

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

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DRAFT

EAST STROUDSBURG AREA SCHOOL DISTRICT

	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 school director 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 Board Secretary or designee. <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 1 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. <u>If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve.</u> The school director 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.</p> <p>When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Monroe County.</p> <p>If a school director 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.</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 school director 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 school director so appointed shall serve either until the school director 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 school director shall be four (4) years and shall expire on the first Monday of December, except for a school director appointed or elected to fill a vacancy. A school director 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 school director 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 school director is no longer a resident of East Stroudsburg Area School District, his/her membership on the Board shall cease.</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 the date specified.</p>
<p>SC 319 Pol. 006</p>	<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>
<p>SC 319 Pol. 006</p>	<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>
<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> <ol style="list-style-type: none"> a. The Superintendent shall arrange for the payment of membership dues annually for all school directors, the Chief Financial Officer and Superintendent. Such expenses shall be paid, in the usual manner, out of school district funds. b. School directors, 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. <ol style="list-style-type: none"> 1. 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 school directors will include an itemized statement and signed verification by the school director, which shall be presented to the Board at a public Board meeting along with a written report as described in Section 10 prior to approval for reimbursement. <p>2. The Board may authorize certain expenses in excess of \$100, such as</p>

<p>SC 519</p> <p>Pol. 011</p>	<p>registration, airfare and hotel fees to be paid in advance and that such arrangements be handled by the Board Secretary.</p> <p>3. 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 Chief Financial Officer 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 school director for the performance of 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 and policies.</p> <p>Accordingly, the Board shall give to each new school director 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 t<u>The School Code.</u></p> <p>b. A copy of t<u>The Board Policy Manual.</u></p> <p>c. The current budget statement, audit report and related fiscal materials.</p> <p>d. The most recent<u>District information on C</u>omprehensive Planning, curriculum, assessments, facilities planning and district programs.</p> <p>e. A copy of t<u>The Board's adopted Principles for Governance and Leadership.</u></p> <p><u>Individual Board members shall be provided a hard copy of the Board Policy Manual upon request.</u></p> <p>Each new school director 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>School Director Education/Training</u></p> <p>The Board places a high priority on the importance of a planned and continuing</p>
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<p>Pol. 901</p>	<p>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 <u>by providing both in-service educational opportunities and required school director training by an approved provider.</u></p> <p>The Board, in conjunction with the Superintendent, shall plan specific in-service education programs and activities designed to assist school directors 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> <ol 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 school director's concerns. d. Maintenance of <u>current</u> resources and reference materials accessible to school directors. <p>Section 10. <u>Conference Attendance</u></p>
<p>SC 516, 516.1</p>	<p>In keeping with its stated priority on the importance of continuing in-service education and training for its members, the Board may, from time to time, appoint one or more school directors and it's 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>

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:

1. A calendar of school management conferences, conventions, and workshops of interest to the Board shall be maintained by the Board Secretary.
2. Each school director 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. All travel arrangements shall be handled by the Board Secretary.

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

1. Reimbursement to school directors for their travel expenses shall be in accordance with Section 7 of Policy 004.
2. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual school directors.

Required Training Program: Newly Elected or Appointed School Directors

Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:

1. Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.
2. Personnel.
3. Fiscal management.
4. Operations.
5. Governance.
6. Ethics and open meetings, to include accountability requirements.

Required Training Program: Re-elected or Re-appointed School Directors

Each re-elected or re-appointed school director shall, within one (1) year after such

re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:

1. Information on relevant changes to federal and state public school law and regulations.
2. Fiscal management.
3. Trauma-informed approaches.
4. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.

Section 11. 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.)

References:

School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 328, 407, 516, 516.1, 519, 1081

Sunshine Act – 65 Pa. C.S.A. Sec. 301 et seq., 701 et seq.

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq., 1102, 1104, 1105

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~~, 004.1, 006, 011, 331, 901