Central Greene School District

Section LOCAL BOARD PROCEDURES

Title MEMBERSHIP

CENTRAL GREENE SCHOOL DISTRICT

Date Adopted October 21, 1981

Guide		Reference

004. MEMBERSHIP

Section 1. Number. The Board of School Directors does consist of nine (9) members. — § 302,303, 304,305

Section 2. Qualifications. Each member of the Board shall meet the following qualifications:

a. S/He shall be of good moral character, eighteen years of age, shall have been a resident of the district for at least one year prior to the date of his/her election or appointment, and shall not be a holder of any office or position of profit under any government in the School District of Central Greene, nor shall s/he be a member of the municipal council. — § 322

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. — § 323

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. — § 324

d. S/He shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute. — § 321

Section 3. Election. Election of members of the Board of School Directors shall be in accordance with law. — § 301 et seq

Section 4. Vacancies. A vacancy shall occur by reason of death, resignation, removal from a district, or otherwise. Any such vacancy shall be filled by the appointment, by a majority vote of the remaining members of the Board within 30 days of the occurrence of the vacancy, of a person who shall serve until the first Monday in December after the first municipal election occurring

more than 60 days following his/her appointment, except that when a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Greene County. § § 315 et seq

Section 5. Term. The term of office of each school director shall be four 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 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. § § 303, 315

Section 6. Removal. Whenever a school director shall cease to be a resident of the School District of Central Greene, his/her membership of the Board shall cease forthwith.

A school director who neglects or refuses to attend two 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. § § 315,319

If a person elected or appointed as school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten 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. § § 319

Section 7. Expenses. School directors, a non-member 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 such out-of-state meetings in one 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 estimbated expenses to be incurred. § § 516.1

Section 8. Orientation. 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 Board, acquire knowledge of matters related to the operation of the schools and learn Board procedures. Accordingly, the Board shall give to each new school director no later than his/her first regular meeting as a 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, a copy of the District procedures manual, the current budget statement, audit report and related fiscal materials, and other necessary and relevent materials. § 519

Each new Board member shall be invited to meet with the Board President, the Superintendent and the Board Secretary to discuss Board functions, policy and procedure.

Section 9. Conferences. 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. However, in order to control both the investment of time and expenditure of funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- A calendar of school management conferences, conventions, and workshops of interest to the Board shall be maintained by the Board secretary.
- Funds for participation at such meetings will be budgeted on an annual basis.
- 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.
- Reimbursement to Board members for their travel expenses will be in accordance with Section 7 of P.G. 004.

School Code §§ 301,302 303,304 305,315 319,321 322,323 324,516 516.1, 519