

EASTON AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: June 21, 2007

REVISED:

	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>
SC 321, 322, 323, 324	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	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. 1101 et seq	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.

	<p>Section 3. <u>Distribution Of Materials To Board Candidates</u></p> <p>In order to provide timely and complete information to individuals seeking to be elected as Board members in the district, each bona fide candidate shall be offered the opportunity to receive a copy of the agenda booklet and other appropriate materials for each meeting scheduled during the primary and general election campaigns. Materials of a more general nature (such as budget documentation, etc.) which do not pertain to a specific meeting shall also be made available in a similar manner.</p>
<p>SC 301 et seq</p>	<p>Section 4. <u>Election</u></p> <p>Election of members of the Board shall be by region and in accordance with law.</p>
<p>SC 315, 316, 317, 319 65 Pa. C.S.A. 701 et seq</p>	<p>Section 5. <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 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 Northampton County or Bucks County.</p>
<p>SC 303, 315</p>	<p>Section 6. <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>Section 7. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of the region s/he was elected to represent, his/her membership 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 8. <u>Expenses</u></p> <p>Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any state convention or association of school directors' convention 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 Board meeting. No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year. 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>Board members may be reimbursed for mileage to and from Board meetings from their place of residence at the rate that is in effect at the time the expense is incurred. Reimbursement will be made by the Board Secretary upon receipt of an itemized, written request, submitted within twenty-four (24) hours of the date of incurrence.</p> <p>Section 9. <u>Orientation</u></p> <p>The magnitude of School Board membership calls for knowledge of and orientation to many areas of information and understandings. Under the guidance of experienced Board members and the Superintendent, orientation will be provided to new Board members through the following activities:</p> <ol style="list-style-type: none"> a. Workshops for new Board members conducted by state and area school boards associations.

<p>SC 519</p>	<p>b. Discussions and visits with the Superintendent and other members of the school staff.</p> <p>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> <ul style="list-style-type: none">a. A copy of the School Code.b. A copy of the Board Policy Manual.c. A copy of the district guidelines/procedures manual.d. The current budget statement, audit report and related fiscal materials.e. The most recent Strategic Plan. <p>Orientation shall be considered an ongoing process for all Board members, and may include such activities as those established for new Board members, in addition to the following:</p> <ul style="list-style-type: none">a. Attendance at School Board and administrative conferences and conventions on a local, area, state, and national basis.b. Exchange of ideas through joint meetings with neighboring school boards. <p>Section 10. <u>District Support Of Board Members</u></p> <p>In order to aid Board members in the completion of their duties, as outlined in this policy, the district will provide appropriate support as directed by the Board, in the form of staff assistance and/or equipment on a loan basis.</p> <p>Staff assistance in the form of research efforts, report preparation, correspondence, etc. shall be available at the request of individual Board members. If, in the opinion of the Superintendent, such a request will result in an undue burden of the staff, the work shall be completed only on the basis of a majority vote at a Board meeting.</p> <p>Equipment of a permanent nature, such as file cabinets, etc. shall be available on a loan basis at the request of individual Board members after general authorization by a majority vote at a Board meeting. Such equipment shall remain the property of the district and shall be conspicuously marked as such, and shall be returned within thirty (30) days of the completion of the term of the Board member.</p>
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<p>SC 516, 516.1</p>	<p>Section 11. <u>Board Member Development Opportunities</u></p> <p>Board members shall be encouraged to attend workshops presented by the intermediate unit and by state and national school boards associations. The library and office of the Pennsylvania School Boards Association shall be available to members. Professional magazines and the district's educational library shall be available to each Board member.</p> <p>Procedures to be used for the implementation of this policy shall be reviewed and affirmed at the annual reorganization meeting.</p> <p>Section 12. <u>Out-Of-District Conferences, Conventions, And Workshops</u></p> <p>Information regarding conferences, conventions, and special meetings shall be documented and shared with Board members.</p> <p>Board members who express a willingness to attend a conference, convention, etc., will complete the required request form at least three (3) weeks in advance of the scheduled conference, or by such intervals as specified by the Business Manager, and forward the request to the business office.</p> <p>District-financed attendance at NSBA and AASA conventions as well as state-wide PSBA conferences shall be open to any Board members who wish to attend.</p> <p>The business office shall be responsible for processing the conference request and making the necessary arrangements. In this attempt, the business office shall have alternatives available as to the most economical cost of travel and lodging to assist Board members in minimizing any expenses to the district.</p> <p>Allowable reimbursable expenses shall include travel, travel insurance, lodging, meals, registration fees, and incidental expenses incurred as specified in the School Code.</p> <p>Within five (5) days following the conference, convention, etc., each attendee shall file the following with the business office:</p> <ol style="list-style-type: none">a. Completed request form with actual expenses and attached receipts.b. Written conference report including any materials suitable for reproduction that might be of special interest to other Board members. (Only one (1) composite report need be submitted within fifteen (15) days.)
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For regional seminars, the completed request form is not necessary since the district is billed directly for expenses incurred by attendees. Board members who plan to attend these local seminars shall indicate same at least ten (10) days prior to the seminar or meeting.

