

SOUTHERN LEHIGH SCHOOL DISTRICT  
5775 Main Street  
Center Valley, PA 18034

TO: Southern Lehigh School Board  
FROM: Board Policy Committee  
SUBJECT: First Reading of New Policy  
DATE: November 14, 2016

The following new policy is being sent to the Board for a first reading:

<i>Policy No.</i>	<i>Title</i>
Policy 004	Local Board Procedures: Membership

**SOUTHERN LEHIGH  
SCHOOL DISTRICT**

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED:

REVISED:

<p>24 P.S. 303</p> <p>24 P.S. 1081</p> <p>24 P. S. 322</p> <p>24 P.S. 323</p> <p>24 P.S. 324 65 Pa. C.S.A. 1101 et seq</p> <p>24 P.S. 321</p> <p>65 Pa. C.S.A. 1102 65 Pa. C.S.A. 1104 65 Pa. C.S.A. 1105 51 PA Code 15.2 51 PA Code 15.3</p>	<p style="text-align: center;">004. MEMBERSHIP</p> <p><u>Number</u></p> <p>The Board shall consist of nine (9) members.</p> <p>The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.</p> <p><u>Qualifications</u></p> <p>Each member of the Board shall meet the following qualifications:</p> <ol style="list-style-type: none"> <li>1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the Southern Lehigh School District for at least one (1) year prior to the date of his/her 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.</li> <li>2. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.</li> <li>3. Shall not be engaged in a business transaction with the school district or engage in solicitation of its members as a function of their position, be employed by the school district, or receive pay for services from the school district, except as provided by law.</li> <li>4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.</li> <li>5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:             <ol style="list-style-type: none"> <li>a. Before taking the oath of office or entering upon his/her duties.</li> <li>b. Annually by May 1 while serving on the Board.</li> <li>b. By May 1 of the year after leaving the Board.</li> </ol> </li> </ol>
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<p>24 P.S. 303</p> <p>24 P.S. 315 24 P.S. 316 24 P.S. 317 24 P.S. 318 24 P.S. 319 65 Pa. C.S.A. 701 et seq</p>	<p><u>Election</u></p> <p>Election of members of the board shall be in accordance with law.</p> <p><u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district, or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and the Sunshine Act and by appointment by a majority vote of the remaining members of the Board, within thirty (30) days of the occurrence of the vacancy. The Board member so appointed shall serve for the remainder of the unexpired term or, if earlier, until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas Lehigh County.</p> <p><i>Temporary Vacancy – Active Military Service –</i></p> <p>A temporary vacancy shall be declared when a Board member 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 Board member so appointed shall serve either until the Board member returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.</p>
<p>24 P.S. 303 24 P.S. 315</p>	<p><u>Term</u></p> <p>The term of office of each Board director shall be four (4) years and shall expire on the first Monday of December, except for a Board director appointed or elected to fill a vacancy. A Board director appointed to fill a vacancy shall serve for the remainder of the unexpired term or, if earlier, until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. The term of a Board director elected to an unexpired term shall expire at the termination of that term.</p>
<p>24 P.S. 315 65 P.S. 91</p>	<p><u>Removal</u></p> <p>Whenever a school director shall cease to be a resident of Southern Lehigh School District, his/her membership on the Board shall cease.</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 the date specified.</p>

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24 P.S. 516.1

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 his/her official capacity as a school director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.

If a person elected or appointed as a Board member, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.

Expenses

Board members, a nonmember Board Secretary, and solicitor shall be reimbursed for necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for necessary expenses incurred in attendance authorized by the Board at any other meeting held within the state or at an educational convention out-of-state. Expenses shall be reimbursed by the Board Secretary in the usual manner, upon presentation of an itemized, verified statement.

Orientation

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 Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies. Accordingly, the Board shall give to each new school director for use and possession during the term on the Board the following items:

24 P.S. 519

- a. A copy of the School Code.
- b. Information necessary to access the Board Policy Manual web site.
- c. A copy of the district Administrative Regulations Manual.
- d. The current budget statement, audit report and related fiscal materials.
- e. The most recent District Comprehensive Plan.
- f. A copy of the Board's adopted Code of Conduct and Standards for Effective School Governance.

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

Conferences/Conventions

When, in the opinion of the Board, attendance at any meeting held within the

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<p>24 P.S. 516 24 P.S. 516.1</p>	<p>Commonwealth, the annual convention of the National School Boards Association, or any other educational convention will be of educational or financial advantage to the district, the Board may authorize the attendance of one or more of its directors, a non-director Board Secretary and solicitor at such meetings, not exceeding two (2) meetings in any one school year.</p>
<p>24 P.S. 321</p>	<p>Each authorized person attending such shall be reimbursed for all necessary expenses actually incurred in going to, attending and returning from the place of such meeting including travel, travel insurance, lodging, meals, registration fees, and other incidental expenses. Actual travel expenses shall be allowed, with mileage for travel by car at the rate approved annually by the Board for each mile in going to and returning from each meeting.</p>
	<p>All such expenses shall be itemized and shall be paid by the district Treasurer, in the usual manner out of the funds of the district, upon presentation of an itemized, verified statement of such expenses.</p>
	<p>Advanced payments may be made by the proper officers of the district upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred upon return from such convention. A refund shall be made to the district of funds remaining, or an additional payment shall be made to meet the verified expenses actually incurred.</p>
	<p><u>Memberships</u></p>
	<p>The Southern Lehigh Board shall be a member of the Pennsylvania School Boards Association, Inc. and shall pay out of the district funds any membership dues which may be assessed by the Association at any state convention of school members to defray the necessary expenses of maintaining the Association and of holding the convention.</p>
	<p>Such expenses shall be paid by the district Treasurer in the usual manner out of the school funds of the district, upon presentation of an itemized, verified statement of such expenses.</p>
	<p><u>Acceptance of Gifts</u></p>
<p>65 Pa. C.S.A. 1101 et seq</p>	<p>The Board believes that receipt of gifts could create a conflict of interest when awarding contracts or purchasing supplies and equipment. Therefore, the Board shall not permit school members to accept gifts of real value (as defined by the Ethics Act and enforced by the State Ethics Commission) from outside agencies, contractors, suppliers and other sources.</p>