

Northern Potter School District

Section LOCAL BOARD PROCEDURES

Title MEMBERSHIP

NORTHERN POTTER SCHOOL DISTRICT

Date Adopted August 20, 1980

Guide		Reference
	004. MEMBERSHIP	
	Section 1. <u>Number.</u> The Board of School Directors does consist of <u>nine (9)</u> members.	§ 302, 303, 304, 305
	Section 2. <u>Qualifications.</u> Each member of the Board shall meet the following qualifications:	§ 321, 322, 323, 324
	a. S/He shall be of good moral character, eighteen years of age, shall have been a resident of the district for at least one 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 Northern Potter, nor shall s/he be a member of the municipal council.	§ 322
	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.	§ 323
	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.	§ 324
	d. S/He shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.	§ 321
	Section 3. <u>Election.</u> Three (3) school directors shall be duly chosen each for a full term at the municipal election to be held in each odd-numbered year, and as many directors as may be necessary to replace directors who shall vacate the remainders of unexpired terms shall be duly chosen at the first municipal election which shall occur more than 60 days after the appointment of a director to the vacancy.	§ 301 et seq
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1 Section 4. Vacancies. A vacancy shall occur by reason
2 of death, resignation, removal from a district, or
3 otherwise. Any such vacancy shall be filled by the
4 appointment, by a majority vote of the remaining members
5 of the Board within 30 days of the occurrence of the
6 vacancy of a person who shall serve until the
7 first Monday in December after the first municipal
8 election occurring more than 60 days following his/her
9 appointment, except that when a majority of the memberships
10 are vacant, such vacancies shall be filled by the
11 Court of Common Pleas of Potter County.

§ 315 et
seq

12
13 Section 5. Term. The term of office of each school
14 director shall be four years and shall expire on the
15 first Monday of December except that the term of each
16 school director appointed to fill a vacancy shall expire
17 on the first Monday of December after the municipal
18 election occurring more than 60 days after his/her
19 appointment and the term of each school director
20 elected to an unexpired term shall expire at the termin-
21 ation of that term.

§ 303, 315

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23 Section 6. Removal. Whenever a school director shall
24 cease to be a resident of the School District of
25 Northern Potter, his/her membership on the Board shall
26 cease forthwith.

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28 The removal of a school director who resigns shall
29 become effective upon the presentation of the resignation
30 to the Board President and upon such date specified
31 therein.

§ 315, 319

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33 A school director who neglects or refuses to
34 attend two successive regular meetings of the Board, unless
35 detained by sickness or prevented by necessary absence
36 from the district, or if in attendance at any meeting,
37 neglects or refuses to act in his/her official capacity
38 as a school director, may be removed from his/her
39 office on the affirmative vote of a majority of the
40 remaining members of the Board.

§ 319

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42 If a person elected or appointed as school director,
43 having been notified, shall refuse or neglect to
44 qualify as such director, the remaining members may,
45 within ten days following the beginning of his/her
46 term of office, declare said office vacant on the
47 affirmative vote of a majority of the remaining members
48 of the Board.

Section 7. Expenses. School directors, a non-member Secretary of the Board, and Board solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any State convention or association of school directors 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 meeting of the Board. No member shall be reimbursed for more than two such out-of-state meetings in one 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.

§ 516.1

Section 8. Orientation. 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:

- A copy of the school code
- A copy of the Board policy manual
- A copy of the District procedures manual
- The current budget statement, audit report and related fiscal materials
- The most recent District master plan

§ 519

Each new Board member shall be invited to meet with the Board President, the Superintendent, the Board Secretary to discuss Board functions, policy and procedure.

Section 9. Conferences. In keeping with its stated position on 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:

The Board will periodically decide which meetings appear to offer the most promise of direct and indirect benefits to the school district

No member of the Board may attend a meeting at

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Board expense without prior Board approval.

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 P.G. 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.

School Code

SS
SS 301, 302
303, 304
305, 315
319, 321
322, 323
324, 516
516.1,
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