

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: INTRODUCTION

ADOPTED: July 16, 2003

REVISED:

000. INTRODUCTION

The Board of School Directors of the Clarion-Limestone Area School District, in accordance with applicable state and federal laws and regulations, establishes policies, rules and procedures for the governance of the Board and for the safe and orderly operation of the school district.

Section 1. Local Board Procedures

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

Section 2. Policies

The rules and guidelines that pertain to the safe and orderly operation of the school district shall hereinafter be referred to as "policies" 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.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: NAME AND CLASSIFICATION

ADOPTED: July 16, 2003

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 Clarion-Limestone Area School District, hereinafter sometimes referred to as the "Board".</p>
SC 203	<p>Section 2. <u>Composition</u></p> <p>Clarion-Limestone Area School District is comprised of all lands that lie within the municipal boundaries of Clarion Township, Corsica Borough, Limestone Township, Millcreek Township, Strattanville Borough, and Union Township.</p>
PA Const. Art. III, Sec. 14 SC 501, 502, 503	<p>Section 3. <u>Purpose</u></p> <p>Clarion-Limestone Area School District is organized for the purpose of providing a program of public education to serve the needs of the students of the Commonwealth.</p>
SC 951, 952	<p>Section 4. <u>Intermediate Unit</u></p> <p>Clarion-Limestone Area School District is assigned to Riverview Intermediate Unit No. 6.</p>
SC 202	<p>Section 5. <u>Classification</u></p> <p>Clarion-Limestone Area School District is classified as a school district of the 3rd class.</p>
	<p>Section 6. <u>Address</u></p> <p>The official address of the Board of School Directors of Clarion-Limestone Area School District shall be 4091 C-L School Road, Strattanville, PA 16258.</p>

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: AUTHORITY AND POWERS

ADOPTED: July 16, 2003

REVISED:

002. AUTHORITY AND POWERS	
PA Const. Art. III Sec. 14 SC 211, 301, 501, 507, 510	<p>Section 1. <u>Authority</u></p> <p>The authority to establish, equip, furnish, operate and maintain the public schools of Clarion-Limestone Area 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.</p>
SC 211, 406, 407, 501, 502, 503, 507, 510, 511, 803, 1411	<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 Clarion-Limestone Area 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 department of employees and students; and shall levy and collect taxes as may be necessary, in addition to the annual state appropriation, for the exercise of aforesaid powers.</p>
SC 521	<p>The Board, in accordance with law, may act jointly with any other entity or with any other political subdivision or Commonwealth agency in order to better or more efficiently fulfill any of the duties imposed upon it or to better carry out the powers granted to it.</p>
SC 407	<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 school 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>
Pol. 102 Title 22 Sec. 4.13	<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 responsible</p>

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: FUNCTIONS

ADOPTED: July 16, 2003

REVISED:

	<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 school 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.</p> <p>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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SC 301, 407, 510,
511
Pol. 000

Pol. 006

Pol. 007



Book	Policy Manual
Section	000 Local Board Procedures
Title	Membership
Code	004
Status	Active
Adopted	July 16, 2003
Last Revised	October 16, 2019

Number

The Board shall consist of nine (9) members.[1]

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.[2]

Qualifications

Each school director shall meet the following qualifications:

1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of election or appointment, and 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.[3]
2. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[4]
3. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law. [5][6]
4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.[7]
5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:[8][9][10][11][12]
 - a. Before taking the oath of office or entering upon duties.
 - b. Annually by May 1 while serving on the Board.
 - c. By May 1 of the year after leaving the Board.

