

# JEFFERSON-MORGAN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ATTENDANCE AT  
BOARD MEETINGS

ADOPTED: April 19, 2004

REVISED:

006.1. ATTENDANCE AT BOARD MEETINGS	
<p>1. Purpose SC 319</p>	<p>Section 319 of the Public School Code provides in part that if a Board member 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 meetings shall neglect or refuse to act in his/her official capacity as a Board member, the remaining members of the Board may declare his/her office vacant.</p> <p>It is essential for the good of the district that all directors attend each School Board meeting. To establish a minimum attendance standard, Board members should attend at least two-thirds of the regular School Board meetings in any twelve (12) month period.</p>
<p>2. Authority SC 319</p>	<p>In exercising its discretion under Section 319 of the Public School Code, the Board will consider the overall attendance record of a Board member at Board meetings.</p>
<p>3. Guidelines Pol. 006</p>	<p>If a director knows that s/he will not attend a Board meeting, that Board member should notify the Board President or Superintendent prior to the meeting if possible and explain the reason for the absence. If the Board member states the reason for the absence prior to the meeting, the reason will be stated by general category (i.e. health related, work related, school business, personal emergencies...) and noted in the minutes of the meeting.</p>
<p>SC 319</p>	<p>In the event that a Board member misses two (2) consecutive regular meetings of the Board and has not already provided satisfactory written evidence for those absences, the Board member must provide satisfactory written evidence of the reasons for those absences prior to the next regular meeting of the Board. Satisfactory written evidence includes a letter from a doctor verifying that the Board member was actually prevented from attending a meeting or meetings because of illness or injury. Any other absence from the district which is excused under the Public School Code as the Code has been interpreted by Pennsylvania courts must also be documented. In the event that a Board member does not provide satisfactory written evidence of</p>

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	<p>the reason for failing to attend the two (2) consecutive regular meetings of the Board by the date of the next regular Board meeting, the remaining Board members may presume that the absent Board member was not prevented from attending those two (2) regular meetings for any reason which is excused by Section 319 of the Public School Code.</p>
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