

EAST
STROUDSBURG
AREA
SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: August 19, 2002

REVISED: February 27, 2006
August 17, 2015

	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 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 Pa. C.S.A. Sec. 1102, 1104, 1105 Title 51 Sec. 15.2, 15.3	e. Shall file a statement of financial interests with the <u>Board Secretary or designee</u> State Ethics Commission . <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. 3. By May <u>1</u> of the year after leaving the Board.

<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, 319 65 P.S. 701 et seq SC 315 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 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 Monroe County.</p> <p><u>If a Board member moves out of the district and/or the region s/he represents, such circumstances shall operate as a forfeiture of office and his/her position shall become vacant.</u></p>
<p>SC 315, 407 65 Pa. C.S.A. Sec. 701 et seq</p>	<p><i>Temporary Vacancy – Active Military Service –</i></p> <p>A temporary vacancy shall be declared when a Board member is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and 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 temporary vacancy. The Board member so appointed shall serve either until the Board member returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.</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 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 65 P.S.</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of East Stroudsburg Area School District, his/her membership on the Board shall cease.</p>

<p>Sec. 91</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 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 516, 516.1, 517</p>	<p>Section 7. <u>Expenses</u></p> <p>In accordance with the Public School Code of Pennsylvania, the Board establishes the following regulations governing the attendance of members at state conventions, associations, and reimbursement of expenses incurred while participating in official school business:</p> <ul style="list-style-type: none"> a. The Superintendent shall arrange for the payment of membership dues annually for all Board members, the Business Manager and Superintendent. Such expenses shall be paid, in the usual manner, out of school district funds. b. Board members, the Board Secretary and the Solicitor are authorized to attend a maximum of two (2) educational meetings (or conventions) in any one school year and be fully reimbursed for all necessarily incurred costs. <ul style="list-style-type: none"> 1. <u>Each person so authorized to attend and attending shall be reimbursed for all expenses actually and necessarily incurred in going to, attending and returning from the place of such meetings, including travel, travel insurance, lodging, meals, registration fees and other incidental expenses necessarily incurred. Such expenses for Board members will include an</u>be <u>itemized statement and signed verification by the Board member, and which shall be presented to the Board at a</u> and made <u>public at the next</u> Board meeting <u>along with a written report as described in Section 10 prior to approval for reimbursement.</u> 1. — 2. <u>The Board may authorize certain expenses in excess of \$100, such as registration, airfare and hotel fees to be paid in advance.</u>

SC 519	<p>2.3. Additional expenses such as insurance, registration fees, and other incidentals shall be reimbursed at their actual rate subject to an itemized statement and signed verification by the Board member, authorized by the Board Secretary, and approved by the Superintendent in accordance with state law and the stipulations of this regulation.</p> <p>3. 4. Travel expenses for attendance at school district meetings shall be reimbursed for mileage at a rate not to exceed the I.R.S. standard mileage deduction.</p> <p>c. The Superintendent and Business Manager may attend such conferences and meetings deemed conducive to the best interests of the district and necessary to carry out their duties. All expenses incurred shall be reimbursed. Travel expenses shall be reimbursed at a rate not to exceed the I.R.S. standard mileage deduction plus such other expenses as incurred (tolls, parking, etc.).</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 location on the district website for the following items:</p> <p>a. A copy of the School Code.</p> <p>b. A copy of the Board Policy Manual.</p> <p>c. The current budget statement, audit report and related fiscal materials.</p> <p>d. The most recent Comprehensive Plan.</p> <p>Each new Board member shall be invited to meet with the Board President Superintendent and Board Secretary to discuss Board functions, policy and procedures.</p> <p>Section 9. <u>Board Member Education/Training</u></p> <p>The Board places a high priority on the importance of a planned and continuing program of in-service education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership.</p>
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<p>Pol. 901</p>	<p>The Board, in conjunction with the Superintendent, shall plan specific in-service education programs and activities designed to assist Board members in their efforts to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the district’s educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.</p> <p>The school community shall be kept informed about the Board’s continuing in-service education and training and the anticipated short and long-term benefits to the district and its schools.</p> <p>The Board shall annually budget funds to support its planned program of in-service education and training.</p> <p>The Board establishes the following activities as the basis for its planned program of in-service education and training:</p> <ul style="list-style-type: none"> a. Participation in School Board conferences, workshops and conventions. b. District-sponsored in-service education and training programs designed to meet Board needs. c. Subscriptions to publications addressed to Board member concerns. d. Maintenance of resources and reference materials accessible to Board members.
<p>SC 516, 516.1</p>	<p>Section 10. <u>Conference Attendance</u></p> <p><u>In keeping with its stated priority on the importance of continuing in-service education and training for its members,</u> The Board may, from time to time, appoint one or more Board members and its Solicitor as delegates to any state convention or Association of School Directors held within the Commonwealth pursuant to Section 516 of the School Code. Likewise, the Board may, from time to time, authorize the attendance of one or more of its members and its Solicitor at any meeting held within the Commonwealth, other than annual state conventions of School Directors or at the annual convention of the National School Boards Association or at any other educational convention pursuant to Section 516.1 of the School Code, and any State and/or Federal Regulations where applicable.</p> <p><u>In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Board established the following guidelines:</u></p> <ul style="list-style-type: none"> 1. <u>A calendar of school management conferences, conventions, and workshops of interest to the Board shall be maintained by the Board Secretary.</u>

2. Each Board member shall receive Board approval prior to attending a conference, workshop or convention at Board expense.
3. Funds for conference attendance shall be budgeted on an annual basis.
4. _____

When a conference, convention, or workshop is not attended by the full Board, those who do participate shall share information by presenting a written report with recommendations and materials acquired at the event at a public meeting with the full Board. ~~at the next scheduled meeting.~~

5. Reimbursement to Board members for their travel expenses shall be in accordance with Section 7 of Policy 004.
6. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.

~~The Board shall authorize such attendance in advance of the dates of such meetings. Each person so authorized to attend and attending shall be reimbursed for all expenses actually and necessarily incurred in going to, attending and returning from the place of such meetings, including travel, travel insurance, lodging, meals, registration fees and other incidental expenses necessarily incurred.~~

~~The district Treasurer shall be authorized to make payment or reimbursement of such expenses upon receipt of itemized verified statements of such expenses, which statements shall be submitted through the Business Manager of the district. The amounts of all such expenses shall be itemized and made public at the next meeting of the Board following actual payment or reimbursement by the Treasurer.~~

~~Notwithstanding the above, any person so authorized to attend such meeting or conventions may receive advance payment upon presentation to the Treasurer, through the Business Manager, of a statement of estimated expenses to be incurred. Upon return from such meetings, any person having received advance payment shall present to the Treasurer a final itemized verified statement of expenses actually incurred, and a refund of any remaining advanced funds shall be made to the district, or an additional payment shall be made by the district to meet verified expenses actually incurred, as the case may be. The amounts of all such expenses shall be itemized and made public at the next meeting of the Board following the presentation of the final itemized statement and payment of any refund or additional payment, due by reason of such final statement.~~

Section 10. Student Representation

The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance. (See Policy 004.1-Student School Board Representative.)

	<p>References:</p> <p>School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 407, 516, 516.1, 519, 1081</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.</p> <p>Removal of Residence; Forfeiture of Office – 65 P.S. Sec. 91</p> <p>State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3</p> <p>Board Policy – 004, <u>004.1</u>, 006, 331, 901</p>
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