Election

Election of members of the Board shall be in accordance with law.[13]

The district shall be divided into three (3) electoral regions as approved by the Court of Common Pleas as follows:

1. Region I - Clarion Township
2. Region II - Limestone Township, Strattanville Borough
3. Region III - Corsica Borough, Millcreek Township, Union Township

Vacancies

A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy.[14][15][16][17][18][19]

If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.[14]

When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Clarion County.[15][16]

Temporary Vacancy – Active Military Service –

A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.[14][19][20]

Term

In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December. The term of office of each school director shall be four (4) years, expiring on the first Monday of December of the fourth year of service.[1][14]

The term of office for an individual appointed or elected to fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies. [14]

Removal

Whenever a school director is no longer a resident of the Clarion-Limestone Area School District or the region s/he represents, eligibility to serve on the Board shall cease.[14][21]

If a school director shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting s/he shall neglect or refuse to act in **an** 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.[18][22]

If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of the school director's term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.[18][22]

Orientation

The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

Accordingly, each new school director shall, no later than the first regular meeting, be provided access to the following items during the school director's term on the Board:

1. The Board Policy Manual.
2. The district Administrative Regulations Manual.
3. The current budget statement, audit report and related fiscal materials.
4. District information on comprehensive planning, curriculum, assessments, facilities planning and district programs.
5. The Board's adopted Principles for Governance and Leadership.[23]

Each new school director shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy.

Inservice Educational Opportunities and Required Training Programs

The Board places a high priority on the importance of a planned and continuing program of education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership by providing both inservice educational opportunities and required school director training by an approved provider.

The school community shall be kept informed about the Board's continuing inservice education and training and the anticipated short and long-term benefits to the district and its schools.[24]

Inservice Education -

The Board, in conjunction with the Superintendent, shall plan specific inservice education programs and activities designed to assist school directors to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the district's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Board shall annually budget funds to support its planned program of inservice education and training.

The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops and conventions.[25]
 - a. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by school directors in conferences, workshops and conventions.

- b. The Superintendent shall inform school directors, in a timely manner, of upcoming conferences, workshops and conventions.
- c. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the district.
- d. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the district.

2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications addressing school directors' concerns.
4. Maintenance of current resources and reference materials accessible to school directors.

Required Training Program: Newly Elected or Appointed School Directors -[26]

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

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

Required Training Program: Re-elected or Re-appointed School Directors -[26]

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

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

Expenses [7]

Funds for school director education and training shall be budgeted on an annual basis.

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

When attendance has been authorized by the Board, school directors, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for actual and necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for attendance 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. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.[27]

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the district of such funds remaining, or an additional payment shall be made by the district to meet the verified expenses actually incurred.[27]

No school director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

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

Student Representation

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.

Legal

1. 24 P.S. 303
2. 24 P.S. 1081
3. 24 P.S. 322
4. 24 P.S. 323
5. 24 P.S. 324
6. 65 Pa. C.S.A. 1101 et seq
7. 24 P.S. 321
8. 51 PA Code 15.2
9. 51 PA Code 15.3
10. 65 Pa. C.S.A. 1102
11. 65 Pa. C.S.A. 1104
12. 65 Pa. C.S.A. 1105
13. 24 P.S. 301 et seq
14. 24 P.S. 315
15. 24 P.S. 316
16. 24 P.S. 317
17. 24 P.S. 318
18. 24 P.S. 319
19. 65 Pa. C.S.A. 701 et seq
20. 24 P.S. 407
21. 65 P.S. 91
22. Pol. 006
23. Pol. 011
24. Pol. 901
25. 24 P.S. 516
26. 24 P.S. 328
27. 24 P.S. 516.1
- 24 P.S. 519
- Pol. 331
- Pol. 431
- Pol. 531

