

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: BOARD POLICY/PROCEDURE/  
ADMINISTRATIVE  
REGULATIONS

ADOPTED: May 16, 2005

REVISED:

## 000. BOARD POLICY/PROCEDURE/ADMINISTRATIVE REGULATIONS

The Board of School Directors of Governor Mifflin School District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board and for the safe and orderly operation of the District.

### Section 1. Purpose Of Policy/Local Board Procedure

The policies and local Board procedures adopted by the Board are intended to establish the general and overall rules within which the day-to-day operations of the District are to be governed. As applicable, all members of the Governor Mifflin School District community shall be expected to comply with Board policy and procedure, subject to the limitations established in this policy.

### Section 2. Contents Of Policy Manual

#### a. Local Board Procedures

The bylaws and rules that pertain to Board governance shall hereinafter be referred to as Local Board Procedures and shall be policy series 000: Local Board Procedures.

#### b. Policies

The rules and guidelines that pertain to the safe and orderly operation of the District shall hereinafter be referred to as Policy and shall be policy series 100: Programs, 200: Pupils, 300: Administrative Employees, 400: Professional Employees, 500: Support Employees, 600: Finances, 700: Property, 800: Operations, and 900: Community.

Section 3. Limitations Of Policy/Local Board Procedure

Board policies and procedures are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all Board policies and procedures shall be given both an interpretation and application that is lawful. The Board shall determine the final interpretation of its policies and procedures.

As the Board policies and procedures are limited by legal constraints, so too are the rights of those to whom the Board policies and procedures apply. Board policies and procedures are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of Board policy and procedure rests exclusively with the School Board.

Board policy and procedure shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, or other members of the District community beyond what is contemplated by law and are not intended to restrict or limit students, employees, or others from pursuing any claims or defenses available under law.

Section 4. Administrative Regulations

Administrative regulations shall be developed by the administration, under the direction of the Superintendent, for implementing the broad policies of the Board on a day-to-day basis. Administrative regulations shall not conflict with Board policy.

Administrative regulations are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all administrative regulations shall be given both an interpretation and application that is lawful. The administration shall determine the final interpretation of administrative regulations.

As the administrative regulations are limited by legal constraints, so too are the rights of those to whom the administrative regulations apply. Administrative regulations are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of administrative regulations rests exclusively with the administration.

<p>Pol. 003</p>	<p>Administrative regulations shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, or other members of the District community beyond what is contemplated by law and are not intended to restrict or limit students, employees or others from pursuing any claims or defenses available under law.</p> <p>Administrative regulations are not part of Board policy and procedure and may be altered without Board action but shall be submitted to the Board for review.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: NAME AND CLASSIFICATION

ADOPTED: May 16, 2005

REVISED:

001. NAME AND CLASSIFICATION	
SC 201	<p>Section 1. <u>Name</u></p> <p>The Board of School Directors shall be known officially as the Board of School Directors of Governor Mifflin School District, hereinafter sometimes referred to as the "Board".</p>
	<p>Section 2. <u>Composition</u></p> <p>Governor Mifflin School District is comprised of all lands that lie within the municipal boundaries of Brecknock and Cumru townships, and Kenhorst, Mohnton and Shillington boroughs of the Commonwealth of Pennsylvania, hereinafter sometimes referred to as the "District."</p>
PA Const. Art. III, Sec. 14 SC 501, 502, 503	<p>Section 3. <u>Purpose</u></p> <p>Governor Mifflin School District is organized for the purpose of providing a program of public education to serve the needs of the students of the District.</p>
SC 951, 952	<p>Section 4. <u>Intermediate Unit</u></p> <p>Governor Mifflin School District is assigned to Berks County Intermediate Unit No. 14.</p>
SC 202	<p>Section 5. <u>Classification</u></p> <p>Governor Mifflin School District is classified as a District of the third class.</p>
	<p>Section 6. <u>Address</u></p> <p>The official address of the Board of School Directors of Governor Mifflin School District shall be 10 South Waverly Street, Shillington, Pa. 19607.</p>

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: AUTHORITY AND POWERS

ADOPTED: May 16, 2005

REVISED:

