

# FERNDALE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: OCTOBER 16, 1996

REVISED: MARCH 19, 1997  
JANUARY 17, 2007

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 302, 303	The Board does consist of nine (9) members.
SC 1081	<b>The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.</b>
	Section 2. <u>Qualifications</u>
SC 321, 322, 323, 324	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 <b>specified in Section 322 of the School Code</b> ; nor shall <b>the individual</b> 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, <b>be employed by the school district</b> , 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.
SC 321, 322 323, 324	f. Other qualifications specified by law and courts of competent jurisdiction.

SC 301 et seq	<p>Section 3. <u>Election</u></p> <p>Election of members of the Board shall be in accordance with law.</p>									
SC 303	<p>Four (4) <b>Board members</b> shall be duly chosen, each for a full four (4) year term, at the municipal election to be <b>held</b> in 1985 and every four (4) years thereafter. Five (5) <b>Board members</b> shall be duly chosen, each for a full four (4) year term, at the municipal election to be held in 1987 and every four (4) years thereafter.</p>									
	<p>Section 4. <u>Representation</u></p> <p>The nine (9) <b>Board members</b> shall be duly chosen according to the following regions, assuring that each municipality is represented on the Board:</p>									
	<table border="0"> <tr> <td style="padding-right: 40px;">Region 1</td> <td style="padding-right: 40px;">Ferndale Borough</td> <td>Three (3) members</td> </tr> <tr> <td>Region 2</td> <td>Dale Borough</td> <td>Three (3) members</td> </tr> <tr> <td>Region 3</td> <td>Brownstown Borough Lorain Borough Middle Taylor Township</td> <td>Three (3) members</td> </tr> </table>	Region 1	Ferndale Borough	Three (3) members	Region 2	Dale Borough	Three (3) members	Region 3	Brownstown Borough Lorain Borough Middle Taylor Township	Three (3) members
Region 1	Ferndale Borough	Three (3) members								
Region 2	Dale Borough	Three (3) members								
Region 3	Brownstown Borough Lorain Borough Middle Taylor Township	Three (3) members								
SC 315, 316, 317, 319 65 P.S. 701 et seq	<p>Section 5. <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 <b>in accordance with the Sunshine Act and</b> by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy. <b>The Board member so appointed</b> 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 Cambria County.</p>									
SC 303, 315	<p>Section 6. <u>Term</u></p> <p>The term of office of each <b>Board member</b> shall be four (4) years and shall expire on the first Monday of December, except that the term of a <b>Board member</b> 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 <b>Board member</b> elected to an unexpired term shall expire at the termination of that term.</p>									

	<p>Section 7. <u>Removal</u></p> <p>Whenever a <b>Board member is no longer</b> a resident of Ferndale Area School District <b>or the region s/he represents</b>, his/her membership on the Board shall cease.</p> <p>The removal of a <b>Board member</b> who resigns shall become effective upon the presentation of the resignation to the Board President and upon the date specified.</p> <p>A <b>Board member</b> 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, <b>with prior notice</b>, on the affirmative vote of a majority of the remaining members of the Board.</p> <p>If a person elected or appointed as a <b>Board member</b>, 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 8. <u>Expenses</u></p> <p><b>Board members</b>, 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' <b>convention</b> 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 9. <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 <b>Board member</b> to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures <b>and policies</b>.</p>
--	--

<p>SC 519</p>	<p>Accordingly, the Board shall give to each new <b>Board member</b> no later than his/her first regular meeting for use during his/her term on the Board <b>the following items</b>:</p> <ul style="list-style-type: none"> <li>a. A copy of the School Code.</li> <li>b. A copy of the Board Policy Manual.</li> <li><b>c. The current budget statement, audit report and related fiscal materials.</b></li> <li><b>d. The most recent Strategic Plan.</b></li> </ul> <p>Each new Board member shall be invited to meet with the <b>Board President</b>, Superintendent, <b>and Board Secretary</b> to discuss Board functions, policy and procedures.</p> <p>Section 10. <u>Conferences</u></p>
<p>SC 516, 516.1</p>	<p>In keeping with its <b>philosophy</b> 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 <b>following guidelines</b>:</p> <ul style="list-style-type: none"> <li>a. No member of the Board may attend a convention or multiple day conference at Board expense without prior Board approval.</li> <li><b>b. The Board will periodically decide which meetings appear to offer the most promise of direct and indirect benefits to the school district.</b></li> <li><b>c. Funds for participation at meetings and conferences will be budgeted on an annual basis.</b></li> <li>d. 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.</li> </ul>
<p>Pol. 331, 431, 531</p>	<ul style="list-style-type: none"> <li>e. Reimbursement to Board members for their travel expenses will be in accordance with <b>Section 8 or Policy 004</b> and the travel expense policy for district staff members.</li> </ul>
<p>SC 321</p>	<ul style="list-style-type: none"> <li>f. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.</li> </ul>

References:

School Code - 24 P.S. Sec. 301, 302, 303, 315, 316, 317, 319, 321, 322, 323, 324, 516, 516.1, 519, 1081

Sunshine Act - 65 P.S. Sec. 701 et seq

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

Board Policy - 006, 331, 431, 531