



<p>SC 301 et seq</p>	<p>Section 3. <u>Election</u></p> <p>Election of members of the Board of School Directors shall be in accordance with law. All Board members shall be elected at large from the district.</p>
<p>SC 315, 316, 317, 318, 319 65 Pa. C.S.A. Sec. 701 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. A vacancy on the Board shall be filled by appointment of an eligible citizen by majority action of the remaining members of the Board. This appointment holds until the next municipal election, at which time a member is elected to the Board to fill the remainder of the original member's unexpired term. The appointee may follow all required procedures to be elected.</p> <p>The Board should:</p> <ol style="list-style-type: none"> <li>a. Request volunteers for the position from the citizenry when the vacancy becomes official.</li> <li>b. Screen the background of candidates, searching for the most qualified.</li> <li>c. Verify the qualifications.</li> <li>d. Arrange for full Board interview of the candidates.</li> <li>e. Interview all the candidates.</li> </ol>
<p>SC 315 et seq</p>	<p>All appointments must be made within thirty (30) days of the vacancy occurrence or appointment can be made by the Court of Common Pleas. Members who are appointed to replace elected Board members will be given the Oath of Office at the regularly scheduled meeting at which they are appointed.</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</p> <p>Bylaws 004.1, 004.2</p> <p>SC 319 Pol. 006</p> <p>SC 319 Pol. 006</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a school director shall cease to be a resident of the School District of Fairview, his/her membership on the Board shall cease forthwith.</p> <p>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. All resignations will be acted on by the Board no later than the next regularly scheduled meeting.</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>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>Section 7. <u>Orientation</u></p> <p>The Board and the administrative staff shall assist each new member-elect to understand the Board's functions, policies, and procedures and operation of the school system before s/he takes office. Each member-elect shall:</p> <ol style="list-style-type: none"> <li>a. Be given selected material on the function of the Board and the school system.</li> <li>b. Be invited to attend Board meetings and to participate in its discussions.</li> <li>c. Be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board.</li> <li>d. Be given a copy of the Board's policies and bylaws, administrative regulations and copies of pertinent materials developed by the state School Boards Association.</li> </ol> <p>The Board also considers it important that a candidate for the Board be knowledgeable about school district policy and manner of operation.</p>
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<p>SC 516.1 Bylaws 004.3</p> <p>Pol. 331, 431</p>	<p>During the period of their candidacy, all candidates will be urged to attend, and be welcomed at, public meetings of the Board. All public information about the school system will be made available to them.</p> <p>Additionally, the Board directs the Superintendent to cooperate with all candidates in providing them with information about school policy, Board operations, and school programs. This cooperation, for example, may include:</p> <ul style="list-style-type: none"><li>a. Notification of public meetings of the Board, with the agenda provided.</li><li>b. Meeting with a candidate or candidates to provide background information on the school system and School Board operation and/or arranging other candidate-orientation sessions.</li><li>c. Making arrangements for the candidate to review the current policies of the Board, administrative regulations, other publications of the school system, and manner of operation.</li></ul> <p>The Board expects the candidates to recognize that until and unless elected to the Board, they have no official status and thus are not entitled to privileged information discussed only in committee.</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>Section 9. <u>Travel</u></p> <p>This policy applies to all employees and Board members who travel for the district. Employees and Board members shall be reimbursed at the mileage rate established by the Internal Revenue Service and shall also be reimbursed according to the State Code.</p>
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SC 516, 516.1

Authorization for conferences and related travel must be authorized by the Superintendent in advance. A conference request and anticipated expenses must be submitted to the appropriate supervisor and Superintendent at least two (2) weeks before the date of travel. Arrangements for travel will be made by the Business Office. Requests for vehicles, including district-owned and rental vehicles, will be arranged through the Transportation Coordinator.

Wherever possible, an employee should use a district vehicle (district-owned or rental) for district purposes.

When using an employee-owned car, a mileage record should be maintained as miles are driven.

Section 10. Cash Advances

To ensure accurate and timely expense report preparation, the district discourages cash advances unless special circumstances apply. If an employee requires a cash advance, a request form, with a supporting explanation, should be submitted to, approved and processed by the Superintendent and CFO/Business Manager.

When a cash advance is received, the employee will reduce his/her expense reimbursement by the amount of the cash advance. Where the cash advance exceeds the expenses for the report submitted, the remaining cash must be returned to the Business Office with the expense report. Amounts owed to the district cannot be carried forward. Any advance outstanding will be deducted from the employee's paycheck.

Where possible, the Business Office will have the district billed for hotel rooms and air travel. All local and rental cars will be billed directly to the district.

Section 11. Telephone

District-related telephone charges on an itemized lodging receipt and/or telephone charge card should be itemized. Employees who are out-of-town on district business may make personal telephone calls home, as long as the charges and length of the calls are reasonable. Most calls will be required to be paid by the employee.

Cell phone calls outside the home area should be made only when necessary to transact district business and should be kept brief. Personal calls on district cell phones should be made only when necessary and will be the responsibility of the employee unless unusual circumstances apply.

SC 516, 516.1  
Bylaws 004.4

Section 12. Miscellaneous Expenses

Any expenses not covered above should be documented with all pertinent information to substantiate the expense. Movies and videos will not be reimbursed by the district.