**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: July 16, 2003

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>School law provides for officers to serve the Board to include the following: President, Vice-President, Secretary, and Treasurer, and may include an assistant secretary or secretaries, a president pro tempore and a secretary pro tempore.</p> <p>The Superintendent is not classified as a Board officer; s/he does serve as the chief administrative officer of the district.</p>
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<p>SC 514 Pol. 006</p>	<p>Officers of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of the full number of school directors.</p>
<p>SC 508, 683</p>	<p>Section 4. <u>Appointments</u></p> <p>The Board shall appoint:</p> <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>
<p>SC 1410</p>	<p>b. School physician.</p>
<p>SC 1410</p>	<p>c. School dentist.</p>
<p>SC 324, 406</p>	<p>d. Solicitor.</p>
<p>SC 2401</p>	<p>e. Independent auditor.</p>
<p>SC 516</p>	<p>f. Delegates to a state convention or association of school directors.</p>
<p>SC 406, 1089</p>	<p>g. Assistants, clerks and other employees the Board deems necessary.</p>
<p>SC 514 Pol. 006</p>	<p>The Board shall define, in accordance with law, the duties and establish the salaries of each person appointed.</p> <p>Appointees of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the appointee charged has been given due notice of the reasons and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of the full number of school directors.</p>
<p>SC 426, 427</p>	<p>Section 5. <u>Duties</u></p> <p>a. President</p> <p>The President shall be the executive officer of the Board and shall, along with the Secretary and when directed by the Board, execute any and all deeds, contracts, warrants to tax collectors, reports and other papers pertaining to the business of the Board, requiring the signature of the President. S/He shall, after the Board has acted on and approved any bill or account for the payment of money</p>

<p>SC 433</p>	<p>d. Secretary</p> <p>The Secretary shall perform the following duties:</p> <ol style="list-style-type: none">1. Keep a correct and proper record of all the proceedings of the Board and prepare reports required by the provisions of School Code.2. Attest and, as authorized by the Board, execute on its behalf all deeds, contracts, reports and other instruments that are executed by the Board.3. Furnish, whenever requested any and all reports concerning the affairs of the Board on forms and in the manner required by the State Board or Department of Education.4. Be the custodian of the official minutes of the Board and the official seal of the district and, at the expiration of the term of office, turn over to the successor all official records and property of the district.
<p>SC 434</p>	<p>e. Assistant Secretary</p> <p>The Assistant Secretary shall assist the Secretary, as requested, and in the absence or disability of the Secretary, shall perform the duties and exercise the powers of the Secretary.</p>
<p>SC 406</p>	<p>f. Solicitor</p> <p>The Solicitor shall have the following duties:</p> <ol style="list-style-type: none">1. The Solicitor shall advise and furnish to the Board legal opinions, verbally and in writing, as directed on all matters and questions of law requested, including interpretations of the statutes.2. The Solicitor shall prepare legal papers including resolutions for any subjects, advertising, and all other legal papers as directed by the Board.3. The above shall not limit the scope of activities of the Solicitor, who may participate in other activities of the district as designated by the Board.

d. Transportation Committee.

e. Athletic Committee.

Ad hoc committees shall be appointed by the President to consider matters inappropriate for standing committees and shall have duties specified at the time of their appointment. Ad hoc committees shall be considered dissolved upon the submission of its final report.

Members of committees shall serve until the committee is discharged.

School Code

106, 324, 401, 402,
404, 405, 406, 421,
426, 434, 436, 438,
508, 514, 516, 621,
683, 1089, 1410,
2401

Board Policy

006, 811



Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Code	006
Status	Active
Adopted	July 16, 2003
Last Revised	October 16, 2019

Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.[1][2]

Quorum

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 school directors present at such a meeting may adjourn to another time.[3]

Presiding Officer

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 school director shall be elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[4][5][6][7]

Notice

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.[8][9]

1. 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.[8][9]
2. 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.[8][9]

3. 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.[8][9]
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.[8]
5. Notice of all public meetings shall be given to any newspaper(s) circulating in Clarion 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.[9]

Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting.[9][10]

Regular Meetings

Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.[2][11]

1. Agenda

It shall be the responsibility of the Superintendent, in cooperation with the Board Secretary and Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.

The agenda, together with all relevant reports, shall be provided to each school director at least two (2) days before the meeting.

If the agenda includes an item of business related to removal of an officer of the Board, the agenda shall be provided to each school director at least seven (7) days before the meeting.

Any additions or changes to the prepared agenda may be requested by a school director or the Superintendent and must be approved by a majority vote of the school directors present.

