

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>
-----------------	--

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> <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> <p>Section 4. <u>Intermediate Unit</u></p> <p>Governor Mifflin School District is assigned to Berks County Intermediate Unit No. 14.</p> <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>
PA Const. Art. III, Sec. 14 SC 501, 502, 503	
SC 951, 952	
SC 202	

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>
--	---

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>
--	--

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: FUNCTIONS

ADOPTED: May 16, 2005

REVISED:

	003. FUNCTIONS
	Section 1. <u>Legislative</u>
SC 301, 407, 510, 511 Pol. 000	<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>
Pol. 006	<p>Board policies shall be adopted, amended or repealed by a majority vote of the Board.</p>
Pol. 007	<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>

<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>65 Pa. C.S.A. 1101 et seq</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"> a. Application for employment. b. Resignation. c. Request for sabbatical leave or leave of absence. d. Salary problems.

<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>
---	--

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: May 16, 2005

REVISED: May 16, 2011

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 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 65 Pa. C.S.A. Sec. 1101 et seq	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. Sec. 1102, 1104, 1105 Title 51 Sec. 15.2, 15.3	e. Shall file a statement of financial interests with the Board Secretary or designee at the following times: <ol style="list-style-type: none"> 1. Before taking the oath of office or entering upon his/her duties. 2. Annually, by May 1 while serving on the Board. 3. By May 1 of the year after leaving the Board.

SC 301 et seq	<p>Section 3. <u>Election</u></p> <p>Election of members of the Board shall be in accordance with law.</p>
SC 315, 316, 317 318, 319 65 Pa. C.S.A. Sec. 701 et seq	<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>
SC 303, 315	<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>
SC 315 65 P.S. Sec. 91	<p>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of the Governor Mifflin School District or the region s/he represents, his/her membership on the Board shall cease.</p>
SC 319 Pol. 006	<p>If a Board member 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 members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.</p>
SC 319 Pol. 006	<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 state, or for necessary expenses incurred in attendance authorized by the Board at any other meeting held within the state 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.</p> <p>No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.</p> <p>Expenses shall be reimbursed only upon presentation 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, no later than his/her first regular meeting, for use during his/her term on the Board, the following items:</p>
<p>SC 519</p>	<ol style="list-style-type: none">a. A copy of the Board Policy Manual.b. A copy of the District Administrative Regulations manual.c. The current budget statement, audit report and related fiscal materials.d. The current Strategic Plan.e. A copy of the Board's adopted Code of Conduct and Standards for Effective School Governance. <p>Each new Board member shall be invited to meet with the Board President, Superintendent and Board Secretary to discuss Board functions, procedures and policy.</p>

	<p>Section 11. <u>Student Representation</u></p> <p>The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 516, 516.1, 519, 1081</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.</p> <p>Removal of Residence; Forfeiture of Office – 65 P.S. Sec. 91</p> <p>State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3</p> <p>Board Policy – 004, 006, 331, 901</p>
--	---

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: May 16, 2005

REVISED: May 16, 2011

	<p>005. ORGANIZATION</p>
SC 401, 402, 404, 421	<p>Section 1. <u>Organization Meeting</u></p> <p>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 meeting by the Board Secretary. The organization meeting shall be a regular meeting.</p>
SC 402, 426	<p>Section 2. <u>Order</u></p> <p>The organization meeting shall be called to order by the current President or Vice-President of the outgoing Board, or any hold-over member of the Board. A temporary President shall be elected from among the hold-over members of the Board. 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>
SC 321, 402	<p>At the organization meeting, 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>
SC 404	<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>a. The school directors shall annually, during the first week of December, elect from their member, a President and Vice-President who shall serve for one (1) year.</p>

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, and 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 324, 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 those present and voting.</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 324, 406	<p>b. Solicitor.</p>
SC 2401	<p>c. Independent Auditor.</p>
SC 516	<p>d. Delegates to a state convention or association of school directors.</p>
	<p>e. Other appointments the Board deems necessary.</p>

