

**APPLICATION FOR
SCHOOL BOARD VACANCY
REGION II**

The Warren County School District will receive applications for the recently announced vacated Board position for Region II. Applicants are required to be at least 18 years of age and reside in Region II, which encompasses the boroughs of Clarendon and Tidioute and the townships of Cherry Grove, Conewango, Deerfield, Eldred, Limestone, Mead, Pleasant, Sheffield, Triumph, and Watson.

Because the seat is being vacated in the first year of the term, the vacated seat will only be filled until the next succeeding municipal election (2023), when a candidate is elected to fill the unexpired portion of the term, which concludes in December 2025.

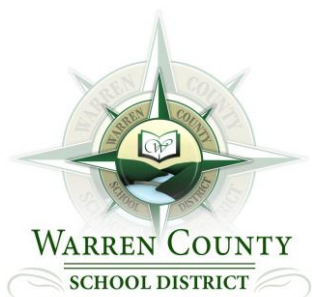
The person appointed will be expected to attend monthly committee meetings, as well as monthly meetings of the Board (a list is attached).

Copies of "School Board Members' Basic Duties and Responsibilities" and "Code of Ethics for Pennsylvania School Board Members" are attached.

Completed applications must be received by December 17, 2021, at noon and should be submitted to Board Secretary, Ruth Huck at huckr@wcsdpa.org or mailed or delivered to 6820 Market Street, Russell, PA 16345.

Interviews and voting to appoint the Region II board member will take place on Monday, December 20, 2021, at a special meeting via Zoom <https://wcsdpa.zoom.us/j/96335367743> following committee meetings.

Questions should also be directed to Ruth Huck by calling 723-6900 ext. 1032 or via email at huckr@wcsdpa.org.



**APPLICATION FOR
SCHOOL BOARD VACANCY**

REGION II

Applications are due by December 17, 2021, at noon.

Please print or type all information.

Title: Mr. Mrs. Ms. Dr. Esq. Rev.

First

Middle Initial

Last

Name: _____

Street Address/RR

City/State

Township

Address: _____

Home

Business

Cell

Phone: _____

Home

Business

Email: _____

Age: (18-29) (30-39) (40-59) (60-79) (80+)

Gender: Female: Male:

Education: Did Not Graduate High Sch. Grad College Grad Post Grad

Occupation: _____

Are you employed by the Warren County School District? Yes No

Are any family members employed by the Warren County School District? Yes No

Please provide a brief description of why you are interested in filling this position: _____

What qualifications or strengths would you bring to the position? _____

List school or community organizations/activities in which you have been involved: _____

Please provide any additional information you feel would assist in evaluating this application: _____

Signature: _____

Date: _____

Submit completed application to: Ruth Huck, Board Secretary
Warren County School District
6820 Market Street
Russell, PA 16345
Phone: 814-723-6900 ext. 1032
huckr@wcsdpa.org

School board members' basic duties and responsibilities

The basic law governing the provisions for, and operation of, public schools is contained in the state constitution. The General Assembly, while it holds supremacy in matters of public education, actually is the constitutionally ordained school board of the state. Although retaining its plenary powers, it meets its obligations to public education through the delegation of power and authority to boards of school directors for local governance.

Primarily, the General Assembly created school districts and school boards to carry out the constitutional mandates of a "thorough and efficient" system of public education. In addition, the Legislature has created the State Board of Education, the Department of Education, the intermediate unit structure and other state agencies. These agencies administer the state laws that control the state's public education system. There are, therefore, several governing influences upon a board of school directors.

The primary compilation of the statutes enacted by the Legislature having direct and pertinent reference to public education, its programs, its operation and its management is a publication distributed by the Department of Education called *The School Laws of Pennsylvania*. Divided into two parts, the first of the Public School Code of 1949 (as amended), which contains specific laws covering education. Such laws are contained in sections 101 through 2702. The second portion of this volume consists of laws or excerpts of laws not a part of the School Code, that deal with or affect public schools less directly. Sections 2801 through 4009 are referenced in this part of the school laws.

