



**SECTION: LOCAL BOARD  
PROCEDURES AND GOALS**

**POLICY: 004**

**TITLE: MEMBERSHIP**

**ORIGINAL: May 23, 2005**

**MOST RECENT REVISION: January  
13, 2020**

**LAST REVIEWED BY POLICY**

**COMMITEE: April 28, 2020**

**I. PURPOSE**

**II. DEFINITIONS**

None.

**III. POLICY**

A. Number

The Board consists of nine (9) members.

B. Qualifications

Each member of the Board shall meet the qualifications required by law. Each member shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute. Each member shall file a statement of financial interests with the Board Secretary or designee at the following times:

- Before taking the oath of office or entering upon duties;
- Annually by May 1 while serving on the Board; and
- By May 1 of the year after leaving the Board.

C. Election

Election of members of the Board shall be in accordance with law.

Four (4) Board members (all at-large) shall be duly chosen, each for a full four (4) year term, at the municipal election to be held in 2005 and every four (4) years thereafter. Five (5) Board members (all at-large) shall be duly chosen, each for a full four (4) year term, at the municipal election to be held in 2007 and every four (4) years thereafter.

D. Vacancies

A vacancy shall occur by reason of death, resignation, removal from a district, 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 Board member so appointed 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 Montgomery County.

E. Temporary Vacancy Due to 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 expiration of the term for which s/he was elected, whichever occurs first.

F. Term

The term of office of each Board member shall be four (4) years and shall expire on the first Monday of December, except that the term of a Board member 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 Board member elected to an unexpired term shall expire at the termination of that term.

G. Removal

Whenever a Board member is no longer a resident of the Wissahickon School District, his/her membership on the Board shall cease.

A Board member 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.

If a person elected or appointed as a Board member, 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.

H. Expenses

Each school director shall receive Board approval prior to attending a conference, workshop, or convention at Board expense.

When attendance has been authorized by the Board, Board members, a nonmember Board Secretary, and Board 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. Board members may be reimbursed for such other expenses incurred as a result of transacting school district business, i.e., telephone calls, mileage. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expense shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.

Such expenses shall be reimbursed only upon presentation of an itemized, verified statement. Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final, 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.

#### I. 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 Board member to understand the functions of the board, acquire knowledge of matters related to the operation of the schools, and learn Board procedures.

Accordingly, the Superintendent shall give printed copies or other access to each new Board member, in a timely manner, for use during his/her term on the Board the following items:

- a copy of the School Laws of Pennsylvania
- a copy of the Board Policy Manual
- the current budget statement and audit report
- the most recent district Strategic Plan
- the most recent collective bargaining agreement with each employee group
- Current board and management team goals.

Each new Board member shall be invited to meet with the Board President, the Superintendent, and appropriate management team members to discuss Board initiatives, responsibilities, functions, policies, and guidelines.

#### J. Required Training

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

- 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;
- Personnel;
- Fiscal Management;
- Operations;
- Governance; and
- Ethics and open meetings, to include accountability requirements.

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 from an authorized provider consisting of at least three (3) hours of instruction, including:

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

#### K. 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.

Funds for participation at such meetings will be budgeted on an annual basis. Board members should follow Wissahickon School District Job Related Expense Policy (#628) of the Board.

Reimbursement to Board members for their travel expenses will be in accordance with Section 7 hereof. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board Members.

**IV. DELEGATION OF AUTHORITY**

**V. REFERENCES**

School Code

301, 302, 303, 304,  
305, 315, 316, 317,  
318, 319, 321, 322,  
323, 324, 328, 516,  
516.1, 519

PA Statute

65 Pa. C.S.A. 701, et seq.  
65 Pa. C.S.A. 1101, et seq.  
65 P.S. 91

PA Code

15.2, 15.3