

DELAWARE VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: FEBRUARY 19, 2015

REVISED: JANUARY 15, 2015

	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 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. 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. <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, 316, 317, 319 65 P.S. 701 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. The Board member so appointed shall serve for the remainder of the unexpired term or, if earlier, 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 Pike County.</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 Board member 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 Board member so appointed shall serve either until the Board member 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 Board member shall be four (4) years and shall expire on the first Monday of December, except for that the term of a Board member appointed or elected to fill a vacancy. A Board member appointed to fill a vacancy shall serve for the remainder of the unexpired term or, if earlier, until 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>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of Delaware Valley School District or the region s/he represents, 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 7. <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.</p> <ol style="list-style-type: none"> a. The Board in an effort to establish the appropriation in the annual budget should attempt to identify projected expenses for the conferences/workshops that they plan on attending. b. Board members interested in attending a conference should complete a "Conference/Workshop Form" and submit it to the Superintendent prior to registration and/or incurring expenses. The Board will be advised of the request at the next meeting. <p>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>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 Board shall give to each new Board member for use during his/her term on the Board the following items:</p>

<p>SC 516, 516.1</p>	<ul style="list-style-type: none">a. The current budget statement, audit report and related fiscal materials.b. Access to district information on comprehensive planning, curriculum, assessments, facilities planning and district programs. <p>Each new Board member 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>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> <p>The Board may annually budget funds to support its planned program of inservice education and training.</p> <p>Section 10. <u>Conference Attendance</u></p> <p>In keeping with its philosophy on the need for continuing inservice training and development for its members, the Board 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 implement this policy, the Board establishes the following guidelines:</p> <ul style="list-style-type: none">a. Funds for participation at meetings and conferences may be budgeted on an annual basis.b. The Board shall authorize a member's attendance at a workshop/conference in advance of said event.c. 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 that will be beneficial to the school district.
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<p>SC 321</p>	<p>d. Reimbursement to Board members for their travel expenses will be in accordance with Section 7 of Policy 004.</p> <p>e. 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 11. <u>Student Representation</u></p> <p>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.</p> <p>References:</p> <p>School Code - 24 P.S. Sec. 301, 302, 303, 315, 316, 317, 319, 321, 322, 323, 324, 407, 516, 516.1, 519, 1081</p> <p>Sunshine Act - 65 P.S. 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 - 004, 006, 331</p>
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