<p>PA Const. Art. VI Sec. 7 Pol. 006</p> <p>SC 621</p> <p>SC 106</p> <p>SC 421</p> <p>65 Pa. C.S.A. Sec. 701 et seq Pol. 006</p>	<p>Appointees serve at the pleasure of the Board and may be removed from such appointment in accordance with the provisions of the law.</p> <p>.</p> <p>Section 5. <u>Resolutions</u></p> <p>The Board may, at the organization meeting, but shall prior to July 1 next following, designate:</p> <ul style="list-style-type: none"> a. Depositories for school funds. b. Newspaper(s) of general circulation as defined in law. c. Normal day, place and time for regular meetings. d. Normal day, place and time for open committee meetings. <p>Section 6. <u>Board Committees</u></p> <p>The Board has the authority to approve Board committees. Board committees authorized to take official action or render advice on district business shall operate in accordance with the provisions of the Sunshine Act.</p> <p>The Board shall develop Board Operation Guidelines that describe the duties and establish procedures for the operation of standing committees.</p> <p>Section 7. <u>Consultants</u></p> <p>The Board may appoint, employ or retain consultants to provide the district with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.</p> <p>The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.</p> <p>A consultant has no administrative authority over any facet of district schools, but shall act solely as advisor to the Board, officers and employees.</p> <p>The use of consultants from outside the district who promote a particular commercial product is discouraged.</p>
--	---

	<p>References:</p> <p>Pennsylvania Constitution - PA Const. Art. VI Sec. 7</p> <p>School Code - 24 P.S. Sec. 106, 321, 324, 401, 402, 404, 406, 421, 426, 431, 432, 434, 436, 438, 508, 516, 621, 683, 1410, 2401</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Board Policy - 006, 811</p>
--	---

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: May 16, 2005

REVISED: May 16, 2011

<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 consist of a majority of the members of the Board. 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.</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>
--	--

<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 65 Pa. C.S.A. Sec. 709</p>	<p>Notice of all rescheduled meetings and special meetings shall be given to Board members no 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>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 Pledge of Allegiance Roll Call Approve Minutes Treasurer’s Report Approval of Bills Citizens Addressing the Board Committee Reports Federal Programs Adjournment Executive Session</p> <p>Section 6. <u>Special Meetings</u></p> <p>SC 423, 426 65 Pa. C.S.A. Sec. 701 et seq</p> <p>Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by the Sunshine Act.</p> <p>SC 426</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>SC 423</p> <p>No business shall be transacted at any special meeting except that named in the call sent to members for such special meeting.</p> <p>Section 7. <u>Public Participation</u></p> <p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</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>
--	---

<p>SC 609, 687</p> <p>SC 687</p> <p>SC 324</p> <p>SC 707</p> <p>SC 803</p> <p>SC 1129</p>	<p>a. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p> <ol style="list-style-type: none"> 1. Transfer of budgeted funds during the first three (3) months of the fiscal year. 2. Incur a temporary debt to meet an emergency or catastrophe. 3. Elect to a teaching position a person who has served as a Board member and who has resigned. 4. Convey land or buildings to the municipality co-terminus with the school district in accordance with law. 5. Adopt or change textbooks without the recommendation of the Superintendent. 6. Dismiss, after a hearing, a tenured professional employee.
<p>SC 508</p> <p>SC 508 Pol. 108</p> <p>SC 508, 1071, 1076</p> <p>SC 508</p> <p>SC 508 Pol. 604</p> <p>SC 508 Pol. 005, 606</p> <p>SC 508 Pol. 605</p> <p>SC 508</p>	<p>b. The following actions require the recorded affirmative votes of a majority of the full number of Board members:</p> <ol style="list-style-type: none"> 1. Fixing the length of school term. 2. Adopting textbooks recommended by the Superintendent. 3. Appointing the district Superintendent and Assistant Superintendent(s). 4. Appointing teachers and principals. 5. Adopting the annual budget. 6. Appointing tax collectors and other appointees. 7. Levying and assessing taxes. 8. Purchasing, selling, or condemning land.

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. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.

