

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: March 10, 1997

REVISED:

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| | 004. MEMBERSHIP |
| | Section 1. <u>Number</u> |
| SC 302, 303, 304, 305 | The Board of School Directors does consist of nine (9) members. |
| | Section 2. <u>Qualifications</u> |
| | 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 Northern Lehigh, 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 interests with the State Ethics Commission before taking the oath of office or entering upon his/ her duties. |
| | Section 3. <u>Election</u> |
| SC 301 et seq | Election of members of the Board of School Directors shall be in accordance with law. |

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| <p>SC 315, 319 et seq</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 Lehigh County.</p> |
| <p>SC 303, 315</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>SC 315, 319</p> | <p>Section 6. <u>Removal</u></p> <p>Whenever a school director shall cease to be a resident of the School District of Northern Lehigh, 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>SC 315, 319</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>SC 319</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> |

SC 516, 516.1,
517

Section 7. Expenses

In accordance with Sections 516, 516.1, and 517 of the Public School Code of Pennsylvania, the Board of School Directors establishes the following regulations governing the attendance of members at State conventions, associations, and reimbursement of expenses incurred while participating in official school business:

- a. The Superintendent shall arrange for the payment of membership dues annually for all Board members, the business manager and Superintendent. Such expenses shall be paid, in the usual manner, out of school district funds.
- b. Board members, the Board secretary and the solicitor are authorized to attend a maximum of two (2) educational meetings (or conventions) in any one school year and be fully reimbursed for all necessarily incurred costs.
 1. Such expenses for Board members will be itemized and made public at the next Board meeting.
 2. Travel expenses by car shall be reimbursed at a rate not to exceed the I.R.S. standard mileage deduction.
 3. Additional expenses such as insurance, registration fees, and other incidentals shall be reimbursed at their actual rate subject to an itemized statement and signed verification by the Board member, authorized by the Board secretary, and approved by the Superintendent in accordance with State law and the stipulations of this regulation.
 4. Travel expenses for attendance at school district meetings shall be reimbursed for mileage at a rate not to exceed the I.R.S. standard mileage deduction.
 5. The Superintendent and business manager shall attend such conferences and meetings deemed conducive to the best interests of the district and necessary to carry out their duties. All expenses incurred shall be reimbursed. Travel expenses shall be reimbursed at a rate not to exceed the I.R.S. standard mileage deduction plus such other expenses as incurred (tolls, parking, etc.).

Section 8. 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 school director to understand the functions of the

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| <p>SC 519</p> | <p>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">a. A copy of the school code.b. A copy of the Board policy manual.c. The current budget statement, audit report and related fiscal materials.d. The most recent District Strategic Plan. <p>Each new Board member shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, policy, and procedure.</p> <p>Section 9. <u>Conferences</u></p> |
| <p>SC 516, 516.1</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> <ul style="list-style-type: none">a. No member of the Board may attend a meeting at Board expense without prior Board approval.b. Funds for participation at such meetings will be budgeted on an annual basis.c. 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.d. Reimbursement to Board members for their travel expenses will be in accordance with Section 7 of Policy 004.e. The aforesaid reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members. |