Besides enactments of the Legislature and the provisions of the constitution, there are other influences on the local board. These include the rules and regulations of

the State Board of Education, the guidelines of the Department of Education, the opinions and interpretations of the Department of Justice and court decrees. The opinions of the Justice Department and the court rulings serve from time to time to clarify legislative enactments relative to school matters.

Some Pennsylvania school laws are mandatory while others are discretionary. Initially, a school board is an agent of the General Assembly within the specific authority granted to it. A school board has inherent rights in those areas not specifically denied it by the General Assembly.

The local board is designated by law to administer the public schools and it has all the powers necessary to carry out this function with the exception of those reserved by the General Assembly.

Some of the basic duties and responsibilities of local school boards are listed here with appropriate sections of the School Code or legislative enactments noted.

Some permissive school board functions

- Adopt rules and regulations to govern its own affairs and the conduct of employees (Sec. 407, 510).
- Establish high schools, vocational schools, area vocational-technical institutes, community colleges, kindergartens or various other types of schools, but in some cases only with the approval of the Department of Education (Sec. 502, 701 and 1840.1-1853 inclusive).
- Elect and appoint assistant superintendents (Act 1 of 1974).

Local school boards are influenced by state laws, provisions of the constitution, rules and regulations of the State Board, PDE guidelines, Justice Department opinions and court decrees.

- Appoint a solicitor and other board employes (Sec. 324, 406).
- Purchase, receive or condemn land for school purposes as determined by the board (Sec. 702, 703, 704 and 721).
- Sell unneeded lands and buildings (Sec. 707).
- Enter into written agreements with boards, or other districts, for attendance and tuition of pupils in high school (Sec. 1608).
- Authorize and pay pupil transportation to places of interest and educational value (Sec. 517 and 1361).
- Provide for food or milk for undernourished and poor children (Sec. 1335).
- Discharge a professional employe under certain conditions after a hearing (Sec. 1129).
- Remove a district superintendent or assistant superintendent from office for proper cause after a hearing (Sec. 1080).
- Create or increase indebtedness within certain limitations (Sec. 631, 632).
- Permit religious instruction on released

Basic characteristics of an effective school director

The ability to function as one member of a nine-member governing board of school directors is not determined by sex, occupation, race, income or social standing. Effective school board members, however, are characterized by the following:

- A deep desire to serve children, and a strong belief in the values of public schools and local control of public education.
- The ability to work as a team, to engage in open give-and-take and to support the decisions of group consensus.
- The willingness to spend the time required to become informed and to take part in effective school board meetings.
- Recognition that the school district is probably one of the largest businesses and employers in the community. As a board member, to accept the responsibility for overseeing that the enterprise is well managed.

time and provide for secondary elective courses in religious literature (Sec. 1515, 1546).

- Authorize attendance of board members or of the superintendent or other employes at educational meetings, and pay necessary expenses (Sec. 516, 516.1 and 517).
- Organize school safety patrols (Sec. 510).
- Request the court to appoint special police, and also to provide for street crossing guards (Sec. 778).
- Enter into group insurance contracts (Sec. 513).
- Provide for insurance on school building and property (Sec. 774).
- Provide for personal liability insurance for school employes against injury to pupils (Sec. 774).
- Provide accident insurance for pupils against injury in participation, or transportation to, athletic games (Sec. 511[f]).
- Suspend or expel pupils from school under certain conditions, or cause them to be brought before the juvenile court (Sec. 1318, 1338).
- Provide free transportation of public and nonpublic pupils under certain circumstances (Sec. 1312, 1331, 2541-2 and Act 372 of 1972).

Some required board duties

- Adopt courses of study in consultation with the superintendent (Sec. 1512, 1601).
- Specify time and place for board meetings, and meet at least once every two months (Sec. 421).
- Take action on certain matters only by an affirmative vote of the majority of a members of the board, duly recorded, showing how each member voted (Sec. 508).
- Establish the length of the school term (Sec. 1501, 1503).
- Adopt textbooks (Sec. 803).
- Retain permanently the minutes, the auditor's annual reports, each annual financial report and other documents (Sec. 518).

