

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: June 27, 2011

REVISED: December 5, 2016

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT

	004. MEMBERSHIP
SC 301 Pol. 002, 003	<p>Section 1. <u>Number</u></p> <p>The Susquehanna Township School District shall be governed by a Board of School Directors elected by the general public to set policy for the operation of district schools and to perform other designated functions within their authority and power. At each election, every qualified voter shall be entitled to cast one (1) vote for each Board member to be elected.</p>
SC 303	<p>The Board shall consist of nine (9) members, who are elected at large..</p>
SC 1081	<p>The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.</p>
	<p>Section 2. <u>Qualifications</u></p> <p>Each member of the Board shall meet the following qualifications:</p>
SC 322	<p>a. Be of good moral character, be at least 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 the individual be a member of the municipal council.</p>
SC 323	<p>b. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.</p>
SC 324 65 Pa. C.S.A. Sec. 1101 et seq	<p>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.</p>
SC 321	<p>d. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.</p>

<p>65 Pa. C.S.A. Sec. 1102, 1104, 1105 Title 51 Sec. 15.2, 15.3</p>	<p>e. 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. 3. By May 1 of the year after leaving the Board.
<p>SC 315, 316, 317, 318, 319 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 3. <u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district, 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 Dauphin County.</p>
<p>SC 303, 315</p>	<p>Section 4. <u>Term</u></p> <p>The term of office of each Board member shall be four (4) years, shall begin on the first Monday of December following his/her election, and shall expire on first Monday of December, except that the term of a Board member appointed to fill a vacancy shall expire on the first Monday in December after the 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 SC 319 Pol. 006</p>	<p>Section 5. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of Susquehanna Township School District, his/her eligibility to serve on the Board shall cease.</p> <p>If a Board member shall neglect or refuse 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 shall neglect or refuse 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, 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 516.1</p>	<p>Section 6. <u>Expenses</u></p> <p>Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for actual necessary receipted expenses such as travel, lodging, meals, registration fees and other incidental expenses, with the exception of alcohol, actually incurred for their own attendance as delegates to any Pennsylvania School Boards Association (PSBA) or National School Boards Association (NSBA) convention or for necessary receipted expenses incurred in attendance authorized by the Board at any other Board-related meetings held within the state or out-of-state. All such expenses shall be itemized and submitted to the Business Manager and Superintendent for approval at the next succeeding Board meeting. Such expenses will be in the list of bills presented for approval. No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.</p>
<p>SC 519</p>	<p>Section 7. <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 further believes that it is essential for 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, no later than his/her first regular meeting, for use during his/her term on the Board the following items:</p> <ol style="list-style-type: none"> a. A copy of the School Code. b. A copy of the Board Policy Manual. c. The current budget statement, audit report and related fiscal materials. d. The current Comprehensive Plan. <p>Each new Board member shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and</p>

<p>Pol. 901</p>	<p>policy.</p> <p>Section 8. <u>Board Member Education, Development and Conferences</u></p> <p>The Board places a high priority on the importance of a planned and continuing program of inservice 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. In keeping with the Board's philosophy for its members, it 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 satisfy the need for such training, the Board establishes the following principles and procedures for its own guidance:</p> <ul style="list-style-type: none">a. All new members of the Board shall be encouraged to attend local meetings and workshops of the PSBA which do not require travel out-of-state or overnight stays and are intended to orient new members to the functions and duties of the Board.b. When possible, a copy of the program schedule for the conference or convention will be circulated to the Board members in advance of the meeting to permit Board members to request attendance at specific workshops or presentations.c. The Board will authorize attendance at PSBA or NSBA conferences as long as no individual Board member attends more than two (2) out-of-state conferences per year in addition to special seminars arranged for Board training.d. No member of the Board may attend the state PSBA or national NSBA convention in the final year of his/her term without prior approval of the Board.e. Funds for participation in such meetings will be budgeted on an annual basis as part of the general operating budget in the category of Board Services and shall be approved at the time of adoption of the budget. Application for use of those funds shall be made through the Board President and administered by the Business Manager.f. Following attendance at a conference, convention or workshop, Board members will report to the full Board on the proceedings and share information, recommendations and materials that will be beneficial to the school district.g. In keeping with the Board's desire to respect the safety and security of its members, their families, and residences, no announcement of the dates of attendance at such meetings will be made until the return of the member from the meeting.h. The school community shall be kept informed about the Board's continuing
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<p>SC 513, 774 Pol. 813</p>	<p>inservice education and training and the anticipated short and long-term benefits to the district and its schools.</p> <p>Section 9. <u>Insurance Coverage</u></p> <p>a. 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>Student Representation</u></p> <p>The Board recognizes the educational value of involving students in the decision-making process in a democratic society. The Board establishes two (2) positions of student representatives to the Board to establish a communications link between itself and the student body and to provide an opportunity for students to present their viewpoints and concerns. The student representatives shall have a seat on the Board and the right to speak, but not the right to vote.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 513, 516, 516.1, 519, 774, 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 – 002, 003, 004, 006, 331, 813, 901</p>
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