

TITLE: NAME AND CLASSIFICATION

ADOPTED:

REVISED:

	001. NAME AND CLASSIFICATION
SC 201, 212	<p>Section 1. <u>Name</u></p> <p>The Board of School Directors shall be known official ly as the Board of School Directors of Cameron County, hereinafter sometimes referred to as the "Board."</p>
SC 203	<p>Section 2. <u>Composition</u></p> <p>The School District of Cameron County is comprised of all lands that lie within the municipal boundaries of Driftwood Borough, Emporium Borough, and the townships of Gibson, Grove, Lumber, Portage and Shippen.</p>
Pa. Const. Art. III Sec. 14 SC 501	<p>Section 3. <u>Purpose</u></p> <p>The School District of Cameron County is organized for the purpose of providing a program of public education to serve the needs of the Commonwealth.</p>
SC 901-A	<p>Section 4. <u>Intermediate Unit</u></p> <p>The School District of Cameron County is assigned to Intermediate Unit No. 9.</p>
SC 202	<p>Section 5. <u>Classification</u></p> <p>The School District of Cameron County is classified as a school district of the third class.</p> <p>Section 6. <u>Address</u></p> <p>The official address of the Board of School Directors of the School District of Cameron County shall be 601 Woodland Avenue, Emporium, PA 15834-1099.</p>

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TITLE: AUTHORITY AND POWERS

ADOPTED:

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<p>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 426, 427, 508</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 the School District of Cameron County is vested in the Board of School Directors, which is a body corporate and which is constituted and governed by Title 24, the "Public School Code of 1949," of the Pennsylvania statutes and Article III of the Constitution.</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 School District of Cameron County between the ages of six (6) and twenty-one (21) years who may attend such schools; shall equip, furnish, operate, and maintain such schools; shall adopt and enforce rules and regulations for the management of school affairs and the conduct and deportment of employes and students; and shall levy and collect such taxes as may be necessary, in addition to the annual State appropriation, for the exercise of aforesaid powers.</p> <p>The powers of the Board of School Directors are not vested in the individual school director. 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.</p>
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TITLE: FUNCTIONS

ADOPTED:

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	<p style="text-align: center;">003. FUNCTIONS</p>
SC 301, 407, 510, 511	<p>Section 1. <u>Legislative</u></p> <p>The Board shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the school district. Those procedures and policies which are not dictated by the statutes, or rules 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 shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected.</p>
SC 508	<p>The Board may upon a vote cause to suspend at any time the operation of a procedure or policy herein contained, if necessary, provided the suspension does not conflict with legal requirements, and 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>These procedures and policies may be adopted or amended at a single meeting of the Board in an emergency. An emergency shall be defined for purposes of this rule as any situation or set of circumstances which the Board has reason to believe will close the schools or jeopardize the safety or welfare of the pupils or employes of the district.</p>
SC 422, 508	<p>Procedures of the Board shall be adopted, amended, or repealed by a two-thirds vote of the full Board. Policies shall be adopted, amended or repealed by a majority vote of the full Board.</p> <p>The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board. All current procedures and policies shall be printed in the Board policy manual.</p>
SC 1001	<p>Section 2. <u>Executive</u></p> <p>The Board shall exercise its executive power by the appointment of a district</p>

<p>Act 170 of 1978</p> <p>Pol. 326, 426, 526</p> <p>SC 510, 1126 et seq</p> <p>2 PA C.S. Sec. 551 et seq</p> <p>School Code 301, 407,</p>	<p>Superintendent who shall enforce the statutes of the Commonwealth, the rules of the State Board of Education and the policies of the Board of School Directors.</p> <p>The Superintendent may prepare guidelines for the administration of the school district which are not inconsistent with statutes or regulations of the State Board and are dictated by the policies of this Board and which shall be binding on the employees of this district and the students in the schools of this district when issued.</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 shall be reported to the Board at the meeting next following such action.</p> <p>The Superintendent shall implement a procedure to in form employees of their responsibility under the Ethics Law.</p> <p>All matters related to the schools of the district and their operations shall be under the control of the Superintendent except where the law designates that responsibility to others. In the absence or disability of the Superintendent the person designated by the Board shall act in his/her stead for all matters.</p> <p>Responsibility shall flow simply and clearly from student through teachers and other personnel, principals, and the Superintendent to the Board according to the Organization Chart. Each member of the staff should understand to whom s/he is responsible and for what functions.</p> <p>All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises. Administrative officers shall refer matters which they cannot resolve to the next higher authority.</p> <p>Section 3. <u>Review</u></p> <p>The Board of School Directors may assume jurisdiction over controversies or disputes arising within this school district and 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>
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<p>422, 508, 510, 511, 1001, 1126 et seq</p> <p>PA Statute 2 PA C.S. Sec. 551 et seq</p>	
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TITLE: MEMBERSHIP