2. Order of Business

- a. The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting:

- i. Call to Order.
- ii. Pledge of Allegiance.
- iii. Mission Statement.
- iv. Roll Call.
- v. Resolution to adopt the minutes of the last regular meeting or any intervening meeting.
- vi. Review and adoption of the Treasurer's Report.
- vii. Review and adoption of the Activities Account Report.
- viii. Review and adoption of the School Lunch Account Report.
- ix. Budget Transfers.

x. Approval of the General Fund Bill Schedule.

xi. Communications:

1. Riverview Intermediate Unit #6.
2. Clarion Career Center Representative.
3. Legislative Representative.

xii. Committee Reports:

1. Athletic Committee Report.
2. Student Senate Representative's Report.
3. Secondary Principal's Report.
4. Elementary Principal's Report.
5. Supervisor of Buildings & Grounds Report.
6. Management Information System's Director's Report.
7. Superintendent's Report.

xiii. Executive Session Announcement.

xiv. Public Comment Period.

xv. Old Business.

xvi. New Business.

xvii. Adjournment.

Special Meetings

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 law.[2][5][10][12].

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) school directors. 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 school directors.[5]

No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting.[10]

Public Participation

At each public Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy.[2][13]

Voting

All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.

l votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.

Special Voting Requirements –

**Indicates actions for which the minutes also must reflect how each school director voted.*

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:
 - a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the director was elected.*[14][15]
 - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.*[14][15]
2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:
 - a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.*[15][16][17]
 - b. Adding or increasing appropriations to meet an emergency or catastrophe.*[15][17]
 - c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.*[14][15]
 - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.*[15][18]
 - e. Incurring temporary debt (non-emergency).*[17][19]
 - f. Dismissing a tenured professional employee after a hearing.*[15][20]
 - g. Borrowing in anticipation of current revenue.*[15][21]
3. Actions requiring the affirmative votes of two-thirds of those voting in the presence of a quorum:
 - a. Incurring temporary debt to meet an emergency or catastrophe.*[15][17]
 - b. Adopting or changing textbooks without the recommendation of the Superintendent.*[15][22]
4. Actions requiring the affirmative votes of a majority of the full membership of the Board:
 - a. Fixing the length of the school term.*[15]
 - b. Adopting textbooks recommended by the Superintendent.*[15][23]
 - c. Appointing the district Superintendent and Assistant Superintendent(s).*[15][24][25]
 - d. Appointing teachers and principals.*[15]
 - e. Adopting the annual budget.*[15][26]
 - f. Appointing tax collectors and other appointees.*[15][27][28]
 - g. Levying and assessing taxes.*[15][29]
 - h. Purchasing, selling, or condemning land.*[15]
 - i. Locating new buildings or changing the location of old ones.*[15]

- j. Creating or increasing any indebtedness.*[15]
- k. Adopting planned instruction.[15][30]
- l. Establishing additional schools or departments.*[15]
- m. Designating depositories for school funds.*[15][31][32]
- n. 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.*[15][17]
- o. 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 bid requirements).*[15][33]
- p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.*[15]
- q. 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.*[15]
- r. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.*[15][34][35]
- s. Determining the location and amount of any real estate required by the school district for school purposes.*[15][36]
- t. Vacating and abandoning property to which the Board has title.*[15][37]
- u. Appointing a school director to fill a vacancy on the Board.*[15][38]
- v. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.[5]
- w. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[39]
- x. Adopting, amending or repealing Board procedures and policy.[40]
- y. Combining or reorganizing into a larger school district.[41]
- z. Adopting a corporate seal for the district.[42]

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[43][44][45]

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of his/her office or any confidential information received through his/her holding public office for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or

a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.[43]

De minimis economic impact – an economic consequence which has an insignificant effect.
[43]

Immediate family – parent, spouse, child, brother or sister.[43]

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.[43]

2. Relative recommended for appointment to or dismissal from a teaching position.[20][46]

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[44][45]

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all public Board meetings. Said minutes shall be comprehensible and complete and shall show:[47]
[48]

1. Date, place, and time of the meeting.
2. Names of school directors present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[49]
7. Names of all residents who appeared officially and the subject of their testimony.

The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.[1]

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[50]

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.[1][51][52]

Recess/Reconvene

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.[8][9][53]

Executive Session

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.[12][54][55].