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"> a. Date, place, and time of the meeting. b. Names of Board members present. c. Presiding officer. d. Substance of all official actions. e. Actions taken. f. Recorded votes and a record by individual members of all roll call votes taken. g. Names of all residents who appeared officially and the subject of their testimony.
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 433	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.
65 Pa. C.S.A. Sec. 703, 709 Pol. 006	<p>Section 10. <u>Recess/Reconvene</u></p> <p>The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.</p>

<p>65 Pa. C.S.A. Sec. 707, 708</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">a. Employment issues.b. Labor relations.c. Purchase or lease of real estate.d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.e. Matters that must be conducted in private to protect a lawful privilege or confidentiality. <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>65 Pa. C.S.A. Sec. 701 et seq</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>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: POLICY MANUAL ACCESS

ADOPTED: May 16, 2005

REVISED: May 16, 2011

	007. POLICY MANUAL ACCESS
SC 407, 510 Pol. 003	<p>Section 1. <u>Authority</u> The Board adopts the procedures and policies contained in the Policy Manual as a governance tool for the Board and as a resource for district administrators and employees, students, parents/guardians, residents and community members.</p> <p>The Board Policy Manual shall be published and maintained on the district's website.</p>
65 P.S. Sec. 67.701 Pol. 801	<p>The Board Policy Manual shall be considered a public record. A copy of the policy manual shall be maintained in the administration office and shall be available for inspection and access by citizens 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 who are affected by them and shall provide easy accessibility to an up-to-date Policy Manual.</p>
Pol. 003	<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 current status.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 407, 510</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Board Policy – 003, 801</p>

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION CHART

ADOPTED: May 16, 2005

REVISED: September 19, 2005

008. ORGANIZATION CHART

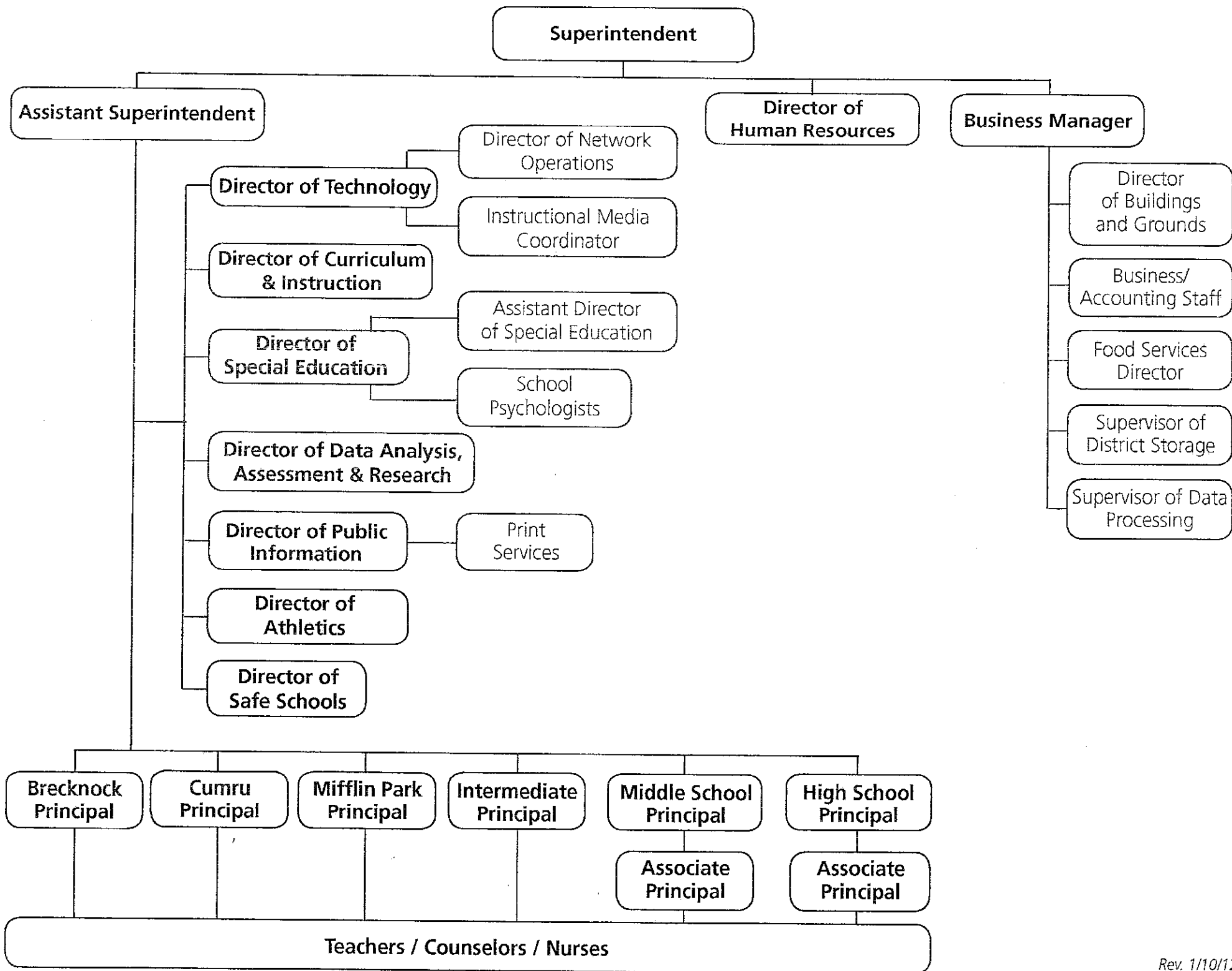
The Board desires the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