<p>PA Const. Art. III Sec. 14 SC 211, 301, 501, 507, 510</p> <p>SC 211, 406, 407, 501, 502, 503, 507, 510, 511, 803, 1411</p> <p>SC 407</p> <p>Pol. 102 Title 22 Sec. 4.13</p>	<p style="text-align: center;">002. AUTHORITY AND POWERS</p> <p>Section 1. <u>Authority</u></p> <p>The authority to establish, equip, furnish, operate and maintain the public schools of Governor Mifflin School District is vested in the Board of School Directors, which is a body corporate and is constituted and governed by Title 24 of the Pennsylvania Statutes, the Public School Code of 1949 as amended, and Article III of the Constitution and applicable federal and state laws, rules and regulations.</p> <p>Section 2. <u>Powers</u></p> <p>The Board shall establish such schools as are required for the education of every person residing in the Governor Mifflin School District between the ages of six (6) and twenty-one (21) years who may attend school; shall equip, furnish, operate, and maintain the schools; shall adopt and enforce rules and regulations for the management of school affairs and the conduct and deportment of employees and students; and shall levy and collect taxes as may be necessary, in addition to the annual state and federal appropriation, for the exercise of the aforesaid powers.</p> <p>The Board, in accordance with its statutory mandate, shall adopt Board procedures for its own operation, and policies for the guidance of the Superintendent in the operation of the District. Board procedures and policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this District.</p> <p>The Board shall act as the general agent of the people of this District in the matter of public education. It shall establish educational goals for District students and govern a program of education designed to meet those goals. The Board shall be the agent responsible for establishing, maintaining and evaluating the public education activities of this District, in accordance with law.</p>
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002. AUTHORITY AND POWERS - Pg. 2

<p>School Code 211, 301, 406, 407, 501, 502, 503, 507, 510, 511, 803, 1411</p> <p>PA Constitution Art. III Sec. 14</p> <p>PA Code Title 22 Sec. 4.13</p> <p>Board Policy 102</p>	<p>The powers of the Board of School Directors are not vested in the individual Board member. No such individual is authorized to act on behalf of the Board to carry out any of the Board's statutorily authorized powers, except for those acts stated in law and in accordance with procedures and policies adopted by the Board.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: FUNCTIONS

ADOPTED: May 16, 2005

REVISED:

<p>SC 301, 407, 510, 511 Pol. 000</p> <p>Pol. 006</p> <p>Pol. 007</p>	<p style="text-align: center;">003. FUNCTIONS</p> <p>Section 1. <u>Legislative</u></p> <p>The Board shall exercise its rule-making power by adopting Board procedures and policies for the organization and operation of the District. Those procedures and policies which are not dictated by the statutes, or regulations of the State Board, or ordered by a court of competent authority may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal has been proposed at a previous Board meeting and has remained on the agenda of each succeeding Board meeting until approved or rejected; changes in a proposed Board procedure or policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading.</p> <p>The Board may, upon a majority vote, cause to suspend at any time the operation of a Board procedure or policy, provided the suspension does not conflict with legal requirements; such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.</p> <p>Board procedures shall be adopted, amended or repealed by a majority vote of the Board.</p> <p>Board policies shall be adopted, amended or repealed by a majority vote of the Board.</p> <p>The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board meeting. All current procedures and policies shall be maintained in the Board Policy Manual and disseminated appropriately.</p>
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<p>SC 508, 1001</p>	<p>Section 2. <u>Executive</u></p> <p>The Board shall exercise its executive power by the appointment of a District Superintendent, who shall enforce the statutes of the Commonwealth, the regulations of the State Board of Education, the policies of the Board, and all other applicable laws and regulations.</p>
<p>Pol. 000</p>	<p>The Superintendent shall be responsible for the preparation of administrative guidelines or regulations for the operation of the District that are not inconsistent with state and federal statutes or regulations; are dictated by the policies of this Board; are binding on District employees and students when issued; and shall be submitted to the Board for review. The Board reserves the right to alter or rescind any such guideline or regulation.</p>
<p>65 Pa. C.S.A. 1101 et seq</p>	<p>The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action be reported to the Board at the next meeting.</p> <p>The Superintendent shall implement a procedure to inform Board members and designated employees of their responsibility under the Public Official and Employee Ethics Act (the "Ethics Law").</p> <p>Whenever responsibility is delegated to the Superintendent or other administrator, it is understood that such individual may designate a representative to act on his/her behalf.</p>
	<p>Section 3. <u>Staff/Superintendent/Board Relations</u></p> <p>In the final analysis all employees are responsible to the Board through the Superintendent. Employees are not to take problems or requests to individual Board members. Problems and complaints are to be handled by the person at the immediate and lowest level who can settle the situation to the satisfaction of those concerned. However, matters pertaining to the following should always be directed to the Superintendent:</p> <ol style="list-style-type: none"> <li>a. Application for employment.</li> <li>b. Resignation.</li> <li>c. Request for sabbatical leave or leave of absence.</li> <li>d. Salary problems.</li> </ol>

<p>SC 510, 1126 et seq</p> <p>2 Pa. C.S.A. Sec. 551 et seq</p> <p>School Code 301, 407, 508, 510, 511, 1001, 1126 et seq</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p> <p>PA Statute 65 Pa. C.S.A. 1101 et seq</p> <p>Board Policy 000, 006, 007</p>	<p>e. Any serious problem relative to a position or employment. It is expected, however, that every effort will be made to settle problems with the proper principal before referring them to the Assistant Superintendent or Superintendent.</p> <p>Section 4. <u>Review</u></p> <p>The Board may assume jurisdiction over controversies or disputes arising within this District concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.</p> <p>In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.</p> <p>Subject to the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences that may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the District.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: May 16, 2005