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would:[12]
 - a. Be reasonably likely to impair the effectiveness of school safety measures.
 - b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

Official actions based on discussions held in executive session shall be taken at a public meeting.

Work Sessions

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.[2][53]

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 school directors. Public notice of the meeting shall be made in accordance with Board procedures.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[8][9].

Committee Meetings

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by all members of the committee.[8][9][53]

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent.[2]

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.

- Legal
1. 24 P.S. 407
 2. 65 Pa. C.S.A. 701 et seq
 3. 24 P.S. 422

4. 24 P.S. 405
5. 24 P.S. 426
6. 24 P.S. 427
7. 24 P.S. 428
8. 65 Pa. C.S.A. 703
9. 65 Pa. C.S.A. 709
10. 24 P.S. 423
11. 24 P.S. 421
12. 24 P.S. 425
13. Pol. 903
14. 24 P.S. 324
15. 24 P.S. 508
16. 24 P.S. 609
17. 24 P.S. 687
18. 24 P.S. 707
19. 24 P.S. 634
20. 24 P.S. 1129
21. 24 P.S. 640
22. 24 P.S. 803
23. Pol. 108
24. 24 P.S. 1071
25. 24 P.S. 1076
26. Pol. 604
27. Pol. 005
28. Pol. 606
29. Pol. 605
30. Pol. 107
31. 24 P.S. 621
32. Pol. 608
33. Pol. 610
34. 24 P.S. 1080
35. 24 P.S. 514
36. 24 P.S. 702
37. 24 P.S. 708
38. 24 P.S. 315
39. Pol. 004
40. Pol. 003
41. 24 P.S. 224
42. 24 P.S. 212
43. 65 Pa. C.S.A. 1102
44. 65 Pa. C.S.A. 1103

- 45. Pol. 827
- 46. 24 P.S. 1111
- 47. 24 P.S. 518
- 48. 65 Pa. C.S.A. 706
- 49. 65 Pa. C.S.A. 705
- 50. 24 P.S. 433
- 51. Pol. 800
- 52. Pol. 801
- 53. Pol. 006
- 54. 65 Pa. C.S.A. 708
- 55. 65 Pa. C.S.A. 707
- 24 P.S. 1075
- 24 P.S. 1077
- 24 P.S. 408
- 24 P.S. 671
- 65 Pa. C.S.A. 1101 et seq
- Pol. 612



Book	Policy Manual
Section	000 Local Board Procedures
Title	Attendance at Meetings Via Electronic Communications
Code	006.1
Status	Active
Adopted	April 17, 2019

Authority

The Board recognizes that factors such as illness, travel, schedule conflicts and weather conditions can make impossible the physical presence of a Board member at a Board meeting, and that electronic communications can enable a Board member to participate in a meeting from a remote location.

A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances.[1]

The Board authorizes the administration to provide the equipment and facilities required to implement this Board procedure.

Guidelines

A Board member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member. If the Board President determines either condition is not occurring, s/he shall terminate the Board member's attendance through electronic communications.

A majority of Board members shall be physically present at a Board meeting when a Board member attends through electronic communications.

To attend a Board meeting through electronic communications, a Board member shall comply with the following:

- a. Submit such request to the Board President at least three (3) days prior to the meeting.
- b. Ensure that the remote location is quiet and free from background noise and interruptions.
- c. Participate in the entire Board meeting.

Legal 1. 24 P.S. 407



Book	Policy Manual
Section	000 Local Board Procedures
Title	Policy Manual Access
Code	007
Status	Active
Adopted	July 16, 2003
Last Revised	October 16, 2019

Authority

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.[1][2][3]

The Board Policy Manual shall be published and maintained on the district's publicly accessible website.

The Board Policy Manual shall be considered a public record. A copy of the Policy Manual shall be available in the administration office during regular office hours.[4][5]

Delegation of Responsibility

The Board Secretary and 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.

The Board Secretary and 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 and Board Policy Committee the changes necessary to maintain a current and compliant Board Policy Manual.[3]

Legal	1. 24 P.S. 407
	2. 24 P.S. 510
	3. Pol. 003
	4. 65 P.S. 67.701
	5. Pol. 801
	24 P.S. 510.2
	65 P.S. 67.101 et seq

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: July 16, 2003

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.

