

# ALLENTOWN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: 11/20/97

REVISED: 2/22/01

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 302, 303, 304, 305	The Board of School Directors does consist of nine (9) members.
	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, eighteen (18) years of age, 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 the City of Allentown; 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	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 following oath or affirmation:  "I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity."
65 P.S. 404(d)	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>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 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. The person appointed to the vacancy shall have been a registered member, for at least one (1) year prior, of the same political party as the former school director who held that position. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Lehigh 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 of each school director elected to an unexpired term shall expire at the termination of that term.</p>
<p>SC 315, 319</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a school director shall cease to be a resident of The School District of the City of Allentown, his/her membership on the Board shall cease forthwith. 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>SC 315, 319</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>SC 319</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>SC 516, 516.1</p>	<p>Section 7. <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. However, in order to control both the investment of time and expenditure of funds necessary to implement this policy, the Board establishes that no Board member may attend a meeting at Board expense, which involves expenses of more than one hundred dollars (\$100.00), without prior Board approval.</p> <p>Funds for participation at such meetings shall be budgeted on an annual basis.</p>
<p>SC 516.1</p>	<p>Section 8. <u>Expenses</u></p> <p>School directors, a nonmember 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.</p> <p>a. Conference Attendance (Expenses)</p> <ol style="list-style-type: none"> <li>1. School Board members who have prior approval of the Board may attend conference(s). For this purpose, a conference means any meeting, seminar, etc. involving expenses of more than \$100.00.</li> <li>2. Board members shall be limited to two (2) reimbursable out-of-state conferences per school year.</li> <li>3. Conference attendance requests shall be submitted in a timely manner, to the Co-Chair(s) of the appropriate School Board Committee for consideration at a subsequent meeting.</li> <li>4. When possible, travel plans, including registration and room reservations, shall be coordinated by the Business Manager.</li> </ol>

	<ol style="list-style-type: none"><li>5. The district will prepay the conference registration fee; room deposit; and air, train and bus fare. When the district receives a bill for any or all of these expenses, prepayment shall be made only to the agency responsible for receiving such prepayment.</li><li>6. Expenses for attendance at any conference shall be approved only on presentation of a properly completed expense voucher. Receipt for out-of-pocket expenditures, except as noted on the expense voucher, must be attached to the voucher when it is presented for payment.</li><li>7. The use of a privately-owned vehicle shall be reimbursed at the State or contract rate, whichever is lowest. Mileage will be paid between destinations and between room accommodations and the conference site.</li><li>8. Food vouchers, in amounts consistent with district approved conference maximums, will be reimbursed. In order to receive reimbursement, receipted bills must be presented. Yearly or periodic review shall be made for this provision.</li><li>9. School Board members who attend conferences shall submit to the Board a brief narrative report.</li><li>10. Travel expense vouchers shall be submitted within thirty (30) days after the return from the conference.</li></ol> <p>b. Travel (Expenses)</p> <ol style="list-style-type: none"><li>1. All official travel eligible for reimbursement shall be approved by the Board President, and written notification shall be given to the Business Manager. All official travel expenses for the Board President shall be approved by the Vice President.</li><li>2. Expenses for travel shall be approved only on presentation of a properly completed expense voucher. Receipt for out-of-pocket expenditures, except as noted on the expense voucher, must be attached to the voucher when it is presented for payment.</li><li>3. Travel in a privately-owned vehicle to attend meetings, etc. shall be reimbursed only in cases where the total round-trip exceeds fifty (50) miles.</li></ol>
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<p>SC 519</p>	<p>c. Official Board Dinners/Functions (Expenses)</p> <ol style="list-style-type: none"><li>1. All official Board dinners and functions sponsored by the school district's Board of School Directors should be held within the boundaries of The School District of the City of Allentown.</li><li>2. The district may pay for the meals of Board members and invited district employees.</li><li>3. Board members and district employees must pay for their spouse/guest.</li><li>4. The district will not pay for any alcoholic beverages.</li></ol> <p>Section 9. <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.</p> <p>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> <ol 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>c. the current budget statement, audit report and related fiscal materials.</li><li>d. the most recent district Strategic Plan.</li></ol> <p>Each new Board member shall be invited to meet with the Board President, Superintendent and Board Secretary to discuss Board functions, policy, and procedure.</p> <p>In the performance of their duties, school directors may perceive a need to request information about the district and/or its school(s). A school director's request for information shall be submitted to the Board Secretary, who will forward it to the Superintendent. The Superintendent will direct a request to the school district administrator best able to provide an answer. Certain information concerning employees and/or students is confidential and cannot be supplied.</p>
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A school director is requested to consider the breadth of any request. Some may necessitate lengthy compilation.

Section 10. Code of Ethics

As a member of the local Board, representing all citizens of the district, each Board member recognizes:

- a. That his/her fellow citizens have entrusted him/her with the educational development of the children and youth of this community.
- b. That the public expects his/her first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
- c. That the future welfare of this community, of this State and of the nation depends in the largest measure upon the quality of education provided in the public schools to fit the needs of every learner.
- d. That Board members must take the initiative in helping all the people of this community to have all the facts all the time about their schools, to the end that they will readily provide the finest possible school program, school staff and school facilities.
- e. That legally the authority of the Board is derived from the State, which ultimately controls the organization and operation of the district, and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local authority.
- f. That s/he must never neglect his/her personal obligation to the community and his/her legal obligation to the State, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, s/he has a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.
- g. In view of the foregoing considerations, it shall be each Board member's constant endeavor:
  1. To devote time, thought and study to the duties and responsibilities of a School Board member so that s/he may render effective and creditable service.

2. To work with his/her fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
3. To base his/her personal decision upon all available facts in each situation; to vote his/her honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board.
4. To remember at all times that as an individual, s/he has no legal authority outside the meetings of the Board and to conduct his/her relationships with the school staff, the local citizenry and all media of communication on the basis of this fact.
5. To resist every temptation and outside pressure to use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the district.
6. To recognize that it is as important for the Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.
7. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed Superintendent of Schools and his/her professional and nonprofessional staff.
8. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current school operation and proposed future developments.
9. Finally, to strive step by step toward ideal conditions for most effective School Board service to the community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.