Detailed receipts for all expenditures must be provided for reimbursement.

Section 13. Conferences

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.

Attendance at meetings related to the educational process or the operation of the school district is encouraged for the professional development of the Board members.

All members attending conferences and meetings as representative of the Board are expected to provide a summary report to the Board, including an evaluation of the conference or meeting.

The Superintendent and/or the secretary shall notify the Board members of all relevant scheduled meetings.

The Board maintains membership for the directors in the Pennsylvania School Boards Association and the National School Boards Association.

No member of the Board may attend a meeting at Board expense without prior Board approval.

Section 14. Code Of Ethics And Conduct Of The Board

As members of the Board of School Directors of the Fairview School District, representing all of the citizens of our school district, we recognize the following:

- a. That the public expects our first and greatest concern to be the educational development of the children and youth of the district without distinction as to who they are or what their background may be.
- b. That the future welfare of this community, of this Commonwealth, and of the nation depends in largest measure upon the quality of education we provide in the public school so as to fit the needs of every student.

- c. That we must take the initiative in helping all of the people of this community to have all of the facts, all of the time about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
- d. That, legally, the authority of the Board is derived from the General Assembly 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 community for the exercise of local autonomy.
- e. That we must never neglect our personal obligation to the community and our legal obligation to the Commonwealth, nor surrender these responsibilities to any other person, group, or organization, and that we have a moral and civic obligation to the nation which can remain strong and free only so long as the public schools in the United States of America are kept free and strong.

In view of the foregoing considerations, it shall be the constant endeavor of the Board to do the following:

- a. To devote time, thought, and study to the duties and responsibilities of the Board so that we may render effective and credible service.
- b. To work with 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, and, to this end, to focus on issues, not personalities, to treat in confidence comments or positions made in private by individual Board members, and to use recording or listening devices only when all Board members present have agreed.
- c. To base personal decisions upon all available facts in each situation, to vote our honest conviction in every case, unpersuaded by partisan bias of any kind, but to thereafter abide and uphold the final majority decision of the Board.
- d. To remember at all times that as individuals we have no legal authority outside of the meetings of the Board, and to conduct our relationships with the school staff, the local citizenry, and all media on the basis of this fact and, to this end, Board members must be ready to support in fact any suggestions or complaints addressed, and to channel all suggestions, complaints and questions through the Superintendent's office.

- e. To resist every temptation and outside pressure to use our position to benefit either ourselves or any other individual or agency apart from the total interest of the school district and, to this end, the Board members shall exercise discretion in participating in decisions which may directly or indirectly concern members of their immediate families.
- f. To recognize that it is as important for the Board to understand and evaluate the educational programs of the school as it is to plan for the business of the school operation.
- g. To welcome and encourage active cooperation by citizens, organizations and the media in the district with respect to establishing policy on current school operations and proposed future developments.
- h. To support our state and national school boards associations by participating in those programs and utilizing those services which are helpful to the district.
- i. To conduct myself at all times with honor, integrity, and pride in myself, my family, our district schools and our community. Our mission is to empower ourselves and our students to realize our potential for excellence, character growth and responsible citizenship.
- j. To foster an environment where integrity, honesty and responsibility prevail.

Section 15. Interrelationship With The School Administration

The Board of School Directors of the Fairview School District realizes that its primary function is to establish the policies by which the schools are to be administered. The administration of the education program and the conduct of school business shall be left to the Superintendent and his/her staff. A School Board is an administrative body only in the sense that it must administer the law and, hence, perform ministerial functions. In this regard, the Board recognizes the following:

- a. The Board's primary role is one of governance and oversight. It determines district policies to be implemented by the Superintendent and his/her staff.
- b. The Board requires the Superintendent to direct the operation of the school. As a school system's chief administrator, s/he transmits the will of the Board into executive action.

- c. The Board requires supervision and evaluation of staff performance by the Superintendent. Individual Board members may not interfere with the Superintendent's authority in these areas. Individual Board members have the right and responsibility to question and request Board examination and/or action. The Board, acting as a whole, is the only agency that can challenge evaluations, as specified by school law.
- d. The role of Board members is to deliberate together at Board meetings and make decisions which are implemented by the Superintendent and his/her staff.
  - 1. Individual Board members have no authority unless the Board as a whole has designated a special charge of responsibility to one or more of its members.
  - 2. Board members may sit on school committees with teachers and administrators when expressly invited to do so.
  - 3. Board members may visit the schools after first communicating the purpose of the school visit to the Superintendent's and/or appropriate building administrator's office.
  - 4. Board members as individuals do not have the authority to interview prospective Superintendents, administrators, teachers or other staff persons.
  - 5. All forms of communication to the media concerning pending Board members shall be channeled through the President of the Board and/or his/her designee and/or the Superintendent.
  - 6. The President of the Board shall be responsible for ensuring that all Board operations shall be practiced with consistency and fairness under a system of objective policies, procedures and rules.

References:

School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 516, 516.1, 519, 1081

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

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

State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3

Board Policy – 006, 331, 431

Bylaws – 004.1 004.2, 004.3, 004.4