

Book	Policy Manual
Section	000 Local Board Procedures
Title	Membership
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### **Number**

The Board shall consist of nine (9) members.[1]

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote . The Superintendent shall serve as the executive officer of the school district. As such s/he shall attend all meetings of the Board, including executive sessions, except at such specific times as when his/her own employment and/or salary may be under consideration.[2]

### **School Director Qualifications**

Each member of the Board shall meet the following qualifications:

1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the 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.[3]
2. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[4]
3. 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, except as provided by law.[5][6]
4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.[7]
5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:[8][9][10][11][12]
  - a. Before taking the oath of office or entering upon his/her duties.
  - b. Annually by May 1 while serving on the Board.
  - c. By May 1 of the year after leaving the Board.

Any person who has been removed from the office of school director for refusal or neglect to perform his/her duties as a Board member, shall not be eligible again to serve as a school director for a period of five (5) years thereafter.[17]

Any person who shall have been convicted of directly or indirectly promising, paying or giving any school director a bribe or promising any office or appointment under the school laws shall be ineligible thereafter to hold any office or appointment under the school laws.[28]

### **Election**

Election of members of the Board shall be in accordance with law.[13]

### **Vacancies**

A vacancy shall occur by reason of death, resignation, removal from a district, or otherwise. Such 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 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 of Lebanon County.[14][15][16][17][18][19]

#### *Temporary Vacancy – Active Military Service –*

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.[14][20][19]

### **Term**

The term of office of each school director shall be four (4) years and shall expire on the first Monday of December, except for a school director appointed or elected to fill a vacancy. A Board member 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 each school director elected to an unexpired term shall expire at the termination of that term.[1][14]

### **Removal**

Whenever a school director shall cease to be a resident of Northern Lebanon School District, his/her eligibility to serve on the Board shall cease forthwith.[14][21]

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.[18][22]

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.[18][22]

### **Expenses**

School directors, a nonmember Board Secretary, and solicitor(s) 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. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.[23]

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the district of such funds remaining, or an additional payment shall be made by the district to meet the verified expenses actually incurred.[23]

No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

### **Orientation**

The Board believes that the preparation of each school director for the performance of 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 review Board procedures and policies.

Accordingly, the Board shall give to each new school director no later than his/her first regular meeting, for use during his/her term on the Board the following items:

1. Access to the School Code.[24]
2. Access to the Board Policy Manual.
3. The current budget statement, audit report and related fiscal materials.
4. Access to district information on comprehensive planning, curriculum, assessments, facilities planning and district programs.
5. Northern Lebanon School District Handbook.

Each new Board member shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy. New school directors shall also be encouraged to attend new school director orientation programs conducted by the school district, the intermediate unit and the Pennsylvania School Boards Association.

### **Board Member Education/Training**

The Board places a high priority on the importance of a planned and continuing program of inservice education and training for its members. The purpose of the planned program shall be

to enhance the quality and effectiveness of the Board's governance and leadership.

The Board, in conjunction with the Superintendent, shall plan specific inservice education programs and activities designed to assist Board members in their efforts to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the district's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The school community shall be kept informed about the Board's continuing inservice education and training and the anticipated short and long-term benefits to the district and its schools.[25]

The Board shall annually budget funds to support its planned program of inservice education and training.

The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops and conventions.
2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications addressed to Board member concerns.
4. Maintenance of resources and reference materials accessible to Board members.

### **Conference Attendance**

In keeping with its stated priority on the importance of continuing inservice education and training for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Board establishes the following guidelines:[26][23]

1. Each Board member shall receive Board approval prior to attending a conference, workshop or convention at Board expense.
2. Funds for participation at such meetings shall be budgeted on an annual basis.
3. Meetings listed on the School Board's monthly calendar of events shall be considered to be of benefit to the school district unless attendance is prohibited by Board action or unless the costs incurred will exceed budgetary limitations.
4. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share with the full board the information, recommendations and materials acquired at the meeting that will be beneficial to the school district.
5. Reimbursement to Board members for their travel expenses shall be in accordance with Board procedures and policy.[27]
6. The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable

expenses are submitted to the Business Manager or designee.

7. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual school directors.[\[7\]](#)

### **Student Representation**

The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.

- Legal
- [1. 24 P.S. 303](#)
  - [2. 24 P.S. 1081](#)
  - [3. 24 P.S. 322](#)
  - [4. 24 P.S. 323](#)
  - [5. 24 P.S. 324](#)
  - [6. 65 Pa. C.S.A. 1101 et seq](#)
  - [7. 24 P.S. 321](#)
  - [8. 65 Pa. C.S.A. 1102](#)
  - [9. 65 Pa. C.S.A. 1104](#)
  - [10. 65 Pa. C.S.A. 1105](#)
  - [11. 51 PA Code 15.2](#)
  - [12. 51 PA Code 15.3](#)
  - [13. 24 P.S. 301 et seq](#)
  - [14. 24 P.S. 315](#)
  - [15. 24 P.S. 316](#)
  - [16. 24 P.S. 317](#)
  - [17. 24 P.S. 318](#)
  - [18. 24 P.S. 319](#)
  - [19. 65 Pa. C.S.A. 701 et seq](#)
  - [20. 24 P.S. 407](#)
  - [21. 65 P.S. 91](#)
  22. Pol. 006
  - [23. 24 P.S. 516.1](#)
  - [24. 24 P.S. 519](#)
  25. Pol. 901
  - [26. 24 P.S. 516](#)
  27. Pol. 004
  - [28. 24 P.S. 325](#)
  - Pol. 331

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