

LAMPETER-STRASBURG SCHOOL DISTRICT

Lampeter, Pennsylvania 17537

BOARD WORKSHOP MEETING AGENDA

March 18, 2024

FOR BOARD WORKSHOP ACTION

MISCELLANEOUS

1. PRESENTATION ON LAMPETER ELEMENTARY SCHOOL INITIATIVES

Dr. Westphal will present information on Lampeter Elementary School initiatives and progress toward comprehensive planning goals.

BUSINESS AND FINANCE COMMITTEE

2. RECOMMENDATION FOR APPROVAL OF CHANGE ORDER FOR THE EARLY CHILDHOOD CENTER PROJECT

Recommend the approval of a change order for the Early Childhood Center project, as follows:

- a. Jay R. Reynolds, Inc. Change Order PC #7 Add \$1,463 Revise two sinks

3. DISCUSSION ON FINANCING STUDY AND PARAMETERS BOND RESOLUTION

Mr. Stoltzfus will lead a discussion regarding the District's debt service and upcoming calendar for funding Martin Meylin Middle School comprehensive renovations.

MISCELLANEOUS

4. DISCUSSION/REVIEW OF BOARD POLICIES

Dr. Peart will lead a discussion reviewing Board Policies, as follows and as posted:

- a. Policy 004 Membership
b. Policy 005 Organization
c. Policy 006 Meetings (updates included)
d. Policy 006.1 Attendance at Meetings Via Electronic Communications (updates included)

5. DISCUSSION OF BOARD OPERATIONS GUIDELINES

Dr. Peart will lead a discussion on Board Operations Guidelines, as follows and as posted:

- a. 003-BOG-0 Development of Board Procedures/Policy
b. 003-BOG-1 Board Procedure/Policy Development Process
c. 003-BOG-2 Policy Deliberation Questions
d. 003-BOG-3 Exception to Board Policy/Administrative Regulation
e. 003-BOG-4 Request for Exception to Board Policy
f. 003-BOG-5 Request for Exception to Administrative Regulation

6. REVIEW OF ACHIEVEMENT DATA

Dr. Godfrey will present a review of achievement data, as posted.

7. SHARING OF BOARD GOALS – DRAFT

Dr. Peart will share a draft of the 2024-2025 Board Goals as discussed and developed at the Board Retreat, as posted.

8. DISCUSSION OF PSBA PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Dr. Peart will lead a discussion concerning the PSBA Principles for Governance and Leadership, as posted.

Book	Policy Manual
Section	000 Local Board Procedures
Title	Membership
Code	004

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.[\[2\]](#)

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.

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 region, 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 Lancaster County.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

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.[\[13\]](#)[\[18\]](#)[\[27\]](#)

Term

The term of office of each Board member shall be four (4) years and shall expire on the first Monday of December, except for a Board member 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 a Board member elected to an unexpired term shall expire at the termination of that term.[\[1\]](#)[\[13\]](#)

Removal

Whenever a Board member is no longer a resident of Lampeter-Strasburg School District or the region s/he represents, his/her eligibility to serve on the Board shall cease.[\[13\]](#)[\[19\]](#)

If a Board member 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.[\[17\]](#)[\[20\]](#)

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.[\[17\]](#)[\[20\]](#)

Expenses

Board members, 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.[\[21\]](#)

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.[21]

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 Board member for the performance of 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 Board member, no later than his/her first regular meeting, for use during his/her term on the Board the following items:

1. A copy of the School Code.[22]
2. A copy of 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. A copy of the Board's adopted Code of Conduct and Standards for Effective School Governance.[26]

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

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.[23]

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 members' 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:[\[24\]](#)[\[21\]](#)

1. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by Board members in conferences, workshops and conventions.
2. The Superintendent shall inform Board members, in a timely manner, of upcoming conferences, workshops and conventions.
3. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the district.
4. Each Board member shall receive Board approval prior to attending a conference, workshop or convention at Board expense.
5. Funds for conference attendance shall be budgeted on an annual basis.
6. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the school district.
7. Reimbursement to Board members for their travel expenses shall be in accordance with Board procedures and policy.[\[25\]](#)
8. 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.
9. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.[\[7\]](#)

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
13. 24 P.S. 315
14. 24 P.S. 316
15. 24 P.S. 317
16. 24 P.S. 318
17. 24 P.S. 319
18. 65 Pa. C.S.A. 701 et seq
19. 65 P.S. 91
20. Pol. 006
21. 24 P.S. 516.1
22. 24 P.S. 519
23. Pol. 901
24. 24 P.S. 516
25. Pol. 004
26. Pol. 011
27. 24 P.S. 407
28. Pol. 331

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

004-BOG-3. REIMBURSEMENT FOR EXPENSES

With prior Board approval, Board members will be reimbursed for necessary expenses actually incurred during attendance at conventions, conferences, workshops, and meetings outside the district. When events requiring registration fees are held within the district, Board members may be reimbursed, with prior Board approval.