REVISED:

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 302, 303	The Board shall consist of nine (9) members.
SC 1081	The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.
	Section 2. <u>Qualifications</u>
	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 specified in Section 322 of the School Code; nor shall the individual 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 District, be employed by the District, or receive pay for services from the District, except as provided by law.
SC 321	d. Shall take and subscribe to the oath of 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.
	Section 3. <u>Election</u>
SC 301 et seq	Election of members of the Board shall be in accordance with law.

<p>SC 315, 316, 317 319 65 P.S. 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 region, or otherwise. Such vacancy shall be filled in accordance with the 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 Berks County.</p>
<p>SC 303, 315</p>	<p>Section 5. <u>Term</u></p> <p>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.</p>
<p>SC 319 Pol. 006</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of Governor Mifflin School District or the region s/he represents, his/her membership on the Board shall cease.</p> <p>The removal of a Board member who resigns shall become effective upon the presentation of the resignation to the Board President and upon the date specified.</p> <p>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, with prior notice, on the affirmative vote of a majority of the remaining members of the Board.</p>
<p>SC 319 Pol. 006</p>	<p>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.</p>

<p>SC 516.1</p>	<p>Section 7. <u>Expenses</u></p> <p>Board members, 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 <u>authorized by the Board</u> 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 to the District of an itemized, verified statement, except that advance payments may be made upon presentation of estimated expenses to be incurred.</p> <p>Section 8. <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 Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.</p> <p>Accordingly, the Board shall give to each new Board member for use during his/her term on the Board the following items:</p> <ol style="list-style-type: none"><li>a. A copy of the Board Policy Manual.</li><li>b. A copy of the District guidelines/procedures manual.</li><li>c. The current budget statement, audit report and related fiscal materials for the District.</li><li>d. The most recent 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 procedures.</p>
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<p>SC 516, 516.1</p>	<p>Section 9. <u>Conferences</u></p> <p>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:</p> <ul style="list-style-type: none"><li>a. No member of the Board may attend a meeting at Board expense without prior Board approval.</li><li>b. Funds for participation at meetings and conferences will be budgeted on an annual basis.</li><li>c. 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 District.</li><li>d. Reimbursement to Board members for their travel expenses will be in accordance with Section 7 of Policy 004.</li></ul>
<p>SC 321</p>	<ul style="list-style-type: none"><li>e. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.</li></ul> <p>Section 10. <u>Code Of Ethics</u></p> <p>As a member of my local Board of Education, representing all the citizens of my District, I recognize:</p> <ul style="list-style-type: none"><li>a. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.</li><li>b. That the public expects my 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.</li><li>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 we provide in the public schools to fit the needs of every learner.</li></ul>

- d. That my fellow Board members and I 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 General Assembly 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 autonomy.
- f. That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have 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.

In view of the foregoing considerations, it shall be my constant endeavor:

- a. To devote time, thought, and study to the duties and responsibilities of a School Board member so that I may render effective and creditable service.
- b. To work with my 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.
- c. To base my personal decision upon all available facts in each situation; to vote my 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.
- d. To remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact.
- e. To resist every temptation and outside pressure to use my position as a School Board member to benefit either myself or any other individual or agency apart from the total interest of the District.
- f. 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.

<p>School Code 301, 302, 303, 315, 316, 317, 319, 321, 322, 323, 324, 516, 516.1, 519, 1081</p> <p>65 Pa. C.S.A. 1101 et seq</p> <p>65 P.S. 701 et seq</p> <p>Board Policy 006, 331, 431, 531</p>	<ul style="list-style-type: none"><li>g. 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 the professional and non-professional staff.</li><li>h. 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.</li><li>i. To support my state and national School Board associations.</li><li>j. Finally, to strive step by step toward ideal conditions for most effective School Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our respective democracy.</li></ul>
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SECTION: LOCAL BOARD PROCEDURES

TITLE: STUDENT BOARD MEMBERSHIP

ADOPTED: October 15, 2007

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

## 004.1. STUDENT BOARD MEMBERSHIP

### Section 1. Purpose

It is the policy of the Board to have two (2) student representatives serve as nonvoting members of the Board for the purpose of:

- a. Providing communications with the student body and Board.
- b. Helping elected Board members be aware of student views regarding issues and policies affecting the student body.
- c. Working constructively with Board members and the Superintendent to provide quality education for the students of the District.

### Section 2. Eligibility

Any student attending Governor Mifflin High School, being of good moral character, and having been a resident of the District for at least one (1) year prior to the date of appointment, shall be eligible as a student representative.

