

<p>SC 404</p>	<p>a. The school directors shall annually, during the first week in December, elect from the ir members a President and Vice-President who shall serve for one (1) year. The Board encourages open communication among its members with regard to the campaign process.</p>
<p>SC 426, 427</p>	<p>b. The President of the Board shall preside at all meetings of the Board and shall have a vote on motions placed before the Board for action. S/He shall sign such documents on behalf of the Board as may require his/her signature. S/He shall represent the Board in deliberations with other boards, districts, or agencies, unless another member of the Board is so designated.</p>
<p>SC 428</p>	<p>c. The Vice-President shall perform the duties of the President in his/her absence.</p>
<p>SC 404</p>	<p>d. 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 may be a member of the Board.</p>
<p>SC 436, 438 Pol. 008</p>	<p>The 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>SC 404</p>	<p>e. 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>The secretary of the Board or his/her designee shall:</p>
<p>SC 433</p>	<ol style="list-style-type: none"> 1. Perform all the specific duties of the secretary enumerated in the Pennsylvania State School Code. 2. Prepare invoices and payrolls for approval and payment. 3. Prepare all school orders for the signature of proper school officials. 4. Keep accurate and complete records of the receipts, expenditures, inventories, insurance and capital assets. 5. Receive and prepare for deposit all rentals, fees, and tuition monies paid to the school district. 6. Make monthly reports on the financial condition of the district.

	<p>7. Record the minutes of all Board meetings, and prepare and distribute duplicate copies to all Board members.</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>SC 404, 405, 514 Pol. 006</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 therefor 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>Appointments</u></p> <p>The Board shall appoint:</p>
<p>SC 508, 683</p>	<p>a. A tax collector, where a tax collector is not elected to collect taxes, or where there is a vacancy or where an elected tax collector refuses to qualify.</p>
<p>SC 1410</p>	<p>b. School physician.</p>
<p>SC 1410</p>	<p>c. School dentist.</p>
<p>SC 406, 2401</p>	<p>d. An independent auditor.</p>
<p>SC 516</p>	<p>e. Delegates to a state convention or association of school directors.</p>
<p>SC 406, 1089</p>	<p>f. Such other assistants, clerks and employees as the Board deems proper.</p>
<p>SC 324, 406</p>	<p>The Board may, at its discretion, appoint an attorney to perform desired legal services. The attorney shall serve at the Board's pleasure and be compensated at a mutually agreeable rate.</p>
<p>SC 514 Pol. 006</p>	<p>Appointees of the Board may be removed for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the appointee 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 the full number of school directors.</p>

<p>SC 621</p> <p>SC 106</p> <p>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:</p> <ul style="list-style-type: none">a. Designate a depository for school funds.b. Designate a newspaper of general circulation as defined in accordance with law.c. Designate a normal day, place and time for regular meetings.d. Designate a normal day, place and time for open committee meetings. <p>Section 6. <u>Committees</u></p> <p>Temporary committees shall be appointed by the President of the Board, appointed for specific tasks of seeking information, and shall report back to the Board for its consideration and action. Committee action shall be advisory and not executive. The Superintendent shall be an ex officio member of all temporary committees.</p> <p>Members of committees shall serve until the committee is discharged.</p> <p>The School Board has the following standing committees:</p> <ul style="list-style-type: none">a. Policy/Education/Staffing.b. Finance.c. Community Relations.d. Technology/Buildings and Grounds. <p>These committees serve to acquire information and to report back to the Board for its consideration and action. Standing committees are advisory and not executive.</p> <p>All members of the Board shall be appointed to at least two (2) of the standing committees. Appointments shall be made by the School Board President after consultation with the School Board and the Superintendent. Appointments shall require confirmation by a majority vote of the School Board.</p>
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