



*Center Area  
School District*

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: NOVEMBER 21, 1996

REVISED: AUGUST 2, 2002

<p>SC 302, 303, 304, 305</p>	<p>004. MEMBERSHIP</p>
	<p>Section 1. <u>Number</u></p> <p>The Board of School Directors does consist of nine (9) members. Members of the Board shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of an individual member except when such statement or action is in pursuance of specific instruction of the Board. The removal of Board members shall be in accordance with state law.</p> <p>The duties and obligations of an individual Board member may be enumerated as follows:</p> <ol style="list-style-type: none"> <li>a. To familiarize himself/herself with the State school laws, regulations of the State Department of Education, Center Area School District policies, rules, and regulations;</li> <li>b. To have a general knowledge of educational aims and objectives of the system;</li> <li>c. To work harmoniously with other Board members without trying either to dominate the Board or neglect his/her share of the work;</li> <li>d. To vote and act in the Board meetings impartially for the good of the District;</li> <li>e. To accept the will of the majority vote in all cases and give wholehearted support to the resulting policy;</li> <li>f. To represent the Board and the Center Area Schools to the public in such a way as to promote both interest and support; and</li> <li>g. To refer complaints to the proper school authorities and to abstain from individual counsel and action.</li> </ol>

<p>SC 322</p> <p>SC 323</p> <p>SC 324</p> <p>SC 321</p> <p>65 P.S. 404(d)</p>	<p>Section 2. <u>Qualifications</u></p> <p>Each member of the Board shall meet the following qualifications:</p> <p>a. S/He shall be of good moral character, 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 of profit under any government in the School District of Center Area, nor shall s/he be a member of the municipal council.</p> <p>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.</p> <p>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.</p> <p>d. S/He shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.</p> <p>e. S/He 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>
<p>SC 301 et seq</p>	<p>Section 3. <u>Election</u></p> <p>Election of members of the Board of School Directors shall be in accordance with law.</p>
<p>SC 315, 319 SC 315 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 otherwise. Any such vacancy shall be filled by the appointment, by a majority vote of the remaining members of the Board within thirty (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 sixty (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 Beaver County.</p>
<p>SC 303, 315</p>	<p>Section 5. <u>Term</u></p> <p>The term of office of each school director shall be four (4) 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 sixty (60) days after his/her appointment and the term</p>

<p>SC 315, 319</p> <p>SC 319</p> <p>SC 516.1</p>	<p>of each school director elected to an unexpired term shall expire at the termination of that term.</p> <p>Section 6. <u>Removal</u></p> <p>Whenever a school director shall cease to be a resident of the School District of Center Area, his/her membership on the Board shall cease forthwith.</p> <p>The removal of a school director who resigns shall become effective upon the presentation of the resignation to the Board President and upon such date specified therein.</p> <p>A school director 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 on the affirmative vote of a majority of the remaining members of the Board.</p> <p>If a person elected or appointed as a school director, 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>Section 7. <u>Expenses</u></p> <p>All persons elected or appointed as school directors shall serve without pay.</p> <p>Recognizing 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:</p> <ol style="list-style-type: none"> <li>a. A calendar of school management conferences, conventions, and workshops of interest to the Board shall be maintained by the Board Secretary.</li> <li>b. The Board will periodically decide which meetings appear to offer the most promise of direct and indirect benefits to the school district.</li> <li>c. No member of the Board may attend a meeting at Board expense without prior Board approval.</li> <li>d. Funds for participation at such meetings will be budgeted on an annual basis.</li> <li>e. When a conference, convention, or workshop is not attended by the full Board,</li> </ol>
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<p>SC 519</p>	<p>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.</p> <p>f. Reimbursement to Board members for their necessary expenses will be in accordance with the following guidelines:</p> <ol style="list-style-type: none"><li>1. Reasonable expenses for lodging and meals;</li><li>2. Transportation expenses (reimbursement for use of a personal automobile shall be 36.5¢ per mile);</li><li>3. Miscellaneous expenses necessarily incurred such as membership and registration fees, tips, parking, and taxi services are allowable.</li></ol> <p>g. Advance payments may be made by the proper officers of the district upon presentation by the Board member of estimated expenses to be incurred.</p> <p>h. Within thirty (30) days of the conclusion of the meeting for which expenses are requested, the Board member shall submit a final, itemized, verified statement of expenses actually incurred along with all toll, meal, and parking receipts, etc. (expense statement form supplied by school district). If an "advance" was paid to Board member, a refund shall be made to the district of such funds remaining or an additional payment shall be made to meet verified expenses actually incurred.</p> <p>i. Reimbursement shall be limited to actual expenses incurred and shall not include or be construed to include compensation to individual Board members.</p> <p>j. The school district will not make payments for reservations, travel costs, etc. for spouses or guests of Board members using district funds. If reservations are made through the school for spouses or guests, the Board member must present payment in advance.</p> <p>Section 8. <u>Orientation</u></p> <p>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 for his/her use and possession during the term on the Board the following items:</p> <p>a copy of the school code</p>
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a copy of the Board policy manual

the current budget statement, audit report and related fiscal materials and

the most recent District Strategic Plan.

Board members are encouraged to attend workshops presented by the county, state, and national school boards' associations, the Beaver Valley Intermediate Unit, and the Pennsylvania Department of Education. Professional magazines and books shall be available to Board members. The Board shall provide time when possible for members of the administrative and teaching staff to present various aspects of the education program to the Board.

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.

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 Policy 004.

The aforesaid reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.

Section 9. Nepotism

The Board has determined that Center Area School District will utilize the state mandated guidelines for hiring.

Section 10. Vendor Relations

No member of the Board will accept gifts from any person, group, or entity doing or desiring to do, business with the District; and all business-related gratuities are specifically prohibited except nominal value advertising items widely distributed.