### Section 3. Student Representative's Responsibilities

Student Board members will be nonvoting participants of the Board.

Student Board members shall attend all public Board meetings and workshops. Student Board members shall not attend executive sessions unless by invitation of the Board President.

Student Board members will receive the agenda which is sent to all Board members. Personnel materials may be excluded.

Student Board members shall be expected to learn and follow the procedures as outlined in Robert's Rules of Order, and how those rules apply to the Board as outlined in Board policy, in dealing with matters before the Board.

Pol. 006

004.1. STUDENT BOARD MEMBERSHIP - Pg. 2

Student Board members must be aware that the Board is a policy-making body rather than an administrative body.

Student Board member participation shall be limited to the time that the Board is in session, unless authorized by the Board to perform specific assignments.

Student Board members shall refrain from giving individual counsel and taking individual action and shall refer individuals to the appropriate administrative office.

Section 4. Selection

The Superintendent shall establish appropriate administrative procedures for the selection of student representatives. The Board shall approve the membership of all student representatives.

References:

Board Policy – 006

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: May 16, 2005

REVISED:

	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></p> <p>SC 401, 404, 421 The Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.</p> <p>Section 2. <u>Order</u></p> <p>SC 426 The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over Board members. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.</p> <p>SC 402 The temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.</p> <p>Section 3. <u>Officers</u></p> <p>Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.</p> <p>SC 404 a. The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.</p>
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SC 404	<p>b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, or may be a member of the Board.</p>
SC 436, 438 Pol. 811	<p>The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.</p>
SC 404	<p>c. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and may be a member of the Board.</p>
SC 431, 432 Pol. 811	<p>The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.</p>
	<p>Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.</p>
SC 404	<p>The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.</p>
PA Const. Art. VI Sec. 7 Pol. 006	<p>Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.</p>
	<p>Section 4. <u>Appointments</u></p>
	<p>The Board shall have the authority to appoint:</p>
SC 508, 683	<p>a. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.</p>
SC 1410	<p>b. School physician(s).</p>
SC 1410	<p>c. School dentist(s).</p>
SC 324, 406	<p>d. Solicitor.</p>
SC 434	<p>e. Recording Secretary.</p>

SC 2401	f. Independent auditor.
SC 516	g. Delegates to a state convention or association of school directors.
PA Const. Art. VI Sec. 7 Pol. 006	h. Other appointments the Board deems necessary.  Appointees serve at the pleasure of the Board and may be removed from such appointment by the affirmative vote of a majority of the full number of Board members.
	Section 5. <u>Duties Of Solicitor</u>
	The solicitor's primary function is to provide professional counsel and representation to the Board and Superintendent. The performance of the solicitor shall be subject to evaluation on a continuing basis by the Board and Superintendent. Appointment shall be for a one-year term with reappointment subject to a majority vote of the Board.
	Section 6. <u>Resolutions</u>
	The Board may at the organization meeting, but shall prior to July 1 next following, designate:
SC 621	a. Depositories for school funds.
SC 106	b. Newspaper(s) of general circulation as defined in law.
SC 421	c. Normal day, place and time for regular meetings.
	d. Normal day, place and time for open committee meetings.
	Section 7. <u>Committees</u>
	When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.
	Board members who desire to participate on committees shall make their desires known to the President no later than twenty-one (21) days prior to the January work meeting. The President shall appoint, to any committee, any member who s/he feels will aid the efficient operation of that committee and designate a chairperson for each committee.

Committee and chairperson appointments will require Board approval. Meeting times and places will be determined by the majority vote of the Committee.

Non-committee Board members are welcome as a voting member at any or all committee meetings.

The President shall appoint, no later than the January meeting, members of the Board to the following standing committees where they shall serve for a term of one (1) year:

1. Athletic/Cocurricular
2. Curriculum/Instruction
3. Finance
4. Personnel
5. Property/Building
6. Technology
7. Policy

Additional ad hoc committees and chairpersons may be created, charged and assigned a fixed termination date which may be extended from time to time by the President. Members of ad hoc committees shall serve until the committee is discharged.

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.

References:

School Code - 24 P.S. Sec. 106, 324, 401, 402, 404, 406, 421, 426, 431, 432, 434, 436, 438, 508, 516, 621, 683, 1410, 2401

