform such duties as pertaining to the business of the district as may be directed by the Act or as the Board may direct. In carrying out these duties, the Board Secretary is responsible only to the Board.	140 141 142 143
	<u>Section 5. Appointments</u>	144 145
	The Board may appoint:	146 147
SC 683	a. a tax collector, where a tax collector is not elected to collect taxes, where there is a vacancy, or where an elected tax collector refuses to qualify.	148 149
SC 1410	b. school physician(s).	150
SC 1410	c. school dentist(s).	151
SC 434	d. assistant secretary.	152
SC 406	e. an independent auditor.	153
SC 516	f. delegates to a State convention or association of school directors.	154
SC 406	g. such other assistants, clerks and employees as the Board deems proper.	155 156
SC 514	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 officer charged shall have been given due notice of the reasons therefore and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.	157 158 159 160 161 162 163
	<u>Section 6. Appointment of Solicitor</u>	164 165
	The Board may appoint a school solicitor during the month of May of each year whose duties are to:	166 167

	a. Advise and furnish the Board legal opinions as requested, verbally and in writing, in all matters and questions of law including interpretations of old and new statutes.	168 169 170
	b. Prepare legal instruments including resolutions for any subject, advertising, and all legal papers as requested by the Board.	171 172
	c. Commence and prosecute all action brought by the Board for all or any account or subject.	173 174
	d. Defend all actions commenced against the Board or The School District of the City of Allentown, as requested by the Board.	175 176
	e. Be present at all regular meetings.	177
	f. Be present at special meetings or committee meetings of the Board when requested.	178 179
	g. Perform such other duties as the Board may request which require legal assistance.	180 181
	h. Serve as parliamentarian during the conduct of any official meeting of the Board at which s/he is present, if requested by the Board.	182 183 184
	<p>The solicitor shall be paid an annual retainer fee for services normally performed by school solicitors and shall be reimbursed for any costs properly advanced on behalf of the district. The solicitor may request additional remuneration for services rendered in excess of those normally expended (e.g., court appearances, labor disputes, other extraordinary matters) when approved by the Board.</p>	185 186 187 188 189 190
	<p>Building administrators shall not make direct contact with the school district solicitor.</p>	191 192
	<p>If it appears necessary to have legal advice or representation, school administrators shall contact the appropriate central staff employee who will consult with the Superintendent. The decision to contact the solicitor shall be made at the central staff level.</p>	193 194 195 196 197
	<p>Section 7. <u>Resolutions</u></p>	198 199
	<p>The Board may at the organization meeting but shall prior to July 1 next following:</p>	200 201
SC 621	a. designate a depository for school funds.	202
SC 106	b. designate a newspaper(s) of general circulation as defined in accordance with law.	203 204
SC 421	c. designate a normal day, place and time for regular meetings.	205 206
	<p>The Board calendar shall exist only for the administrative convenience of the Board and shall to serve either to validate or void any Board action.</p>	207 208

Section 8. <u>Committees</u>	209
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The Board shall act as a Committee-of-the-Whole with subcommittees which shall include as a minimum: Building, Education, Finance and Policy. The Athletic Committee will function as a subcommittee of the Education Committee. The Board President shall appoint the Chairperson(s) of the committee.	211 212 213 214 215
Three (3) Board members or their designee(s) shall be elected to serve on the Board of Directors of the Allentown Public Library for three-year terms.	216 217 218
School board members shall be elected to serve as representatives to the following:	219
a. Carbon-Lehigh Intermediate Unit	220 221
b. Lehigh County Vocational Technical School	222
c. Lehigh County Community College Authority	223
d. Allentown Recreation Commission (2)	224
e. Allentown Art Museum	225
f. Alma v. Baumgartner Memorial Scholarship Selection Committee	226
g. Allentown Human Relations Commission	227 228
Whenever a member of the Board serves as a representative to a board of directors or committee of any other agency whose bylaws, policy, or procedures provide for said membership as a representative of the Board of School Directors of The School District of the City of Allentown, the appointment to this board or committee shall terminate concurrently with the termination as a member of the Board of School Directors. This policy shall apply to, but not be limited to, membership on the following boards: Allentown Public Library, Allentown Recreation Commission, Allentown Art Museum, and LCAVTS Operating Committee. Lehigh County Community College is the exception to this policy.	229 230 231 232 233 234 235 236 237 238
<u>Expulsion Hearings</u>	239
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The President, and/or his or her designee, shall be authorized upon being advised by the Superintendent that expulsion proceedings are pending against a pupil, to appoint a committee of the Board consisting of at least two (2) members or to employ a qualified Hearing Examiner, appointed by the Board, to conduct the expulsion hearing on behalf of the Board, in accordance with the provisions of Pennsylvania Student Rights and Responsibilities Code, including but not limited to Section 12.8(b).	241 242 243 244 245 246 247