Therefore, copies of this manual shall be given to the following:

- a. All Board members.
- b. Superintendent.
- c. Assistant Superintendent, if applicable.
- d. Board Secretary.
- e. Business Manager.
- f. Each building principal.
- g. Appropriate administrators.
- h. Board solicitor.
- i. 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 new and revised policy pages shall be provided to the holders of manuals as changes are made.

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.

65 P.S.
701 et seq
Pol. 801

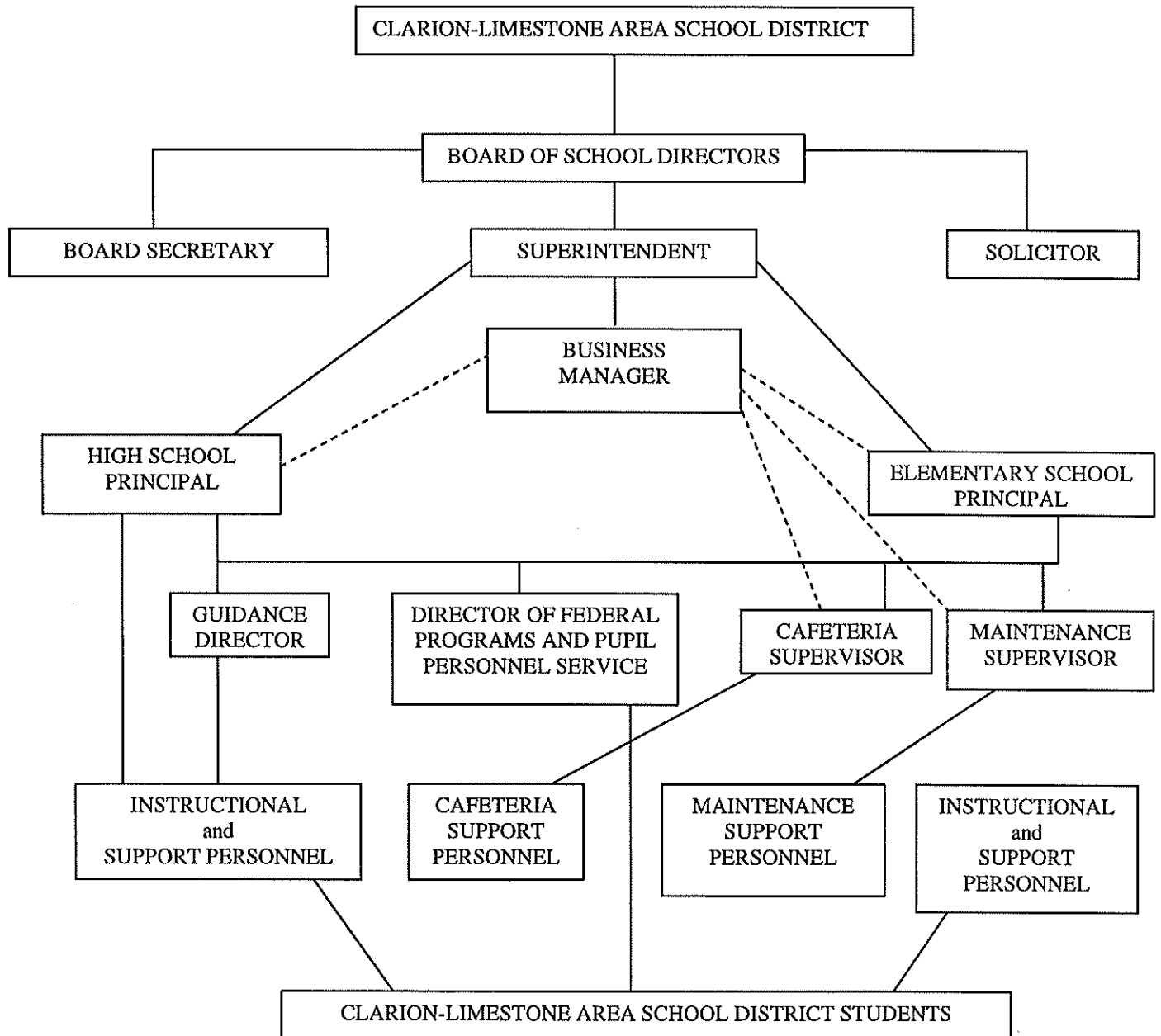
CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION CHART