Pennsylvania Constitution - PA Const. Art. VI Sec. 7

Board Policy - 006, 811

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: May 16, 2005

REVISED: June 15, 2009

<p>SC 407 65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 422</p> <p>SC 405, 426, 427, 428</p> <p>65 Pa. C.S.A. Sec. 703, 709</p> <p>65 Pa. C.S.A. Sec. 703, 709</p>	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings shall be conducted in an orderly and business-like manner. Robert’s Rules of Order, Newly Revised, including group rules, shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.</p> <p>Section 2. <u>Quorum</u></p> <p>A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p> <p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p> <p>Section 4. <u>Notice</u></p> <p>Notice of all public Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.</p> <p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year, at least three (3) days prior to the time of the first regular meeting.</p>
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<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.</p>
<p>65 Pa. C.S.A. Sec. 703</p>	<p>d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.</p>
<p>65 Pa. C.S.A. Sec. 709</p>	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Berks County and any radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.</p>
<p>SC 423</p>	<p>Notice of all regular and special Board meetings shall be given to Board members not later than twenty-four (24) hours prior to the time of the meeting.</p>
<p>SC 421 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 5. <u>Regular Meetings</u></p> <p>Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.</p> <p>a. Agenda</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.</p> <p>The agenda, together with all relevant reports, shall be provided each Board member at least three (3) days before the meeting.</p> <p>Any additions or changes to the prepared agenda may be requested by a Board member or the Superintendent and must be approved by a majority vote of the Board members present.</p>

<p>65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 426</p> <p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p>	<p>b. Order Of Business</p> <p>The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting:</p> <p>Call to order Roll Call Pledge of Allegiance Approve Minutes Citizens Addressing the Board Treasurer’s Report Approval of Bills Citizen Requests Committee Reports Federal Programs Adjournment Executive Session</p> <p>Section 6. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes.</p> <p>The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Board members. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.</p> <p>Section 7. <u>Public Participation</u></p> <p>District residents present at a Board meeting may address the Board in accordance with law and Board procedures and policy.</p> <p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.</p> <p>All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.</p>
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<p>SC 609, 687</p>	<p>a. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p> <p>1. Transfer of budgeted funds during the first three (3) months of the fiscal year.</p>
<p>SC 687</p>	<p>2. Incur a temporary debt to meet an emergency or catastrophe.</p>
<p>SC 324</p>	<p>3. Elect to a teaching position a person who has served as a Board member and who has resigned.</p>
<p>SC 707</p>	<p>4. Convey land or buildings to the municipality co-terminus with the school district in accordance with law.</p>
<p>SC 803</p>	<p>5. Adopt or change textbooks without the recommendation of the Superintendent.</p>
<p>SC 1129</p>	<p>6. Dismiss, after a hearing, a tenured professional employee.</p>
<p></p>	<p>b. The following actions require the recorded affirmative votes of a majority of the full number of Board members:</p>
<p>SC 508</p>	<p>1. Fixing the length of school term.</p>
<p>SC 508 Pol. 108</p>	<p>2. Adopting textbooks recommended by the Superintendent.</p>
<p>SC 508, 1071, 1076</p>	<p>3. Appointing the district Superintendent and Assistant Superintendent(s).</p>
<p>SC 508</p>	<p>4. Appointing teachers and principals.</p>
<p>SC 508 Pol. 604</p>	<p>5. Adopting the annual budget.</p>
<p>SC 508 Pol. 005, 606</p>	<p>6. Appointing tax collectors and other appointees.</p>
<p>SC 508 Pol. 605</p>	<p>7. Levying and assessing taxes.</p>
<p>SC 508</p>	<p>8. Purchasing, selling, or condemning land.</p>

SC 508	9. Locating new buildings or changing the location of old ones.
SC 508 Pol. 107	10. Adopting planned instruction.
SC 508	11. Establishing additional schools or departments.
SC 508, 621	12. Designating depositories for school funds.
	13. Expending district funds.
SC 687 Pol. 612	14. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.
SC 508 Pol. 610	15. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).
SC 508	16. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
SC 224	17. Combining or reorganizing into a larger school district.
SC 508	18. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.
SC 508, 514, 1080	19. Dismissing, after a hearing, a nontenured employee.
SC 212	20. Adopting a corporate seal for the district.
SC 702	21. Determining the location and amount of any real estate required by the school district for school purposes.
SC 708	22. Vacating and abandoning property to which the Board has title.
SC 1503	23. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.
Pol. 004	24. Removing a school director.

Pol. 004	25. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	26. Removing an officer of the Board.
Pol. 005	27. Removing an appointee of the Board.
Pol. 003	28. Adopting, amending or repealing Board procedures and policy.
SC 518 65 Pa. C.S.A. Sec. 706	<p>Section 9. <u>Minutes</u></p> <p>The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:</p> <ul style="list-style-type: none"> <li>a. Date, place, and time of the meeting.</li> <li>b. Names of Board members present.</li> <li>c. Presiding officer.</li> <li>d. Substance of all official actions.</li> <li>e. Actions taken.</li> <li>f. Recorded votes and a record by individual members of all roll call votes taken.</li> <li>g. Names of all residents who appeared officially and the subject of their testimony.</li> </ul>
65 Pa. C.S.A. Sec. 705	The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.
SC 407	The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.
SC 407 Pol. 800, 801	Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.

