

BOARD 1.0

POLICY 1.3

**CENTENNIAL SCHOOL BOARD ORGANIZATION AND BOARD  
DIRECTOR RESPONSIBILITIES**

The Centennial School Board desires that the Board be organized in an efficient and productive manner and that Board Directors assume roles and responsibilities that best serve the community's children and citizens.

Each Board Director is responsible for carrying out his/her assigned functions in a manner that meets the above-stated goals.

<b>Policy:</b>	<b>1.3</b>
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CENTENNIAL SCHOOL BOARD ORGANIZATION  
AND BOARD DIRECTOR RESPONSIBILITIES

I. Duties and Obligations of Board Members

A. General Responsibilities

1. The Centennial School Board, representing all of the citizens of our community, shall act as the general agent of the General Assembly in carrying out the will of the people in the Centennial District in the matter of providing a quality education to fit the needs of every learner. It shall establish educational goals for the children of this District without distinction as to who they are or what their background may be, and govern a program of education designed to meet those goals. Although the Board shall be responsible to the people and try to reflect the opinion of the community, the Board Directors must look to the future more clearly than can be expected of the average citizen and render decisions and actions which cannot always be accepted now, but which will set the right course of education for future years.
2. In view of the foregoing consideration, it shall be the Board's constant endeavor:
  - a. To devote time, thought and study to the duties and responsibilities of the School Board;
  - b. To work with fellow Board Directors in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate;
    - (1) to focus on issues, not personalities
    - (2) to treat in confidence comments or positions made in private by individual Board members
    - (3) to accept the will of the majority vote in all cases and give support to the resulting resolution.
  - c. To remember at all times that as individuals, Board Directors have no legal authority outside the meetings of the Board, and to conduct relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact.
  - d. To vote honest convictions in every case unswayed by partisan bias of any kind.
  - e. To resist every temptation and outside pressure to use the Director's position to personally benefit or to provide special considerations to an agency or any individual apart from the total interest of the District.
  - f. To remember that at public Board meetings all forms of communication to the media shall be channeled through the Board President or his/her designee.
  - g. To refer complaints to the proper school or municipal authorities and to abstain from individual counsel and actions.

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B. Board-Superintendent Relations

The primary function of the Board is to establish the policies by which the schools are to be administered; the administration of the education program and conduct of school business shall be delegated to the Superintendent and staff.

1. The Board's primary role is one of governance and oversight. It determines policies to be implemented by the Superintendent and staff.
2. The Board requires the Superintendent to direct the operation of the schools. As the school system's chief administrator, the Superintendent translates the will of the Board into executive action.
3. The Board requires the supervision and evaluation of staff performance by the Superintendent.
  - a. Individual Board Directors may not interfere with the Superintendent's authority in these areas.
  - b. Individual Board members have the right and responsibility to question and to request Board examination and/or action.
4. Board Director's suggestions, complaints, and questions shall be channeled through the Superintendent's office.
5. Board Directors may visit, and are encouraged to do so, the schools after first communicating the purpose of a school visit to the Superintendent's office.
6. Board Directors as individuals do not have the authority to interview prospective Superintendents, administrators, teachers or other staff.
7. There shall be an annual planning meeting to be held in March at which time the Board and Superintendent will develop the goals and objectives for the District. Prior to this meeting, the Superintendent shall develop a preliminary document, which will be used as a starting point to develop an approved list of goals and objectives.

C. Orientation, New Members

1. The personal preparation of each School Director to enable them to perform their duties is essential to the effective functioning of the Board. The Board encourages each new School Director to:
  - a. Understand the functions of the Board
  - b. Acquire knowledge of matter related to the operation of the schools
  - c. Learn Board procedures.

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2. Each new Director, after the November general election, shall be provided by the Superintendent with the following materials no later than two weeks prior to the new member's first meeting as School Director:
  - a. Centennial School Board Policy Manual
  - b. School District Budget
  - c. District Strategic Plan
  - d. Pennsylvania School Code.
3. Each newly elected Director is encouraged to discuss Board functions, policies and procedures with the District Superintendent and other Board members. Since new Directors have varying areas of interest, time and background, it remains the responsibility of the new Director to seek desired information in his or her interest areas.
4. Additional orientation and education opportunities shall be made available to new School Directors after they have been sworn in as members of the Board. These activities may include workshops conducted by state, region or county associations, attendance at School Board conferences on a local, regional, state or national scale, and exchange of ideas with other school districts.

D. Conferences, Seminars and Workshops

1. In keeping with its stated position on the need for continuing in-service training and development for its members, the Board encourages the participation of all Directors at appropriate School Board conferences, workshops and conventions.
2. Members of the Board are encouraged to attend local conferences and programs especially those conducted by the Pennsylvania School Boards Association. Such attendance shall be at District expense.
3. Members of the Board who wish to attend conferences and programs held outside of the State of Pennsylvania, or conducted within Pennsylvania by organizations other than P.S.B.A. may do so at District expense provided such conferences and programs have the approval of the Board.
4. Funds for participation at such meetings will be budgeted on an annual basis.
5. In order to control both the investment of time and expenditure of funds necessary to implement this policy, the Board established these principals and procedures for conference attendance:

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- a. By April, a calendar of school management conferences, conventions and workshops of interest to the Board shall be approved.
  - b. The Board will periodically decide which meetings appear to offer the most promise of direct and indirect benefits to the School District.
  - c. Board members wishing to attend conferences shall notify the Superintendent.
  - d. No Director of the Board may attend a meeting at Board expense without prior Board approval.
  - e. The Superintendent shall then notify the Business Manager who will make the necessary conference arrangements.
  - f. Reimbursement to Board Directors for their conference expenses shall adhere to Convention/Conferences Policy, 4.2.
  - g. When a conference is not attended by the whole Board, attendees shall present a brief synopsis to the total Board citing the general purpose for the conference and highlighting the main topics, recommendation and materials acquired at the meeting.
  - h. When more than one Board member attends the same conference, every effort shall be made to share automobile and room accommodations. Individuals choosing to drive or room separately may be required to pay the difference in costs.
  - i. Unless otherwise approved by the Board, only three members may attend national conferences at the District's expense. If more than three members wish to go, attendees shall be determined by lottery. Those members shall have attended three (3) Courses/Seminars with PSBA, the Intermediate Unit or a similar reputable organization.
- E. Community Service Organization Membership Fees.  
Board members shall be responsible for fees charged for individual memberships in community service organizations that are not covered under Centennial School District membership.

## II. Board Organization

### A. Board Officers

1. The officers of the Centennial School Board shall be President, Vice-President and Assistant Secretary.
2. The methods of election of officers shall be carried out in accordance with 401 (b), 402 and 404 of the School Laws of Pennsylvania.
3. Board Directors shall elect officers annually during the first week of December by a majority vote from Board membership, each to serve for one year. 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.

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B. Board Secretary

1. Every four years during the month of May the Board shall elect a Secretary, as required in Section 404 of the School Code of Pennsylvania.
2. The Board Secretary shall be bonded as per Section 431 of the Schools Laws of Pennsylvania.
3. The position of Secretary shall be a non-voting member who possesses secretarial skills.
4. The Secretary shall be paid compensation as determined by the Centennial School Board.
5. In the event of a vacancy, the Centennial School Board shall follow the School Code and appoint a secretary to fill the unexpired term of the previous Secretary.

C. Board Treasurer

1. The Board shall, as required by Section 404 of the School Code of Pennsylvania, elect during the month of May a Treasurer to serve for one year, beginning the first day in July following such election.
2. The Treasurer shall be a non-voting member of the Board.
3. The Treasurer shall be bonded as required in Section 436 of the School Laws of Pennsylvania.
4. The Treasurer shall be paid such compensation as determined by the Centennial School Board.

D. Board Solicitors

1. The Centennial School Board shall appoint one or more law firms for labor relations and other school-related matters.
2. Additional legal counsel shall be approved by the Board as needed.
3. The President or Superintendent, with communication to each other, shall have the responsibility of contact with the Board Solicitors. Upon communication by the President to the Superintendent, the President may delegate this responsibility to another board member. The assigned member will, with communication to the Superintendent, be permitted to contact the Board Solicitors.

E. Vacancies, School Directors

1. A vacancy shall exist by reason of death, resignation, and relocation from the District or as otherwise prescribed in the School Code.
2. Any such vacancy shall be filled in accordance with law by the appointment by a majority vote of the remaining Directors of the Board within 30 days of the occurrence of the vacancy of a person, who shall serve until the first Monday in December after the first municipal election occurring more than 60 days after the vacancy shall have occurred, except when a majority of the Director's positions are vacant, such vacancies shall be filled by the Court of Common Pleas of Bucks County.

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F. Committees

1. Committees of Directors, when specifically charged to do so by the Board, shall conduct studies, make recommendations to the Board and act in an advisory capacity.
2. Committee will be organized as follows:
  - a. Standing committees shall not exceed four Directors of the Board
  - b. Committee members shall be appointed by the President for specific terms of office
  - c. The President shall serve as an ex-officio member on all committees
  - d. The President shall appoint the chairman of the committee
  - e. The President shall be responsible for the scope and number of standing committees. Board Directors shall be appointed to the standing committee by the President as soon as possible after the December organization meeting, where they serve until new committee assignments are made.
  - f. Ad hoc committees may be appointed, charged and assigned a fixed termination date, which may be extended from time to time by the President. The incoming President shall honor those individuals appointed to the ad hoc committee until their study is completed and presented to the Board, unless the committee member is unable to participate in the activities of the committee.

G. Executive Session/Recess

The Board may recess for an executive session/recess during the course of a public meeting provided that the Presiding Officer shall first notify members of the public present that the Directors will recess to discuss one of the following as stipulated by law:

1. Confidentiality of information
2. Labor matters
3. Employees
4. Legal matters
5. Real estate matters.

H. Reorganization Meeting

1. To be scheduled during the first week of December prior to Regular Meeting in non-election years, for the purpose of election of School Board officers. In election years, the Reorganization Meeting shall be scheduled on the first Monday of December.

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2. Process for conducting the Reorganization Meeting:
  - (a) Call to Order: President calls meeting to order and after Pledge to the Flag, calls for the election from the holdover members a temporary president.
  - (b) The Temporary President shall:
    - (1) recognize departing Board members
    - (2) recognize the certificates of election or appointment of all new Board members who shall take their seats on the Board. (If any new members have not yet taken the oath of office, they may do so at this time.)
  - (c) The Temporary President shall then call for nominations from the floor for office of President of the Centennial School Board. Nominations do not require a second motion. The Temporary President then accepts motion to close nominations for President.
  - (d) After the President is elected, the Temporary President takes nominations for Vice President and follows the steps noted above.
  - (e) Following election of Vice President, the Temporary President takes nominations for Assistant Secretary. Upon selection of an Assistant Secretary by the Board, a motion for adjournment is called for and the Reorganization Meeting is adjourned.