The Legislature created the State
Board of Education, the Department
of Education, the IU structure
and other state agencies. They
administer the state laws that
control the state's
public education system.

- Elect superintendents (Act 1 of 1974).
- Employ necessary employees (Sec. 508).
- Enter into written contracts with professional employees (Sec. 1121) and into collective bargaining agreements (Act 195 of 1970).
- Adopt the annual budget (Sec. 664, 687).
- Levy taxes (Sec. 603, 653-666 inclusive, and 672-695 inclusive).
- Appoint a tax collector under certain circumstances (Sec. 683).
- Provide necessary grounds and school buildings (Sec. 701).
- Prescribe, adopt and enforce reasonable rules and regulations regarding school activities, publications and organizations (Sec. 511).
- Display the United States flag upon or near each public school building, and within each school building (Sec. 771).
- Pay tuition to other districts under certain conditions (Sec. 1306-1308, 1310, 1313, 1315, 1372, 1376, 1607, 1609 and 1809).
- Provide special education for mentally or physically handicapped children (Sec. 1372).
- Provide for a school census of students (Sec. 1351).

Some prohibited actions

- The board may not authorize construction of schools without prior approval of plans and specifications by the departments of Education and Labor and Industry (Sec. 731, 3148).
- Use of funds for any purpose other than that for which budgeted is prohibited except when approved by a two-thirds vote of members of the board. The board does have the power to transfer funds within the budget (Sec. 609).
- The board may not hire work to be done, or purchase materials, or enter into contracts that will cause sums budgeted for specific purposes to be exceeded (Sec. 609, 687[b]).
- It is not permissible for the board to authorize any other payment of school funds unless sufficient funding is available (Sec. 607).

- The school board may not pay out public school funds in any manner or for any purpose not provided by school law (Sec. 610).
- Employment of relatives of board members in the school district is prohibited except by a majority vote of the board, excluding the member who is related to the employer or applicant (Sec. 1111).
- No board shall demand, request or accept in any way a gift from a teacher or supervisor (Sec. 327).
- A board shall not require religious or political tests of any officer or employee (Sec. 108).
- A board shall not dismiss a professional employee except for causes enumerated in the school laws, by following designated procedures, and after a hearing, except by a two-thirds vote of the board (Sec. 1122-1130).
- A board shall not permit a child to attend school without proper immunizations (Sec. 1303[a]).
- A board shall not refuse accommodation or make any distinction in kindergartens, primary and secondary schools, and the high schools, to any pupil because of race, creed or color (Sec. 1310, 3507).

Penalties and cautions that apply

- Possible removal from office for refusal, or neglect, to perform duties, on petition of 10 resident taxpayers to the court (Sec. 318).
- Possible withholding of state appropriation if board accepts gifts or donations from teachers (Sec. 327).
- Possible withholding or forfeiture of state appropriation if board refuses or neglects

to comply with and enforce the school attendance law (Sec. 1357).

- Possible withholding or forfeiture of state appropriation if board fails to provide competent teachers to teach required subjects (Sec. 1005).
- Possible withholding of state appropriation for failure of board to report indebtedness, or to make payment of indebtedness when due (Sec. 633).
- Possible withholding of state appropriation for failure to file reports required by the Department of Education (Sec. 2552).
- Possible withholding of state appropriation for failure to pay rentals due to the State Public School Building Authority (Sec. 785).
- New school directors must qualify for office within 10 days of the beginning of their terms of office, or may have their offices declared vacant by the school board (Sec. 319).
- School directors may have their offices declared vacant by the remaining members of the board for refusing the act as a school director or for neglecting or refusing to attend two successive regular meetings, except for sickness or absence from the district (Sec. 319).
- School directors, under penalty of losing office, as well as of fine or imprisonment or both, must not receive bribes to secure their election or to influence their votes on the board (Sec. 326, 810).
- School directors voting for a school order for payment of funds for any other purposes, or drawn in any other manner than provided by school law, are individually liable to surcharge (Sec. 608).
- Any school official who knowingly falsifies any report or certificate required for the purpose of obtaining any reimbursement under the school laws shall be guilty of a misdemeanor and, upon conviction, is subject to fine or imprisonment or both (Sec. 2524).
- No board member shall vote on roll call in dismissal of a professional employe after a board hearing if related in a specified manner to the teacher or to any of the parties instituting the complaint (Sec. 1111, 1129).