ADOPTED: July 16, 2003

REVISED:



CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: INTRODUCTION TO BOARD
POLICY

ADOPTED: July 16, 2003

REVISED:

009. INTRODUCTION TO BOARD POLICY	
1. Purpose	<p>The Board is the legally recognized body selected by the citizens of the school community to represent the public in the development, interpretation, and implementation of policy under which the schools may effectively operate in the pursuit of a program of quality education.</p> <p>For a smoothly functioning operation, it is essential that the Board and the Superintendent work cooperatively in an effort to determine the area that involves policy, what specific policy should address, and prepare it in written form for implementation and future reference. It is imperative that the written policies be based on a thorough understanding of the difference between policy formation functions and administrative-management functions. This understanding serves to promote professional Board operation and improve Board-Superintendent relationships. Board policy shall serve as guideposts to all district personnel and the general public.</p>
2. Authority	<p>The Board is empowered to implement the state educational plan in the school community, beyond the mandatory provisions of that plan, to provide a program of education based on an interpretation of community needs, and to report to the school community on matters concerning its stewardship.</p> <p>The Board shall regularly review its policies and procedures, and as the need develops, add, delete, or modify Board policies.</p>
3. Delegation of Responsibility	<p>The Superintendent shall be responsible for formulating and recommending needed policy.</p> <p>The Superintendent shall work with district staff to provide a continuous appraisal of all policies originating with the Board.</p>
4. Guidelines	<p>The guidelines of Board policy shall be:</p> <ol style="list-style-type: none"> a. To create a climate which will permit each staff member to fully utilize his/her talents and skills in the performance of his/her respective responsibilities.



Book	Policy Manual
Section	000 Local Board Procedures
Title	Board Governance Standards/Code of Conduct
Code	011
Status	Active
Adopted	February 25, 2019

Principals for Governance and Leadership

The actions taken by the board ultimately have both short and long-term impact in the classroom. Therefore, school directors collectively and individually will...

Advocate Earnestly

Promote public education as a keystone of democracy.

Engage the community by seeking input, building support networks, and generating action.

Champion public education by engaging members of local, state, and federal legislative bodies.

Lead Responsibility

Prepare for, attend and actively participate in board meetings.

Work together in a spirit of harmony, respect, and cooperation.

Participate in professional development, training, and board retreats.

Collaborate with the Superintendent as the Team of 10.

Govern Effectively

Adhere to an established set of rules and procedures for board operations.

Develop, adopt, revise and review policy.

Align decisions to policy.

Differentiate between governance and management, delegating management tasks to administration.

Allocate finances and resources.

Ensure compliance with local, state, and federal laws.

Plan Thoughtfully

Adopt and implement a collaborative comprehensive planning process, including regular reviews.

Set annual goals that are aligned with the comprehensive plan.

Develop a financial plan that anticipates both short- and long-term needs.

Formulate a master facilities plan conducive to teaching and learning.

Evaluate Continuously

Utilize appropriate data to make informed decisions.

Use effective practices for the evaluation of the superintendent.

Assess student growth and achievement.

Review effectiveness of the comprehensive plan.

Communicate Clearly

Promote open, honest and respectful dialogue among the board, staff and community.

Encourage input and support for the district from the school community.

Protect confidentiality.

Honor the sanctity of executive session.

Act Ethically

Never use the position for improper benefit to self or others.

Act to avoid actual or perceived conflicts of interest.

Recognize the absence of authority outside of the collective board.

Respect the role, authority and input of the superintendent.

Balance the responsibility to provide educational programs with being stewards of community resources.

Abide by the majority decision.