

# PINE GROVE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: August 20, 1998

REVISED: April 19, 2007

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|                          | 004. MEMBERSHIP   |
|                          | Section 1. <u>Number</u>  |
| SC 302, 303, 304,<br>305 | The Board of School Directors does consist of nine (9) members.   |
|                          | Section 2. <u>Qualifications</u>  |
|                          | Each member of the Board shall meet the following qualifications:   |
| SC 322                   | a. S/He shall be of good moral character, 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, except any person holding any office making them ineligible to serve as provided in Section 322 of the School Code.                        |
| SC 323                   | b. S/He 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. Except as provided by law, s/he 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.   |
| SC 321                   | d. S/He shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.   |
| 65 P.S.<br>404 (d)       | e. S/He shall file a statement of financial interests with the State Ethics Commission before taking the oath of office or entering upon his/her duties.  |
|                          | Section 3. <u>Election</u>  |
| SC 303                   | Four (4) school directors shall be duly chosen, each for a full four (4) year term, at the municipal election to be held in 1985 and every four (4) years thereafter. Five (5) school directors shall be duly chosen, each for a full four (4) year term, at the municipal election to be held in 1987 and every four (4) years thereafter. |
|                          | Section 4. <u>Vacancies</u>   |

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| <p>SC 315, 319</p> | <p>School Board Directors shall be elected as follows: six (6) directors elected on an at-large basis and one (1) director elected from each region. The seats occupied by school directors who were regionally elected to a four-year term in the general election held on November 7, 1995, shall serve as the designated regional directors, and the remaining six (6) directors positions shall be designated as at-large seats.</p> <p>In case any vacancy occurs by reason of death, resignation, removal from the district, or otherwise, the remaining members of the Board of School Directors shall by a majority vote thereof, fill such vacancy within thirty (30) days thereafter.</p> <p>The person selected to fill such vacancy shall hold his/her office until the next municipal election.</p> <p>If, by reason of a tie vote or otherwise, such vacancy shall not have been filled by the Board of School Directors within thirty (30) days after such vacancy shall have occurred, the Court of Common Pleas of Schuylkill County, upon the petition of ten (10) or more resident taxpayers, shall fill such vacancy by the appointment of a suitable person for the unexpired term.</p> <p>When any member of a Board of School Directors enlists or is inducted into the military or naval forces of the United States in time of war, a temporary vacancy shall be declared, which shall be filled by the remaining members of the Board or the court, as the case may be, until the return of such member of the Board from military or naval service, or until the expiration of the term for which s/he shall have been elected, whichever shall be the shorter period.</p> |
| <p>SC 303, 315</p> | <p>Section 5. <u>Term</u></p> <p>The term of office of each school director shall be four (4) years and shall expire on the first Monday of December except that the term of each school director 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 and the term of each school director elected to an unexpired term shall expire at the termination of that term.</p> <p>Section 6. <u>Removal</u></p> <p>Whenever a school director shall cease to be a resident of the Pine Grove Area School District, his/her membership on the Board shall cease forthwith.</p> <p>The removal of a school director who resigns shall become effective upon the presentation of the resignation to the Board President and upon such date specified therein.</p>   |

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| SC 315, 319 | <p>A school director 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 on the affirmative vote of a majority of the remaining members of the Board.</p>  |
| SC 319      | <p>If a person elected or appointed as a school director, 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>School directors, a nonmember Secretary of the Board, and Board solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any State convention or association of school directors 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 meeting of the Board. No member shall be reimbursed for more than two (2) such out-of-state meetings in one (1) school year. Such 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>Actual expenses shall be allowed with mileage for travel by car at the rate established by the professional employees' contract for each mile in going to and returning from each meeting.</p> <p>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 convention and an adjustment shall be made either by refund or additional payment to meet the verified expenses actually incurred.</p> <p>Hotel, travel (unless by car) and registration receipts shall be attached to claims for reimbursement.</p> <p>No member of the Board may attend a meeting at Board expense without prior Board approval.</p> <p>Section 8. <u>Orientation</u></p> |
| SC 519      | <p>The Board believes that the preparation of each school director 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</p>  |

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| <p>SC 516, 516.1</p> | <p>Board, acquire knowledge of matters related to the operation of the schools and learn Board procedures. Accordingly, the Secretary shall give to each new school director for his/her use and possession during the term on the Board the following items: a copy of the school code; a copy of the Board policy manual; the current budget statement, audit report and related fiscal materials; and the most recent District Strategic Plan.</p> <p>Each new Board member shall be invited to meet with the Superintendent and other administrative personnel to discuss Board functions, policy, and procedure.</p> <p>Section 9. <u>Conferences</u></p> <p>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.</p> <p>Funds for participation at such meetings will be budgeted on an annual basis.</p> <p>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.</p> <p>Reimbursement to Board members for their travel expenses will be in accordance with Section 7 of Policy 004.</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>SC 321</p>        | <p>Section 10. <u>Oath of Office</u></p> <p>All persons elected or appointed as school directors shall serve without pay. Before entering upon the duties of their offices each shall take and subscribe to the following oath or affirmation, which may be administered by anyone qualified to administer an oath.</p> <p>"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity."</p> <p>Section 11. <u>Association Membership</u></p> <p>Board members may belong to the Pennsylvania School Boards Association and National School Boards Association, with their dues being paid by the Board.</p> <p>All payment of dues and fees shall require prior approval of the Board.</p>   |

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| <p>School Code<br/>301</p> | <p>Section 12. <u>Consultants</u></p> <p>Upon the recommendation of the Superintendent, the Board may appoint, retain, or employ persons for consulting or other professional services. Consulting services may be on a per diem or contractual basis. Consultants shall have no administrative authority over any facet of the district schools, but shall act solely as advisors to the Board of School Directors and its officers and employees. Such services may be provided from professions other than education.</p> |
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