

CONNELLSVILLE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: December 20, 2006

REVISED:

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 302, 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. 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>SC 315, 316, 317, 319 65 P.S. 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 Fayette 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 319 Pol. 006</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of Connellsville Area School District or the region s/he represents, 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>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>

SC 516.1	<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) such 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>Section 8. <u>Orientation</u></p> <p>The Board believes that the preparation of each Board member for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.</p> <p>Accordingly, the Board shall give to each new Board member for use during his/her term on the Board the following items:</p> <ul style="list-style-type: none">a. A copy of the Board Policy Manual.b. A copy of the district guidelines/procedures manual.c. The current budget statement, audit report and related fiscal materials.d. The most recent Strategic Plan. <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> <ul style="list-style-type: none">a. Members of the Board must be approved by the Board of School Directors to attend multi-day national and state educational conferences, conventions, or seminars which are pertinent to the operations and programs of the school district.b. Attendance at such meetings must be approved in advance of the meetings on an individual basis. There will be no blanket or general approval granted for travel.c. Board members who are not planning to return to the School Board following their present elected or appointed term of office cannot attend a conference at district expense during their last six (6) months in office.d. Persons may not attend more than one (1) state or one (1) national convention per fiscal year.e. Attendance at conferences, conventions or seminars that are one (1) day or less in length, or that do not require overnight expenses, shall be permitted without prior approval.f. 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.g. All travel is contingent upon sufficient funds being budgeted in any given fiscal year. <p>Reimbursement to Board members for their travel expenses will be in accordance with Section 7 of Policy 004 and the following guidelines:</p> <ul style="list-style-type: none">a. Expenses paid and/or reimbursed shall be limited to those actually and necessarily incurred in going to, attending, and returning from the place of the meeting, including travel, lodging, meals, registration fees, and other incidental expenses in such amounts as the Board may authorize and not in excess of any limitation fixed by law.
----------------------	---

- b. Expenses must not be incurred as a matter of personal convenience, and all personal expenses must be kept separate from school expenses.
- c. Reimbursement for travel shall be the lesser amount of the cost of traveling by appropriate public transportation compared to the cost of private transportation as determined by the school district's Business Manager. Travel shall be by the most direct route. All modes of transportation are authorized, including personal automobile, consistent with reasonable economy and efficiency. Rental of vehicles for travel use to and/or from a conference, etc., or rental at the conference site must only take place if it is more economical than using public transportation.
- d. Mileage shall be paid at the prevailing Internal Revenue Service (IRS) mileage rate.
- e. Advance payments for anticipated expenses shall be limited to fifty dollars (\$50.00) per day, plus estimated charges for unpaid travel arrangements, lodging, and registration fees.
- f. When possible, all lodging accommodations should be planned to incur the least expense, and in any case may not exceed the prevailing single rate per night of the accommodations available at the site of the conference.
- g. The maximum daily reimbursement for meals will be forty dollars (\$40.00).
- h. Tipping, at a maximum of twenty percent (20%) of the bill, for service rendered is not a reimbursable expense unless included as a part of a bill/receipt.
- i. Receipts are required for all expenditures.
- j. A final itemized, verified expense statement with receipts for each expenditure, as well as any excess advanced funds, shall be returned to the district business office before the next regularly scheduled Board meeting if possible, but no later than forty-five (45) days after returning from the conference, etc.
- k. Reimbursement for expenses incurred by attendance at any of the above meetings must be approved by the Board of School Directors after review of the expense statement.
- l. Copies of expense statement(s) shall be made a part of the Board minutes after approval.

SC 321	<p>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>Code Of Ethics</u></p> <p>As a member of my local Board of Education, representing all the citizens of my school district, I recognize:</p> <ol style="list-style-type: none">a. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.b. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.c. That the future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.d. That my fellow Board members and I must take the initiative in helping all the people of this community to have all the facts, all the time, about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.e. That legally, the authority of the Board is derived from the General Assembly which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.f. That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong. <p>In view of the foregoing considerations, it shall be my constant endeavor:</p> <ol style="list-style-type: none">a. To devote time, thought, and study to the duties and responsibilities of a School Board member so that I may render effective and creditable service.b. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
--------	---

<p>School Code 301, 302, 303, 315, 316, 317, 319, 321, 322, 323, 324, 516, 516.1, 519, 1081</p> <p>65 Pa. C.S.A. 1101 et seq</p>	<ul style="list-style-type: none">c. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter to abide by and uphold the final majority decision of the Board.d. To remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact.e. To resist every temptation and outside pressure to use my position as a School Board member to benefit either myself or any other individual or agency apart from the total interest of the school district.f. To recognize that it is as important for the Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.g. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed Superintendent of Schools and the professional and non-professional staff.h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current school operation and proposed future developments.i. To support my state and national School Board associations.j. Finally, to strive step by step toward ideal conditions for most effective School Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our respective democracy.
--	---

65 P.S. 701 et seq

Board Policy
006, 331, 431,
531