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.



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">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)b. As a result of the Board meeting, the proposed policy and procedures may be referred back to the Superintendent for further studies or,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) <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>
-----------------	--

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: BOARD GOVERNANCE
STANDARDS/CODE OF
CONDUCT

ADOPTED: January 16, 2006

REVISED: May 16, 2011

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">3. Leading with respect and taking full responsibility for Board activity and behavior.4. Adopting and acting in accordance with the <i>PSBA Code of Conduct for Members of Pennsylvania School Boards</i>.5. Engaging all community stakeholders.6. Complying with Board policy and all applicable local, state and federal laws and regulations.7. Operating as a collective Board in making decisions.8. Participating in annual Board retreats. <p>c. Governs through policy by:</p> <ol style="list-style-type: none">1. Seeking input from constituents and following an established procedure for consideration.2. Regularly reviewing and, as necessary, revising and adopting Board policy.3. Delegating to the Superintendent responsibility for implementation of Board policy.4. Ensuring public access to adopted Board policy.5. Purposefully linking its actions to applicable Board policies. <p>d. Ensures that effective planning occurs by:</p> <ol style="list-style-type: none">1. Adopting and implementing a collaborative strategic planning process, including regular reviews.2. Setting annual goals that are aligned with the Strategic Plan.3. Linking Board actions to the Strategic Plan.4. Adopting a financial plan that considers short-term and long-term needs.5. Adopting professional development plans for Board and staff.
--	---

	<ul style="list-style-type: none">6. Adopting a plan to ensure evaluation of student growth and achievement using relevant data.7. Adopting a master facilities plan conducive to teaching and learning.8. Adopting a plan for curriculum review and development. <p>e. Monitors results by:</p> <ul style="list-style-type: none">1. Using data appropriately to make informed decisions.2. Ensuring effective practices for evaluation of staff, programs, plans and services and facilities.3. Evaluating its own performance.4. Assessing student growth and achievement.5. Evaluating the effectiveness of the Strategic Plan. <p>f. Communicates with and engages the community by:</p> <ul style="list-style-type: none">1. Distributing relevant information about the District.2. Providing methods of communication to the Board and appropriate staff.3. Seeking input through a variety of methods.4. Including stakeholders in all communications. <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">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.2. The future welfare of this community, commonwealth and nation depends upon the quality of education we provide in the public schools.
--	--

	<ol style="list-style-type: none">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.4. Boards of School Directors share responsibility for ensuring a “thorough and efficient system of public education” as required by the Pennsylvania Constitution.5. Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community.6. The public expects that our first and greatest priority is to provide equitable educational opportunities for all youth. <p>b. Accordingly:</p> <ol style="list-style-type: none">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.2. Devoting time, thought and study to our duties and responsibilities as School Board members is critical for rendering effective and credible service.3. Board members should work together in a spirit of harmony, respect and cooperation, despite differences of opinion.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.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.6. We will not use our positions as School Directors to benefit ourselves or any individual or agency.7. School Boards must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.8. We should recognize that the primary responsibility of the Board is to adopt policies by which the schools are to be administered.
--	--

	<ul style="list-style-type: none">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. 10. Communication with all stakeholders and the media should be conducted in accordance with Board policy.
--	--