

SAUCON VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: August 22, 2005

REVISED:

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 302, 303	The Board does consist of nine (9) members. All persons elected or appointed as Board members shall serve without pay.
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.

<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, 319 65 P.S. 701 et seq SC 315, 316, 317</p>	<p>Section 4. <u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district 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. If such vacancy shall not have been filled by the Board within thirty (30) days of the occurrence of the vacancy, the Court of Common Pleas of Northampton County, upon petition of ten (10) or more resident taxpayers, shall fill such vacancy by the appointment of a suitable person from the qualified electors of the district. The Board member so appointed shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days after the vacancy shall have occurred.</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 319 Pol. 006</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of Saucon Valley School District, 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>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</p>

	<p>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. 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 519</p>	<ol style="list-style-type: none"> a. A copy of the School Code. b. A copy of the Board Policy Manual. c. The current budget statement, audit report and related fiscal materials. d. The most recent Strategic Plan.

<p>SC 516, 516.1</p>	<p>Each new Board member shall be invited to meet with the Board President, the Superintendent and the Business Manager to discuss Board functions, policy and procedures.</p> <p>Section 9. <u>Conferences</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. No member of the Board may attend a meeting at Board expense without prior Board approval.b. Funds for participation at meetings and conferences will be budgeted on an annual basis.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.d. Reimbursement to Board members for their travel expenses will be in accordance with Section 7 of this Policy.e. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members. <p>Section 10. <u>Code of Conduct</u></p> <p>Recognizing that maximum results as members of a Board of School Directors will be achieved only if high ethical standards of conduct are maintained in all personal, business and public activities, and beginning with the universally accepted precept of treating others, individually or in groups, as everyone would like to be treated, more specific standards include but are not limited to the following recommendations.</p>
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Members of the Saucon Valley School District Board of School Directors shall:

- a. Accept responsibility for leadership by encouraging community and staff to maintain and improve the public school system in all appropriate ways consistent with state laws, including efficiency in the use of material and personnel resources, promoting funding as needed and improvement in training of staff, administrators and Board.
- b. As representatives of the people, have an obligation to conduct themselves at all times in a matter worthy of this trust.
- c. Work unremittingly to help the people of the community understand the importance of public education and the need to support it.
- d. Recognize that the responsibility of the Board is not to operate the schools, but to provide the means for their operation through the enactment of policy and the provision of funds.
- e. Agree to support school personnel in the proper performance of their duties.
- f. Agree that authority rests with the whole Board assembled, not with committees or individuals, and make no personal promises nor take any private action which might compromise the Board.
- g. All the people of this community should have all the facts all the time about their schools.
- h. The legal authority of the Board is derived from the state, 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 school district for the exercise of local autonomy.
- i. Board members will devote time, thought, and study to the duties and responsibilities of School Board membership in order to render effective and credible service.
- j. School Board members will work in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate.
- k. Each Board member will base his/her personal decision on all available facts in each situation; will vote his/her honest conviction in every case, unswayed by partisan bias of any kind; and will abide by and will uphold the final majority decision of the Board.

<p>School Code 301, 302, 303, 315, 316, 317, 319, 321, 322, 323, 324, 516, 516.1, 519, 1081</p> <p>65 Pa. C.S.A. 1101 et seq</p> <p>65 P.S. 701 et seq</p> <p>Board Policy 006, 331, 431, 531</p>	<ul style="list-style-type: none">l. An individual Board member has no legal authority except when acting as part of the entire Board at a duly constituted public meeting.m. A School Board member will resist every temptation and outside pressure to use his/her position as a School Board member to benefit either him/herself or any other individual or agency apart from the total interest of the school district.
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