ADOPTED:

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	<b>004. MEMBERSHIP</b>
	<b>Section 1. <u>Number</u></b>
SC 302, 303, 304, 305	The Board of School Directors does consist of nine 9 members.
	<b>Section 2. <u>Qualifications</u></b>
	Each member of the Board shall meet the following qualifications:
SC 322	a. S/He shall be of good moral character, 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 of profit under any government in the School District of Cameron County, nor shall s/he be a member of the municipal council.
SC 323	b. S/He shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.
SC 324	c. Except as provided by law, s/he 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.
SC 321	d. S/He shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.
65 P.S. 404(d)	e. S/He shall file a statement of financial inter ests with the State Ethics Commission before taking the oath of office or entering upon his/her duties.
	<b>Section 3. <u>Election</u></b>
SC 301	Election of members of the Board of School Directors shall be by the following

<p>et seq</p> <p>SC 315, 319 SC 315 et seq</p> <p>SC 303, 315</p> <p>SC 315, 319</p> <p>SC 319</p>	<p>regions:</p> <p>Region 1: Middle Ward and West Ward; Region 2: East Ward and West Shippen; Region 3: East Shippen, Driftwood Borough, Gibson, Grove, Portage and Lumber. Some school directors are elected at large.</p> <p>Section 4. <u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district, or otherwise. Any such vacancy shall be filled by the appointment, by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy, of a person who shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment, except that when a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Cameron County.</p> <p>Section 5. <u>Term</u></p> <p>The term of office of each school director shall be four (4) years and shall expire on the first Monday of December except that the term of each school director appointed to fill a vacancy shall expire on the first Monday of December after the municipal election occurring more than sixty (60) days after his/her appointment and the term of each school director elected to an unexpired term shall expire at the termination of that term.</p> <p>Section 6. <u>Removal</u></p> <p>Whenever a school director shall cease to be a resident of the School District of Cameron County, his/ her membership on the Board shall cease forthwith.</p> <p>The removal of a school director who resigns shall become effective upon the presentation of the resignation to the Board President and upon such date specified therein.</p> <p>A school director who neglects or refuses to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting neglects or refuses to act in his/her official capacity as a school director, may be removed from his/her office on the affirmative vote of a majority of the remaining members of the Board.</p> <p>If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/ her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p>
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SC 516.1	<p>Section 7. <u>Expenses</u></p> <p>School directors, a nonmember Secretary of the Board, and Board solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any State convention or association of school directors held within the Commonwealth, or for necessary expenses actually incurred in attendance authorized by the Board at any other meeting held within the Commonwealth or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding meeting of the Board. No member shall be reimbursed for more than two (2) such out-of-state meetings in one(1) school year. Such 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>
SC 519	<p>Section 8. <u>Orientation</u></p> <p>The Board believes that the preparation of each school director for the performance of Board duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools and learn Board procedures. Accordingly, the Board shall give to each new school director for his/her use and possession during the term on the Board the following items:</p> <ul style="list-style-type: none"><li>a copy of the school code,</li><li>a copy of the Board policy manual,</li><li>the current budget statement, audit report and related fiscal materials, and</li><li>the most recent District Strategic Plan.</li></ul> <p>Each new Board member shall be invited to meet with: the Board President, the Superintendent, and the Board Secretary to discuss Board functions, policy, and procedure.</p>
SC 516, 516.1	<p>Section 9. <u>Conferences</u></p> <p>In keeping with its stated position on the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate school board conferences, workshops, and conventions. However, in order to control both the investment of time and expenditure of funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:</p>

	<p>No member of the Board may attend a meeting at Board expense without prior Board approval.</p> <p>Funds for participation at such meetings will be budgeted on an annual basis.</p> <p>When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting which will be beneficial to the school district.</p> <p>Reimbursement to Board members for their travel expenses will be in accordance with Section 7 of Policy 004.</p> <p>The aforesaid reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.</p>
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TITLE: ORGANIZATION

ADOPTED:

REVISED:

	<p>005. ORGANIZATION</p>
SC 401	<p>Section 1. <u>Organization Meeting</u></p> <p>The school directors shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all members of the Board of School Directors by mail at least five (5) days before the proposed meeting by the Secretary of the Board. The organization meeting shall be a regular meeting.</p>
SC 421	<p>Section 2. <u>Order</u></p> <p>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 members of the Board. The Secretary of the Board shall be secretary of the meeting. The certificates of the election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared by the Secretary of the Board.</p>
SC 402	<p>The temporary President shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same.</p> <p>Section 3. <u>Officers</u></p> <p>Election of officers shall be by a majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two candidates who received the greatest number of votes.</p>
SC 404	<p>a. The school directors shall annually, during the first week in December, elect from their members a President and Vice-President who shall serve for one (1) year.</p> <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</p>