<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 10. <u>Adjournment</u></p>
<p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy.</p>
	<p>Section 11. <u>Executive Session</u></p>
	<p>The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of a public meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.</p>
	<p>The Board may discuss the following matters in executive session:</p>
	<ul style="list-style-type: none"><li>a. Employment issues.</li><li>b. Labor relations.</li><li>c. Purchase or lease of real estate.</li><li>d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.</li><li>e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.</li></ul>
	<p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 006</p>	<p>Section 12. <u>Work Sessions</u></p>
	<p>The Board may meet as a Committee of the Whole in a public meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.</p>
	<p>A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Board procedures.</p>

<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 13. <u>Committee Meetings</u></p> <p>Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by five (5) members of the committee.</p> <p>A majority of the total membership of a committee shall constitute a quorum.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Unless held as an executive session, standing committee meetings shall be open to the public, other Board members, and the Superintendent.</p> <p>A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 800, 801, 903</p>

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: May 16, 2005

REVISED:

## 007. DISTRIBUTION

The Board desires to make this Policy Manual a useful guide for all Board members, District administrators, personnel employed by the Board, District students, parents/guardians and members of the community.

Included in the policy manual will be all procedures relating to policy.

Copies of this manual shall be given to the following:

- a. All Board members.
- b. Superintendent.
- c. Assistant Superintendent.
- d. Board Secretary.
- e. Business Manager.
- f. Building principals and assistant principals.
- g. Appropriate administrators.
- h. Board Solicitor.
- i. Each recognized bargaining agent of a certified bargaining unit.
- j. Each school library.

Copies of this manual shall be numbered, and a record maintained by the Superintendent or designee as to the placement of each copy. Copies of revised pages shall be provided to the holders of manuals as changes are made.

<p>65 P.S. 701 et seq Pol. 801</p>	<p>The Board Policy Manual shall be considered a public record and shall be available for inspection in the Board offices and in each school building during regular office hours.</p> <p>The Superintendent or designee shall maintain an orderly plan for the promulgation of policies to students, parents/guardians and staff members who are affected by them and shall provide easy accessibility to an up-to-date manual of policies.</p> <p>The Superintendent or designee shall be responsible to review existing policy in light of Board actions and revisions to state and federal statutes and regulations, and to recommend to the Board the changes necessary to maintain the Board Policy Manual in a current status.</p> <p>The Board Policy Manual is the property of the District; therefore, all manuals shall be returned to the Board Secretary upon termination of employment or term of office.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION CHART

ADOPTED: May 16, 2005

REVISED: September 19, 2005

## 008. ORGANIZATION CHART

The Board desires the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

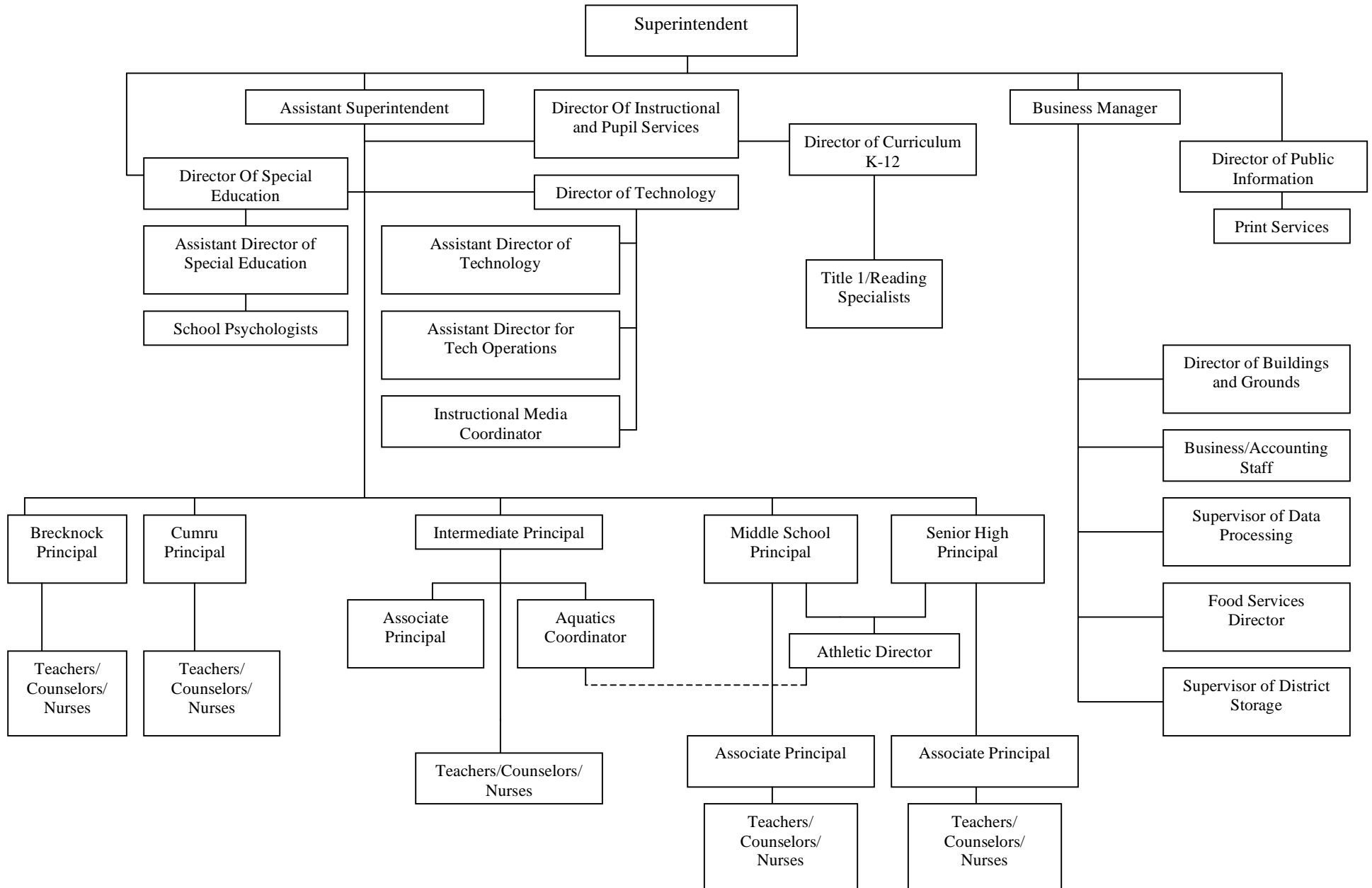
Lines of direct authority shall be those approved by the Board and shown on District organization charts.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. But all personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established through Board agreement.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