Board members will exercise the same care when incurring expenses as they would when traveling for personal business.

The validity of reimbursement requests for expenses will be determined by the Superintendent or designee, who will ensure the expenses were for Board-approved events, required receipts are submitted, and expense form is accurate and complete.

Board members' Expense Reports will be available to the public.

Registration Fees

Receipts must be submitted when registration is not made through the school district.

Transportation Expenses

Use of a personal vehicle for approved district purposes is reimbursed at the rate approved by the Board.

Travel must be by the most direct route and most economical means. In situations where personal trips are included in the travel, only the official business direct route will be reimbursed.

Receipts must be submitted for car rentals, parking fees, tolls, etc.

Overnight travel will be reimbursed based on the cost of airfare or automobile mileage, whichever is lower. Any exception to this must be approved by the Board.

Lodging

A receipt showing the name of the hotel/motel and the room rate plus taxes must be submitted.

The district will reimburse Board members for the normal cost of a single room. If a Board member is accompanied by an individual not on district business, the district will reimburse the Board member at the single occupancy rate.

Reimbursement for lodging will be approved for the day before a conference begins and through the final night of the conference. Any exceptions to this must have prior Board approval.

Meals

Receipts will be required for reasonable expenses for meals, with gratuities not to exceed twenty percent (20%).

Expenses for lunch will be reimbursed only when Board members attend full-day functions.

Advances

Board members may request advances for trips exceeding one (1) day, for up to ninety percent (90%) of the anticipated expenses after all prepayments and direct payments by the district are subtracted.

Advances must be deducted on the Expense Report. When total expenses are less than the advance, a check for the difference must accompany the Expense Report.

Nonallowable Expenses

Reimbursement will not be made for the following expenses:

1. Personal expenses for laundry, valet services, beauty services, and other personal needs.
2. Entertainment.
3. Alcoholic beverages.
4. Pay movies.
5. Individual travel insurance.
6. Spouse and/or guest charges.

Procedures For Reimbursement

1. Each request will reasonably detail the reason for the expenditure.
2. Full itemization of all travel and expense reimbursements will be required.
3. Receipts must be submitted with all reimbursement requests. Failure to submit a receipt will result in loss of reimbursement for that item.
4. A completed Expense Report, with receipts attached, must be submitted to the business office within thirty (30) days of a Board member's return.

LAMPETER-STRASBURG
SCHOOL DISTRICT

No. 004-BOG-4

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

004-BOG-4. EXPENSE REPORT

Name

Date

Event

Type of Expense

Automobile - From/To:	# of Miles:	Dates	Total
Reimbursement for automobile mileage is calculated by the business office using the current IRS mileage rates.			

Plane, Railroad, Bus Fare - From/To:		Dates	Total

Ride Share Fees (Taxi, Uber, etc.)		Dates	Total

Lodging (Greater than 50 Miles from Campus)		Dates	Total

Conference/Workshop Registration		Dates	Total

Meals - Rates Effective 7/1/2023 - 6/30/2024		Dates	Total
Breakfast (not to exceed \$15 - including tip)			
Lunch (not to exceed \$17 - including tip)			
Dinner (not to exceed \$30 - including tip)			

Miscellaneous - Explain Fully:	Total

GRAND TOTAL

Amount Advanced: _____

Amount Returned: _____

Amount Due: _____

The above is a correct statement of my
expenses for the period covered.

Board Member Signature

Superintendent Signature

Attach Itemized Receipts for Lodging, Meals, Transportation, Registration, etc.

If you do not have an itemized receipt, you will not be reimbursed

2024 Mileage Rate: _____

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

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004-BOG-5. STUDENT REPRESENTATIVE TO SCHOOL BOARD

The role of the Student Representative to the Board is to convey student sentiment, report on student activities and advise the Board on student issues and concerns at School Board meetings.

Duties

The Student Representative will be responsible to:

1. Recognize the Student Representative's role is non-voting and advisory.
2. Review the Board meeting agenda and be prepared to discuss issues.
3. Attend School Board meetings, but not executive sessions, and present a monthly report of student activities.
4. Serve as a liaison between students and the Board, administration, faculty, and student government.
5. Refer student requests for action through established administrative channels.
6. Serve on Board committees at the request of the Board President.
7. Inform the student body about School Board and district matters.
8. Address the views of district students by attending state conferences, when authorized by the Board.