<p>SC 436, 438</p>	<p>to transact a fiduciary business in the Commonwealth, and s/he may be a member of the Board.</p> <p>The school treasurer shall not enter upon his/her duties until s/he has furnished bond in accordance with law and with the approval of the Board. The school treasurer shall be compensated in such a manner and at a rate as the Board shall determine.</p> <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.</p> <p>Vacancies in any office shall be filled by the school directors and such appointed officers shall serve for the remainder of the unexpired term.</p>
<p>SC 404, 405, 514</p>	<p>The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employe of the Board shall serve, temporarily or permanently, as an officer of the Board. 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 therefor and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.</p> <p>Section 4. <u>Appointments</u></p> <p>The Board shall appoint:</p>
<p>SC 683</p>	<p>a. a tax collector, where a tax collector is not elected to collect taxes, or where there is a vacancy or where 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 406, 324</p>	<p>d. a school solicitor</p>
<p>SC 406</p>	<p>e. an independent auditor</p>
<p>SC 516</p>	<p>f. delegates to a State convention or association of school directors</p>
<p>SC 406</p>	<p>g. such other assistants, clerks and employes as the Board deems proper.</p>
<p>SC 514</p>	<p>Appointees of the Board may be removed from office for incompetency,</p>





TITLE: MEETINGS

ADOPTED:

REVISED:

	<b>006. MEETINGS</b>
65 P.S. 271 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>Robert's Rules of Order, Newly Revised, including small group rules shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, rules of the State Board, or these procedures.</p>
SC 422	<p>Section 2. <u>Quorum</u></p> <p>A quorum shall be five (5) school directors present at a meeting. No business shall be transacted at a meeting without a quorum, but the directors at such a meeting may adjourn to another time.</p>
SC 426, 428, 405	<p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all meetings of the Board. 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 plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p>
65 P.S. 271 et seq	<p>Section 4. <u>Notice</u></p> <p>Notice of all open public meetings of the Board, including committee meetings and discussion sessions, shall be given by the publication of the date, place, and time of such meetings in the newspaper of general circulation designated by the Board and the posting of such notice at the offices of the Board.</p>
65 P.S. 271 et seq	<p>a. Notice of regular meetings shall be given by the publication, 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>
65 P.S. 271 et seq	<p>b. Notice of all special meetings shall be given by publication, posting of notice at least twentyfour(24) hours prior to the time of the meeting,</p>

<p>65 P.S. 271 et seq</p>	<p>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>c. Notice of all rescheduled meetings shall be given given by publication and posting of notice at least twentyfour (24) hours prior to the time of the meeting.</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>e. Notice of all public meetings shall be given to any newspaper circulating in Cameron County or a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.</p>
<p>SC 423</p>	<p>Notice of all regular and special meetings of the Board shall be given to school directors not later than three (3) days prior to the time of the meeting, except in the case of an emergency.</p> <p>Notice of executive sessions, if not previously announced, shall be provided, in writing, to members of the Board at least 24 hours prior to the executive session.</p> <p>Section 5. <u>Regular Meetings</u></p>
<p>65 P.S. 271 et seq SC 421</p>	<p>Regular meetings of the Board shall be public and shall be held at least once every two (2) months.</p> <p>It shall be the responsibility of the Superintendent to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda together with all such reports as can be completed shall be provided each school director at least three (3) days before the meeting.</p> <p>The agenda shall also be distributed to the administrative staff, the solicitor, the local news media, and the president of the CCEA.</p> <p>Section 6. <u>Special Meetings</u></p>
<p>65 P.S. 271 et seq  SC 426</p>	<p>Special meetings shall be public and may be called for special or general purposes.</p> <p>The President may call a special meeting at any time and shall call a special meeting upon the presentation of requests in writing, of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at</p>

