

McGUFFEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: October 12, 1998

REVISED: April 19, 2012

	<p>004. MEMBERSHIP</p>
	<p>Section 1. <u>Number</u></p>
SC 303,	The Board of School Directors shall 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.
	<p>Section 2. <u>Qualifications</u></p> <p>Each member of the Board shall meet the following qualifications:</p>
SC 322	a. Be of good moral character, eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of his/her election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code; nor shall s/he 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 65 Pa. C.S.A. Sec. 1101 et seq	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 C.S.A. Sec. 1102, 1104, 1105 Title 51 Sec. 15.2, 15.3	<p>Shall file a statement of financial interests with the Board Secretary or designee at the following times:</p> <ol style="list-style-type: none"> 1. Before taking the oath of office or entering upon his/her duties. 2. Annually by May 1 while serving on the Board.

<p>SC 301 et seq</p>	<p>3. By May 1 of the year after leaving the Board.</p> <p>Section 3. <u>Election</u></p> <p>Election of members of the Board of School Directors shall be in accordance with law.</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 School Code and Sunshine Act by the 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 for the remainder of the unexpired term or, if earlier, 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 Washington 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 for a Board member appointed or elected to fill a vacancy. A Board member appointed to fill a vacancy shall serve for the remainder of the unexpired term or, if earlier, until the first Monday of December after the first municipal election occurring more than sixty (60) days following 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 65 P.S. Sec. 91</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of the McGuffey School District or the region s/he represents, his/her eligibility to serve on the Board shall cease.</p>
<p>SC 319 Pol. 006</p>	<p>If a Board member 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 s/he neglects or refuses to act in his/her official capacity as a school director, the remaining members of the Board may declare such office vacant 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, refuses or neglects 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>Accommodations shall not be made for the participation of School Board members in School Board meetings and/or executive sessions via video conferencing, telephone, or other technological means.</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 incurred as delegates to any state convention or association of school directors' convention held within the state, or for necessary expenses incurred in attendance authorized by the Board at any other meeting held within the state 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.</p> <p>No member shall be reimbursed for more than two (2) such out-of-state meetings in one (1) school year.</p> <p>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>Section 8. <u>Orientation</u></p> <p>The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools and review Board procedures.</p> <p>Accordingly, the Board shall make available to each new Board member, for his/her use and possession during the term on the Board, the following items:</p>
<p>SC 519</p>	<ol style="list-style-type: none"> a. A copy of the Pennsylvania Public School Code of 1949. b. The Board policies. c. District Administrative Regulations.

- d. The current budget statement, audit report and related fiscal materials.
- e. The most current district Strategic Plan.
- f. The Boards adopted Code of Conduct and Standards for Effective School Governance.

Each new Board member shall be invited to meet with the Board President, the Superintendent, and the Board Secretary to discuss Board functions, policy, and procedure.

Section 9. Board Member Education/Training

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 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.

- a. A calendar of school management conferences, conventions, and workshops of interest to the Board shall be maintained by the Board Secretary.
- b. 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 which will be beneficial to the school district.

Reimbursement to Board members for their travel expenses will be in accordance with the following guidelines:

- a. No employee or Board member may sign and approve his/her own expense account.
- b. All travel advances and expense reports must be completed each month, and only original receipts will be honored. All airline tickets, advanced payments to conferences, meetings, hotels, etc. must be included on the expense report; and a total dollar amount for the trip must be included.
- c. Only exact mileage backed up by an odometer reading (outside of district only) and business reason for trip, from where, to where, etc. will be honored for payment.

<p>SC 516, 516.1</p>	<p>d. Under no circumstances will an employee or Board member be compensated for meals within a radius of fifty (50) miles from McGuffey School District.</p> <p>If travel advances are given and not reconciled in a timely manner, travel advances will be denied future requests.</p> <p>The aforesaid reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.</p> <p>Section 10. <u>Conference Attendance</u></p> <p>In keeping with its stated priority on the importance of continuing in-service education and training 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 planned program, the Board establishes the following guidelines:</p> <p>a. The Board Secretary shall inform Board members, in a timely manner, of upcoming conferences, workshops, and conventions.</p> <p>b. Each Board member shall receive Board approval prior to attending a conference, workshop, or convention at Board expense.</p> <p>c. Funds for conference attendance shall be budgeted on an annual basis.</p>
<p>Pol. 004</p>	<p>d. Reimbursement to board members for their travel expenses will be in accordance with the following guidelines.</p> <p>1. When a conference, or workshop is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the school district.</p> <p>2. Reimbursement to Board members for their travel expenses shall be in accordance with Board procedures and policy.</p> <p>3. The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Business Manager or designee.</p>
<p>SC 321</p>	<p>4. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.</p>

Section 11. Student Representation

Representatives from Student Council shall be invited to attend Board meetings.

References:

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

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

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

Removal of Residence; Forfeiture of Office – 65 P.S. Sec 91

State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3

Board Policy – 004, 006, 331, 901