

CARLISLE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: April 20, 2006

REVISED: September 20, 2012
October 16, 2014
April 16, 2015
March 21, 2016
September 19, 2019

004. MEMBERSHIP

Section 1. Number

The Board consists of nine (9) school directors and the Superintendent. [1] [2]

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote. [3]

Section 2. Qualifications

Each school director shall meet the following qualifications:

- 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. [4]
- b. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office. [5]
- 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. [6] [7]
- d. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office. [8]
- e. Shall file a statement of financial interests with the Board Secretary at the following times: [9] [10] [11]
 1. Before taking the oath of office or entering upon his/her duties. [12]
 2. Annually by May 1 while serving on the Board. [13]

3. By May 1 of the year after leaving the Board.

Section 3. Election

Election of school directors shall be in accordance with law. [14]

Section 4. Vacancies

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 school director 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. If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Cumberland County. [15] [16] [17] [18] [19] [20]

Temporary Vacancy- Active Military Service

A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary 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 temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until the expiration of the term for which s/he was elected, whichever comes first.

Section 5. Term

The term of office of each school director shall be four (4) years and shall expire on the first Monday of December, except for a school director appointed or elected to fill a vacancy. A school director appointed to fill a vacancy shall serve for the remainder of the unexpired term or, if earlier, until the first Monday of December after the municipal election occurring more than sixty (60) days following his/her appointment. The term of a school director elected to an unexpired term shall expire at the termination of that term. [2] [15]

Section 6. Removal

Whenever a school director is no longer a resident of Carlisle Area School District or the region s/he represents, his/her membership on the Board shall cease. [15] [21]

If a school director 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 refuse to act in his/her official capacity as a school director, the remaining school directors may declare such office vacant on the affirmative vote of a majority of the remaining school directors. [19] [22]

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 school directors. [19] [22]

Section 7. Expenses

School directors, 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 school director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year. Expenses shall be reimbursed by the Business Operations Manager in the usual manner, upon presentation if an itemized, verified statement. [23]

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the district of such funds remaining, or an additional payment shall be made by the district to meet the verified expenses actually incurred. [23]

Section 8. Orientation

School Board training shall begin with orientation sessions for newly elected or appointed school directors. The Board President and the Superintendent shall offer a program which will provide new school directors an opportunity to:

- a. Understand the function of the Board.
- b. Acquire knowledge of matters related to the operation of the schools.
- c. Discuss Board policy and procedures.

The Board shall give each new school director for his/her use and possession during the term on the Board the following items:

- a. A copy of the School Code. [24]
- b. A copy of the Board Policy Manual.
- c. A copy of the current budget, audit report and related fiscal materials.

- d. Access to district information on comprehensive planning, curriculum, assessments, facilities plan and district programs.

Section 9. Conferences

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: [25] [23]

1. No school director may attend a meeting at Board expense without prior Board approval.
2. The Board will periodically decide which meetings appear to offer the most promise of direct and indirect benefits to the school district.
3. Reimbursement to school directors for their travel expenses will be in accordance with Section 7 of Policy 004 and the travel expense policy for district staff members. [26] [27] [28]

All necessary expenses incurred shall be itemized on a properly supported travel expense voucher which shall be made available for public inspection at the next regularly scheduled Board meeting and used as a basis for payment of the travel claim.

Valid receipts for lodging, meals, common carrier fares, tolls, registration fees, required training materials, and any other necessary expenses for which receipts are readily obtainable must be attached to the travel expense voucher.

Whenever feasible, registration fees, common coach carrier fares and lodging charges shall be paid in advance of the travel from district funds. An advance payment may be made to the school director upon his/her presentation to the business office of the estimated expenses to be incurred.

The amount of such advance shall be noted on the travel expense voucher and deducted from the total reimbursement due the school director at the conclusion of the trip.

Any excess funds shall be returned to the school district with the travel expense voucher. The business office will issue a receipt for the refund.

Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual school directors. [8]

Required Training Program: Newly Elected or Appointed School Directors -[29]

Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:

1. Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.
2. Personnel.
3. Fiscal management.
4. Operations.
5. Governance.
6. Ethics and open meetings, to include accountability requirements.

Required Training Program: Re-elected or Re-appointed School Directors -[27]

Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:

1. Information on relevant changes to federal and state public school law and regulations.
2. Fiscal management.
3. Trauma-informed approaches.
4. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.

Legal References:

1. SC 302
2. SC 303
3. SC 1081
4. SC 322
5. SC 323
6. SC 324
7. 65 Pa. C.S.A. Sec. 1101 et seq.
8. SC 321
9. 65 Pa. C.S.A. Sec. 1102 et seq.
10. 65 Pa. C.S.A. Sec. 1104 et seq.
11. 65 Pa. C.S.A. Sec. 1105 et seq.
12. Title 51 PA Code Sec. 15.2
13. Title 51 PA Code Sec. 15.3

14. SC 301
15. SC 315
16. SC 316
17. SC 317
18. SC 318
19. SC 319
20. 65 Pa. C.S.A. Sec. 701 et seq.
21. 65 P.S. Sec. 91
22. Pol. 006
23. SC 516.1
24. SC 519
25. SC 516
26. Pol. 331
27. Pol. 431
28. Pol 531
29. 24 P.S. 328
- Pol. 011