008. ORGANIZATION CHART – Pg. 2



# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: POLICY DEVELOPMENT

ADOPTED: May 16, 2005

REVISED:

## 010. POLICY DEVELOPMENT

### Section 1. Purpose

It is the intent of the Board to adopt policies governing the operation, educational programs, and administration of its schools to:

- a. Provide for the orderly operation of the school system.
- b. Assist the Board in meeting its responsibilities under the School Code.
- c. Establish District goals.
- d. Facilitate decision making.
- e. Clarify Board/Administration relationships.
- f. Solve specific problems.
- g. Reduce conflict.

### Section 2. Adoption Of Board Policy

Need for policy may be brought to the Board President by the Superintendent, citizen, student, staff member, and/or Board member.

The Board President refers the policy concern to the Board for discussion and consideration.

After concurrence by the Board that a policy is needed, the President will refer the concern to the Superintendent.

<p>Pol. 006</p>	<p>The Superintendent will be responsible for developing a proposed policy and accompanying administrative procedures with input from appropriate resources such as, but not limited to administrators, GMEA, other staff, citizens, students, PSBA and others.</p> <p>The Superintendent recommends to the Board a proposed policy and any accompanying administrative procedures to be placed on the Board agenda:</p> <ul style="list-style-type: none"><li>a. The Board, at a public meeting, will discuss the proposed policy and accompanying administrative procedures. During this meeting representatives of the administration, GMEA, citizens, students and other groups may be present to express their views to the Board Committee and Superintendent. (First Reading)</li><li>b. As a result of the Board meeting, the proposed policy and procedures may be referred back to the Superintendent for further studies or,</li><li>c. The proposed adoption of the policy is formally announced to take place at a subsequent public Board meeting. At this subsequent public Board meeting a second reading of the policy will occur prior to a vote on the proposed adoption of the policy. (Second Reading)</li></ul> <p>Adoption of the policy must be made by majority vote of the full number of members of the Board.</p> <p>Section 3. <u>Updating Of Policy</u></p> <p>It is the function of the Superintendent to review previously adopted policies as deemed appropriate by the Board.</p> <p>When it is appropriate to revise policies, the procedures for adoption, as outlined above, shall apply.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: BOARD GOVERNANCE  
STANDARDS/CODE OF  
CONDUCT

ADOPTED: January 16, 2006

REVISED:

## 011. BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT

### Section 1. Standards For Effective School Governance

To promote student growth and achievement, an effective School Board...

a. Advocates for a thorough and efficient system of public education by:

1. Promoting public education as a keystone of democracy.
2. Engaging and promoting community support by seeking input, building support networks and generating action.
3. Allocating resources in a manner designed to facilitate student achievement consistent with School District goals and plans.
4. Maintaining legislative awareness and communicating with members of local, state and federal legislative bodies.
5. Ensuring strong management of the school system by hiring, setting goals with and evaluating the Superintendent.
6. Employing qualified staff to meet student and program needs.

b. Models responsible governance and leadership by:

1. Staying current with changing needs and requirements by reviewing educational literature, attending professional development opportunities prior to Board service and continuously during Board service, and preparing to make informed decisions.
2. Interacting with school officials in other districts and using resources provided by organizations and agencies committed to effective governance and management of public schools.