<p>Pol. 903</p> <p>SC 324</p> <p>SC 609 SC 687</p> <p>SC 634</p> <p>SC 687</p> <p>SC 324</p> <p>SC 707</p> <p>SC 803</p> <p>SC 1129</p> <p>Art. III Sec. 1.a</p> <p>SC 508</p>	<p>any time by a majority of the school directors.</p> <p>Section 7. <u>Hearing of Citizens</u></p> <p>A member of the public present at a meeting of the Board may address the Board in accordance with the Board's rules.</p> <p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those school directors present and voting except as provided by statute or these procedures.</p> <p>a. The following action requires the unanimous consent of all remaining members of the Board:</p> <p>1. Appoint as attorney or solicitor of the Board a school director who has served for two consecutive terms of four years each after resigning his/her office.</p> <p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:</p> <p>1. transfer of budgeted funds 2. transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another</p> <p>3. incur a temporary debt or borrow money upon an obligation</p> <p>4. incur a temporary debt to meet an emergency or catastrophe</p> <p>5. elect to a teaching position a person who has served as a school director and who has resigned</p> <p>6. convey land or buildings to the municipality coterminus with the school district</p> <p>7. adopt or change textbooks without the recommendation of the Superintendent</p> <p>8. dismiss after hearing of a tenured professional employe</p> <p>9. adopt, amend, or repeal a Board procedure.</p> <p>c. The following actions require the recorded affirmative votes of a majority of the full number of school directors:</p> <p>1. fixing the length of school term</p>
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006. MEETINGS - Pg. 4

<p>SC 1071, 1073, 1076, 1080</p>	<p>2. adopting textbooks recommended by the Superintendent</p> <p>3. appointing the district Superintendent and the assistant district superintendents</p>
<p>SC 1111, 1129</p>	<p>4. appointing teachers and principals</p> <p>5. adopting the annual budget</p> <p>6. appointing tax collectors and other appointees</p> <p>7. levying and assessing taxes</p> <p>8. purchasing, selling, or condemning land</p> <p>9. locating new buildings or changing the location of old ones</p> <p>10. adopting courses of study</p> <p>11. establishing additional schools or departments</p>
<p>SC 621</p>	<p>12. designating depositories for school funds</p> <p>13. expending district funds</p>
<p>Pol. 610</p>	<p>14. 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)</p>
<p>SC 1075, 1077</p>	<p>15. fixing salaries or compensation of officers, teachers, or other appointees of the Board</p>
<p>SC 224</p>	<p>16. combining or reorganizing into a larger school district</p>
<p>SC 508</p>	<p>17. 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</p>
<p>SC 508, 514, 1080</p>	<p>18. dismissal, after hearing, of a nontenured employe</p>
<p>SC 212</p>	<p>19. adoption of a corporate seal for the district</p>

SC 702	20. determination of the location and amount of any real estate required by the school district for school purposes
SC 708	21. vacating and abandoning property to which the Board has title
SC 1503	22. determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the schools shall be closed for the whole day
Pol. 004	23. removal of a school director
Pol. 004	24. declaration that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify
Pol. 005	25. removal of an officer of the Board
Pol. 005	26. removal of an appointee of the Board
	Section 9. <u>Minutes</u>
65 P.S. 271 et seq	<p>The Board shall cause to be made and retain as a permanent record of the district, minutes of all open meetings of the Board. Said minutes shall be comprehensible and complete and shall show:</p> <ul style="list-style-type: none"> <li>a. the date, place, and time of the meeting</li> <li>b. the names of members present</li> <li>c. the presiding officer</li> <li>d. the substance of all official actions</li> <li>e. actions taken</li> <li>f. recorded votes and a record by individual members of all roll call votes taken</li> <li>g. the names of all citizens who appeared officially and the subject of their testimony.</li> </ul> <p>The Secretary shall provide each school director with a copy of the minutes of the last meeting no later than three (3) days before the next regular meeting.</p>
SC 433	The minutes of Board meetings shall be approved at the next succeeding meeting.



a. 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 such meeting shall be made in accordance with Pol. 006, 4.b.

b. The secretary shall provide notice of a meeting of the committee of the whole as per the notice provisions of these procedures.

Section 13. Committee Meetings

Committee meetings may be called at any time by the committee chairperson with proper public notice.

Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent and a majority of the committee or the chairperson may invite Board employees, contractors or other persons who may have special knowledge of the area under investigation.

TITLE: DISTRIBUTION

ADOPTED:

REVISED:

007. DISTRIBUTION

The Board desires to make this Manual of Policies and Procedures a useful guide for all directors of the Board, the administration of this district,

all personnel employed by the Board

the students of the district and all members of the community.

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

all directors of the Board

Superintendent

Secretary to the Board

each building principal

Board solicitor

Copies of this manual shall be numbered and a record maintained by the Superintendent as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made.

The manual of policies shall be considered a public record and shall be open for inspection in the Board offices and in each school building during regular office hours.

The Superintendent shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the school system and is designated to review existing policy monthly in light of Board actions and in light of revisions to State statutes and procedures, and to recommend to the Board such changes as may be desired to maintain the Board Manual of Policies in a

65 P.S.  
271 et seq

007. DISTRIBUTION - Pg. 2

<p>Other Cites 65 P.S. 271 et seq</p>	<p>current status.</p>
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