

# PENN-TRAFFORD SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: January 14, 2008

REVISED:

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 303	The Board does consist of nine (9) members.
SC 1081	The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.
	Section 2. <u>Qualifications</u>
	Each member of the Board shall meet the following qualifications:
SC 322	a. Be of good moral character, be eighteen (18) years of age, shall have been a resident of the district for at least one (1) year prior to the date of his/her election or appointment, and shall not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council.
SC 323	b. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.
SC 324	c. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.
SC 321	d. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.
65 Pa. C.S.A. Sec. 1101 et seq	e. Shall file a statement of financial interests with the State Ethics Commission before taking the oath of office or entering upon his/her duties.

<p>SC 301 et seq</p>	<p>Section 3. <u>Election</u></p> <p>Election of members of the Board shall be in accordance with law.</p> <p>Election of Board members shall be by popular vote at municipal elections. Each qualified voter shall be entitled to cast one (1) vote for each Board member to be elected in his/her region.</p> <p>The district shall be divided into three (3) electoral regions, and each of the three (3) regions shall be represented by three (3) Board members who reside in the region of representation.</p>
<p>SC 315, 316, 317, 318, 319 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 4. <u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy. The Board member so appointed shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Westmoreland County.</p>
<p>SC 303, 315</p>	<p>Section 5. <u>Term</u></p> <p>The term of office of each Board member shall be four (4) years and shall expire on the first Monday of December, except that the term of a Board member appointed to fill a vacancy shall expire on the first Monday of December after the municipal election occurring more than sixty (60) days after his/her appointment. The term of a Board member elected to an unexpired term shall expire at the termination of that term.</p>
<p>SC 315</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of the region s/he was elected to represent, his/her membership on the Board shall cease.</p> <p>The removal of a Board member who resigns shall become effective upon the presentation of the resignation to the Board President and upon the date specified.</p>

<p>SC 319 Pol. 006</p>	<p>A Board member who neglects or refuses to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting neglects or refuses to act in his/her official capacity as a school director, may be removed from his/her office, with prior notice, on the affirmative vote of a majority of the remaining members of the Board.</p>
<p>SC 319 Pol. 006</p>	<p>If a person elected or appointed as a Board member, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p>
<p>SC 318</p>	<p>A person who has been removed from the Board for refusal or neglect to perform his/her duties as a Board member shall not be eligible again as a school director for the period of five (5) years thereafter.</p>
<p>SC 325</p>	<p>A person who shall have been convicted of directly or indirectly promising, paying, or giving any Board member a bribe or promising any office or appointment under law shall be ineligible thereafter to hold any office or appointment under law.</p>
<p>SC 516.1</p>	<p>Section 7. <u>Expenses</u></p> <p>Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any state convention or association of school directors' convention held within the Commonwealth, or for necessary expenses actually incurred in attendance authorized by the Board at any other meeting held within the Commonwealth or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year. Expenses shall be reimbursed only upon presentation of an itemized, verified statement, except that advance payments may be made upon presentation of estimated expenses to be incurred.</p>

<p>SC 516, 516.1</p>	<p>Section 8. <u>Orientation</u></p> <p>Membership on the Board requires knowledge of and orientation to many areas of information. Under the guidance of experienced Board members and the Superintendent, orientation will be provided to new Board members and shall be considered as an ongoing process for all Board members through the following appropriate activities:</p> <ol style="list-style-type: none"> <li>a. Discussions and visits with the Superintendent and other members of the staff.</li> <li>b. Attendance at conferences and conventions on an area, state, and national basis.</li> <li>c. Workshops for the general benefit of the Board.</li> </ol>
<p>SC 519</p>	<p>The Board shall give to each new Board member for use during his/her term on the Board the following items:</p> <ol style="list-style-type: none"> <li>a. A copy of the School Code.</li> <li>b. A copy of the Board Policy Manual.</li> <li>c. The current budget statement, audit report and related fiscal materials.</li> <li>d. The most recent Strategic Plan.</li> </ol> <p>Each new Board member shall be invited to meet with the Board President, Superintendent, and/or Board Secretary to discuss Board functions, policy and procedures.</p>
<p>SC 516, 516.1</p>	<p>Section 9. <u>Conferences</u></p> <p>In keeping with its philosophy on the need for continuing inservice training and development for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this policy, the Board establishes the following guidelines:</p> <ol style="list-style-type: none"> <li>a. No member of the Board may attend a meeting at Board expense without prior Board approval.</li> <li>b. The Board will periodically decide which meetings appear to offer the most promise of direct and indirect benefits to the school district.</li> </ol>

<p>Pol. 004</p> <p>SC 321</p> <p>SC 513, 774</p>	<ul style="list-style-type: none"><li>c. Funds for participation at meetings and conferences will be budgeted on an annual basis.</li><li>d. When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting that will be beneficial to the school district.</li><li>e. Reimbursement to Board members for their travel expenses will be in accordance with Section 7 of Policy 004.</li><li>f. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.</li><li>g. Advance payments may be made by the proper officers of the district, but a final itemized verified statement of such expenses shall be submitted upon return from such conference, convention or workshop and an adjustment shall be made either by refund or additional payment to meet the verified expenses actually incurred.</li><li>h. Hotel, travel (unless by car) and registration receipts shall be attached to claims for reimbursement.</li><li>i. Board members may belong to PSBA and NSBA, provided that approval is granted by the Board.</li><li>j. Insurance covering Board members and officers shall be provided within the limits allowed by law.</li></ul> <p>Section 10. <u>Student Representation</u></p> <p>Students have an opportunity to be heard by the Board through a Student Union representative, who shall present issues to the Board which are of concern to students and shall speak for the student body on other matters of interest.</p>
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References:

School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 325, 513, 516, 516.1, 519, 774, 1081

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Public Official and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.

Board Policy – 004, 006