

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: January 22, 2001

REVISED: March 9, 2015

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 303, 1081	The Board does consist of nine (9) members. In addition to the nine (9) elected Board members, the Superintendent shall have a seat on the Board and shall have the right to speak on all matters before the Board, but shall not vote.
	Section 2. <u>Qualifications</u>
	Each member of the Board shall meet the following qualifications:
SC 322	a. S/He shall 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 s/he be a member of the municipal council.
SC 323	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.
SC 324 65 Pa. C.S.A. Sec. 1101 et seq	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.
SC 321	d. S/He shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.
65 Pa. C.S.A. Sec. 1102, 1104, 1105 Title 51 Sec. 15.2, 15.3	e. S/He shall file a statement of financial interests with the Board Secretary or designee at the following times: <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.

<p>SC 301 et seq</p>	<p>3. By May 1 of the year after leaving the Board.</p> <p>Section 3. <u>Election</u></p> <p>Election of members of the Board shall be in accordance with law.</p> <p>The Board shall consist of all directors elected from their respective regions. The directors shall serve for the same terms for which they were elected or appointed in the respective regions.</p>
<p>SC 315, 316, 317, 318, 319 65 Pa. C.S.A. Sec. 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 Delaware 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 for 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 first 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>SC 315 65 P.S. Sec. 91</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of Wallingford-Swarthmore School District, or the region s/he represents, his/her eligibility to serve on the Board shall cease.</p>
<p>SC 319 Pol. 006</p>	<p>If a Board member shall neglect or refuse 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 s/he shall neglect or</p>

	<p>refuse to act in his/her official capacity as a school director, the remaining members of the Board may declare such office vacant 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>Section 7. <u>Expenses</u></p>
<p>SC 516.1</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) such out-of-state meetings in one (1) 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 estimated expenses to be incurred.</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 Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and learn Board procedures.</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 519</p>	<ol 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 procedures manual. d. The current budget statement, audit report and related fiscal materials. e. The most recent district Strategic Plan.

<p>SC 516, 516.1</p>	<p>Under the guidance of experienced Board members, the President, and the Superintendent, orientation will be provided to new Board members through activities such as:</p> <ul style="list-style-type: none">a. A timely workshop for new Board members, provided by the Superintendent and President/Vice-President of the School Board or their designees.b. A workshop for new Board members conducted by state and area school boards associations.c. Conducting discussions and visits with members of the school staff.d. The provision of printed and audio-visual materials on School Board and administrative policies and procedures.e. Arranging tours of the school facilities. <p>Orientation shall be considered as an ongoing process for all School Board members, and may include such activities as those indicated above and the addition of items listed below:</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 at the intermediate unit level.c. Meetings with consultants from universities, government, or business. <p>Section 9. <u>Conferences</u></p> <p>In keeping with its stated position 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 shall follow the established district procedures.</p> <p>A Board member in his/her final year of office who is not seeking reelection will not be reimbursed for his/her attendance at a meeting or conference unless s/he is to participate in the meeting or conference as a speaker, panel member, or in some similar leadership role.</p>
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<p>SC 321</p>	<p>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.</p> <p>Reimbursement to Board members for their travel expenses will be in accordance with district procedures.</p> <p>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 10. <u>Communication With Student Government</u></p> <p>The Board believes that lines of communication are important when they lead to student bodies of the schools, adult public and staff members. Particularly, students need encouragement to be attentive to the work of governing bodies and public officials.</p> <p>The Board wishes to establish liaison with the students through a relationship with student government representatives.</p> <p>Objectives:</p> <ol style="list-style-type: none">a. To improve communication and understanding between the Board and the students.b. To afford the student body an opportunity to learn through its representatives the functions of the public body which has local responsibility for schools.c. To enable the Board to make decisions with a fuller appreciation of student needs. <p>A student shall be elected to serve as the Board representative, and shall attend Board meetings and report on student activities.</p> <p>Procedures to implement this policy shall be reviewed annually, in May, by the Board and the student governments.</p>
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References:

School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 516, 516.1, 519, 1081

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.

Removal of Residence; Forfeiture of Office – 65 P.S. Sec. 91

State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3

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