Section 13. Duties Of Board Members

The duties and obligations of an individual Board member may be enumerated as follows:

- a. To familiarize him/herself with the state school laws, regulations of the Department of Education, and Board policies, rules and regulations.
- b. To have a general knowledge of educational aims and objectives of the district.
- c. To work harmoniously with other Board members without trying either to dominate the Board or neglect his/her share of the work.
- d. To vote and act in the Board meetings impartially for the good of the district.
- e. To accept the will of the resulting vote in all cases and give wholehearted support to the resulting policy.
- f. To represent the Board and the district to the public in such a way as to promote both interest and support.
- g. To refer complaints to the proper school authorities and to abstain from individual counsel and action.

Section 14. Code Of Ethics

As a member of my local Board of Education, representing all the citizens of my school district, I recognize:

- a. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
- b. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.

- c. That the future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
- d. That my fellow Board members and I must take the initiative in helping all the people of this community to have all the facts, all the time, about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
- e. That legally, the authority of the Board is derived from the General Assembly which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
- f. That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

In view of the foregoing considerations, it shall be my constant endeavor:

- a. To devote time, thought, and study to the duties and responsibilities of a School Board member so that I may render effective and creditable service.
- b. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
- c. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter to abide by and uphold the final majority decision of the Board.
- d. To remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact.
- e. To resist every temptation and outside pressure to use my position as a School Board member to benefit either myself or any other individual or agency apart from the total interest of the school district.

- f. To recognize that it is as important for the Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.
- g. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed Superintendent of Schools and the professional and nonprofessional staff.
- h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current school operation and proposed future developments.
- i. To support my state and national School Board associations.
- j. Finally, to strive step by step toward ideal conditions for most effective School Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our respective democracy.

Section 15. Code Of Conduct

As members of the Board, we commit ourselves collectively and individually to the following:

- a. To abide by the Code of Ethics for Board members.
- b. To strive sincerely to build better relationships with one another and with the Superintendent.
- c. To vote our individual convictions and do what we can to destroy factionalism on the Board.
- d. To refuse to become involved with micromanagement.
- e. To emphasize planning, policy making, and public relations rather than becoming involved in the management of schools.
- f. To prepare ourselves carefully before each meeting so that when we have the floor, we can make comments that are concise, organized and clear.

<p>School Code 301, 302, 303, 315, 319, 321, 322, 323, 324, 516, 516.1, 519</p> <p>65 Pa. C.S.A. 1101 et seq</p> <p>65 Pa. C.S.A. 701 et seq</p> <p>Board Policy 006</p>	<ul style="list-style-type: none">g. To listen carefully and with courtesy when other people have the floor and are speaking during Board meetings.h. To set clear goals with the Superintendent.i. To support the Superintendent and help him/her be as effectual as possible as long as s/he is the Superintendent.j. To establish goals for our district and to make sure the community is aware of these goals. <p>Board members shall agree to speak with colleagues who violate any portion of the Code of Conduct. If, after their talk, consensus is not reached, the issue will be brought to the entire Board for review.</p>
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