	<ol style="list-style-type: none"><li>3. Leading with respect and taking full responsibility for Board activity and behavior.</li><li>4. Adopting and acting in accordance with the <i>PSBA Code of Conduct for Members of Pennsylvania School Boards</i>.</li><li>5. Engaging all community stakeholders.</li><li>6. Complying with Board policy and all applicable local, state and federal laws and regulations.</li><li>7. Operating as a collective Board in making decisions.</li><li>8. Participating in annual Board retreats.</li></ol> <p>c. Governs through policy by:</p> <ol style="list-style-type: none"><li>1. Seeking input from constituents and following an established procedure for consideration.</li><li>2. Regularly reviewing and, as necessary, revising and adopting Board policy.</li><li>3. Delegating to the Superintendent responsibility for implementation of Board policy.</li><li>4. Ensuring public access to adopted Board policy.</li><li>5. Purposefully linking its actions to applicable Board policies.</li></ol> <p>d. Ensures that effective planning occurs by:</p> <ol style="list-style-type: none"><li>1. Adopting and implementing a collaborative strategic planning process, including regular reviews.</li><li>2. Setting annual goals that are aligned with the Strategic Plan.</li><li>3. Linking Board actions to the Strategic Plan.</li><li>4. Adopting a financial plan that considers short-term and long-term needs.</li><li>5. Adopting professional development plans for Board and staff.</li></ol>
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	<ul style="list-style-type: none"><li>6. Adopting a plan to ensure evaluation of student growth and achievement using relevant data.</li><li>7. Adopting a master facilities plan conducive to teaching and learning.</li><li>8. Adopting a plan for curriculum review and development.</li></ul> <p>e. Monitors results by:</p> <ul style="list-style-type: none"><li>1. Using data appropriately to make informed decisions.</li><li>2. Ensuring effective practices for evaluation of staff, programs, plans and services and facilities.</li><li>3. Evaluating its own performance.</li><li>4. Assessing student growth and achievement.</li><li>5. Evaluating the effectiveness of the Strategic Plan.</li></ul> <p>f. Communicates with and engages the community by:</p> <ul style="list-style-type: none"><li>1. Distributing relevant information about the District.</li><li>2. Providing methods of communication to the Board and appropriate staff.</li><li>3. Seeking input through a variety of methods.</li><li>4. Including stakeholders in all communications.</li></ul> <p>Section 2. <u>Code Of Conduct For School Board Members</u></p> <p>a. We, as members of our local Board of Education, representing all the residents of our School District, believe that:</p> <ul style="list-style-type: none"><li>1. Striving toward ideal conditions for effective School Board service to our community, in a spirit of teamwork and devotion to public education, is the greatest instrument for preserving and perpetuating our representative democracy.</li><li>2. The future welfare of this community, commonwealth and nation depends upon the quality of education we provide in the public schools.</li></ul>
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	<ol style="list-style-type: none"><li>3. In order to maintain a free and strong country, our civic obligation to the community, commonwealth and nation is to maintain free and strong public schools in the United States of America, without surrendering our responsibilities to any other person, group or organization.</li><li>4. Boards of School Directors share responsibility for ensuring a “thorough and efficient system of public education” as required by the Pennsylvania Constitution.</li><li>5. Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community.</li><li>6. The public expects that our first and greatest priority is to provide equitable educational opportunities for all youth.</li></ol> <p>b. Accordingly:</p> <ol style="list-style-type: none"><li>1. The community should be provided with information about its schools and be engaged by the Board and staff to encourage input and support for the school system.</li><li>2. Devoting time, thought and study to our duties and responsibilities as School Board members is critical for rendering effective and credible service.</li><li>3. Board members should work together in a spirit of harmony, respect and cooperation, despite differences of opinion.</li><li>4. Personal decisions should be based upon all sufficient facts, we should vote our honest conviction without partisan bias, and we will abide by and uphold the majority decision of the Board.</li><li>5. Individuals have no legal authority outside the meetings of the Board, and should conduct their relationships with all stakeholders and media on this basis.</li><li>6. We will not use our positions as School Directors to benefit ourselves or any individual or agency.</li><li>7. School Boards must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.</li><li>8. We should recognize that the primary responsibility of the Board is to adopt policies by which the schools are to be administered.</li></ol>
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	<ul style="list-style-type: none"><li>9. We should respect that the Superintendent of Schools and his/her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.</li> <li>10. Communication with all stakeholders and the media should be conducted in accordance with Board policy.</li></ul>
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