

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: November 8, 2010

REVISED: March 12, 2018

ST. MARYS AREA SCHOOL DISTRICT

004. MEMBERSHIP	
	Section 1. <u>Number</u>
SC 303	The Board shall 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 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.
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	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 State Ethics Commission before taking the oath of office or entering upon his/her duties and annually by May 1.
	Section 3. <u>Election</u>
SC 301 et seq	Election of members of the Board shall be in accordance with law.
	Section 4. <u>Vacancies</u>
SC 315, 316, 317, 318, 319	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 Sunshine

<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>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 Elk County.</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 that the term of a Board member 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. The term of a Board member elected to an unexpired term shall expire at the termination of that term.</p>
<p>SC 315</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of St. Marys Area School District or the region s/he represents, his/her eligibility to serve on the Board shall cease.</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, with prior notice, 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 7. <u>Expenses</u></p> <p>Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for necessary expenses incurred in attendance authorized by the Board at any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting.</p>

	<p>No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.</p> <p>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>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 District shall provide each Board member, the following items on the District website:</p> <ol style="list-style-type: none">a. The School Code link.b. The Board Policies.c. The district Administrative Regulations.d. The audit report and Annual Financial Report.e. The current Strategic 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 policy.</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 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.</p> <p>The Board, in conjunction with the Superintendent, shall plan specific inservice 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>
SC 519	
Pol. 901	<p>The school community shall be kept informed about the Board's continuing inservice education and training and the anticipated short and long-term benefits to the district and its schools.</p>

	<p>References:</p> <p>School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 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>State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3</p> <p>Board Policy – 004, 006, 331, 901</p>
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