Code of Ethics for Pennsylvania School Board Members

As a member of my local board of education, representing all the citizens of my school district, I recognize:

- (1) That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
- (2) That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
- (3) That the future welfare of this community of this state, and of the nation, depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
- (4) That my fellow board members and I must take the initiative in helping all the people of this community to have all the facts, all the time, about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
- (5) That legally, the authority of the board is derived from the General Assembly which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the board and the people of this community for the exercise of local autonomy.
- (6) That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group or organiza-

tion; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

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

- (1) To devote time, thought, and study to the duties and responsibilities of a school board member so that I may render effective and creditable service.
- (2) To work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
- (3) To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the board.
- (4) To remember at all times that as an individual I have no legal authority outside the meetings of the board, and to conduct my relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact.
- (5) To resist every temptation and outside pressure to use my position as a school board member to benefit either myself or any other individual or agency apart from the total interest of the school district.
- (6) To recognize that it is as important for the board to understand and eval-

uate the educational program of the schools as it is to plan for the business of the school operation.

(7) To bear in mind under all circumstances that the primary function of the board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed superintendent of schools and his professional and non-professional staff.

(8) To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing

policy on current school operation and proposed future developments.

(9) To support my state and national school boards associations.

(10) Finally, to strive, step by step, toward ideal conditions for most effective school board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

Reprinted from The Beliefs, Policies and Bylaws of the Pennsylvania School Boards Association, as amended, February 1977.

BOARD/COMMITTEE MEETING SCHEDULE FOR 2022

The Warren County School District Board of School Directors will meet via Zoom Meeting until further notice for all committee and board meetings on the following dates and at the designated times.

Committee Meeting Dates & Times:	Board Meeting Dates & Times:
Monday, December 20, 2021 (PACCA - CIT - PPF - FIN) 6:00 p.m.	January 10, 2022 6:00 p.m.
Monday, January 24, 2022 (CIT - PPF - FIN - PACCA) 6:00 p.m.	February 14, 2022 6:00 p.m.
Monday, February 28, 2022 (PPF - FIN - PACCA - CIT) 6:00 p.m.	March 14, 2022 6:00 p.m.
Monday, March 28, 2022 (FIN - PACCA - CIT - PPF) 6:00 p.m.	April 11, 2022 6:00 p.m.
Monday, April 25, 2022 (PACCA - CIT - PPF - FIN) 6:00 p.m.	May 9, 2022 6:00 p.m.
Monday, May 23, 2022 (CIT - PPF - FIN - PACCA) 6:00 p.m.	June 13, 2022 6:00 p.m.
Monday, June 27, 2022 (PPF - FIN - PACCA - CIT) 6:00 p.m.	July 11, 2022 (Tentative) 6:00 p.m.
Monday, July 25, 2022 (FIN - PACCA - CIT - PPF) 6:00 p.m.	August 8, 2022 6:00 p.m.
Monday, August 29, 2022 (PACCA - CIT - PPF - FIN) 6:00 p.m.	September 12, 2022 6:00 p.m.
Monday, Sept. 26, 2022 (CIT - PPF - FIN - PACCA) 6:00 p.m.	October 10, 2022 6:00 p.m.
Monday, October 24, 2022 (PPF - FIN - PACCA - CIT) 6:00 p.m.	November 7, 2022 6:00 p.m.
Monday, Nov. 21, 2022 (FIN - PACCA - CIT - PPF) 6:00 p.m.	December 5, 2022 (Organizational Meeting precedes regular meeting) 6:00 p.m.

CIT - Curriculum, Instruction & Technology Committee

FIN - Finance Committee

PACCA - Personnel, Athletics & Co-Curricular Activities Committee

PPF - Physical Plant & Facilities Committee