

Book	Policy Manual
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Organization Meeting

The Board of School Directors (“Board”) 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 Board. The organization meeting shall be a regular meeting.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#).

Order

The organization meeting shall be called to order by the past President (or in the absence of the President and Vice President, the senior member will preside) who shall preside over the nominations of a temporary chairperson, followed by a roll call vote for President. 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.[\[2\]](#)[\[5\]](#)

A county judge or qualified person shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same.[\[6\]](#)[\[7\]](#).

Officers and Other Elected Positions

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 (2) candidates who received the greatest number of votes.

1. 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.[\[3\]](#)
2. 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.[\[3\]](#)

The Treasurer of the Board 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.[\[8\]](#)[\[9\]](#)[\[10\]](#)

3. 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. [3]
4. The school directors shall annually, during the month of June, elect a Board member to serve on the Delaware County Intermediate Unit Board for a three (3) year term.

Vacancies in any office shall be filled by the school directors and such appointed officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Springfield School District ("District") shall serve, temporarily or permanently, as an officer of the Board. [3][11]

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. [12][13]

Appointments

The Board shall appoint by a majority vote:

1. 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. A salary will be established if needed. [14][15]
2. A school physician. [17]
3. A school dentist. [17]
4. A school solicitor. [11][16]
5. An independent auditor. [18]

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 the appointee 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 those present and voting. [12][13]

Resolutions

The Board may at the organization meeting, but shall prior to July 1 next following:

1. Designate a depository for school funds. [20]
2. Designate a newspaper of general circulation as defined in accordance with law. [19]
3. Designate a normal day, place and time for regular meetings. [4]
4. State Board membership of standing committees.
5. Adopt a calendar of meetings.

Committees

When charged by the Board, committees of school directors shall conduct studies, make recommendations, and act in an advisory capacity. However, committee members shall not take any action on behalf of the Board.

Possible committees are:

1. Act 93.
2. Board/SEA Liaison.
3. Education.
4. Facilities & Grounds.
5. Finance/Audit.
6. Guidance Advisory.
7. Negotiations.
8. Policy Review.
9. Strategic Planning.

The President, with the consent of the Board, shall appoint members to various District or community groups, Delaware County Community College committees, and such other committees, groups, task forces, etc., that request and merit Board member participation.

SUPERSEDES: Policy No. 4310.1, SEA - SSD Liaison Committee
Policy No. 8101, By-Laws/Board of School Directors

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This policy is superseded by all current federal and state laws and mandates.

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Legal

1. 24 P.S. 401
2. 24 P.S. 402
3. 24 P.S. 404
4. 24 P.S. 421
5. 24 P.S. 426
6. 42 Pa. C.S.A. 102
7. 42 Pa. C.S.A. 327
8. 24 P.S. 436
9. 24 P.S. 438
10. Pol. 811
11. 24 P.S. 324
12. PA Const. Art. VI Sec. 7
13. Pol. 006
14. 24 P.S. 508
15. 24 P.S. 683
16. 24 P.S. 406
17. 24 P.S. 1410
18. 24 P.S. 2401
19. 24 P.S. 106
20. 24 P.S. 621
- 24 P.S. 321
- 24 P.S. 431
- 24 P.S. 432
- 24 P.S. 434
- 24 P.S. 516
- 65 Pa. C.S.A. 701 et seq