Qualifications

The Student Representative(s) must be a resident enrolled in district schools, be a member of the junior or senior class, be in good standing, exhibit good citizenship and demonstrate leadership skills.

Selection

The Student Representative(s) will be selected by the high school administration.

Sophomore students who will be members of next year's junior class and wish to serve as Student Representative will submit an application by the communicated deadline.

The principal will determine if interested students meet the qualifications.

Term

After selection as junior representative, the student will serve a two (2) year term.

The Student Representative will begin his/her term at the August School Board meeting following selection.

If the Student Representative is unable to complete his/her term, the designated administrator will direct the Student Council on selection of a replacement.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

004-BOG-6. APPLICATION FOR STUDENT REPRESENTATIVE TO SCHOOL BOARD

Name: _____

Address: _____

Age: _____ Grade: _____

List any extracurricular activities in which you have participated:

List any special achievements or awards you have received:

List any community activities in which you have participated:

Why would you like to represent the student body as Student Representative to the School Board?

Principal's Signature: _____

Book	Policy Manual
Section	000 Local Board Procedures
Title	Organization
Code	005

Organization Meeting

The Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the meeting by the Board Secretary. The organization meeting shall be a regular meeting.[\[1\]\[2\]\[3\]\[4\]](#)

Order

The organization meeting shall be called to order by the current President or Vice-President of the outgoing Board, or any hold-over member of the Board. A temporary President shall be elected from among the hold-over members of the Board. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.[\[2\]\[5\]](#)

At the organization meeting, the temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.[\[6\]\[2\]](#)

Officers

Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.

1. The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.[\[3\]](#)
2. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and may be a member of the Board.[\[3\]](#)

The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.[\[7\]\[8\]](#)[\[9\]](#)

3. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and may be a member of the Board.[\[3\]](#)

The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.[\[10\]\[11\]](#)[\[9\]](#)

Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.[\[12\]](#)[\[3\]](#)

Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of those present and voting.[\[13\]](#)[\[14\]](#)

Appointments

The Board shall have the authority to appoint:

1. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.[\[15\]](#)[\[16\]](#)
2. Solicitor.[\[12\]](#)[\[17\]](#)
3. Independent auditor.[\[19\]](#)
4. Delegates to a state convention or association of school directors.[\[20\]](#)
5. Other appointments the Board deems necessary.

Appointees serve at the pleasure of the Board and may be removed from such appointment in accordance with the provisions of law.[\[13\]](#)[\[14\]](#)

Resolutions

The Board may at the organization meeting, but shall prior to July 1 next following, designate:

1. Depositories for school funds.[\[21\]](#)
2. Newspaper(s) of general circulation as defined in law.[\[22\]](#)
3. Normal day, place and time for regular meetings.[\[4\]](#)
4. Normal day, place and time for open committee meetings.

Board Committees

The Board has the authority to approve Board committees. Board committees authorized to take official action or render advice on district business shall operate in accordance with the provisions of the Sunshine Act.[\[23\]](#)[\[14\]](#)

Committees shall not include a majority of the membership of the Board.

Members shall be appointed by the President who shall serve as an ex-officio member on all committees.

A member may request or refuse appointment to a committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee and be appointed by the President.

The President may appoint at the organization meeting or as soon after the organization meeting as practicable members of the Board to the following standing committees, where they shall serve a term of one (1) year: Executive Committee, Personnel Committee, Buildings And Grounds Committee, Academic Committee, Finance Committee and Board of Review Committee.

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President.

Members of committees shall serve until the committee is discharged.

The Board shall develop Board Operations Guidelines that describe the duties and establish procedures for the operation of standing committees.

Consultants

The Board may appoint, employ or retain consultants to provide the district with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.

The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.

A consultant has no administrative authority over any facet of district schools, but shall act solely as advisor to the Board, officers and employees.

The use of consultants from outside the district who promote a particular commercial product is discouraged.

Legal

1. 24 P.S. 401

2. 24 P.S. 402

3. 24 P.S. 404

4. 24 P.S. 421

5. 24 P.S. 426

6. 24 P.S. 321

7. 24 P.S. 436

8. 24 P.S. 438

9. Pol. 811

10. 24 P.S. 431

11. 24 P.S. 432

12. 24 P.S. 324

13. PA Const. Art. VI Sec. 7

14. Pol. 006

15. 24 P.S. 508

16. 24 P.S. 683

17. 24 P.S. 406

19. 24 P.S. 2401

20. 24 P.S. 516

21. 24 P.S. 621

22. 24 P.S. 106

23. 65 Pa. C.S.A. 701 et seq

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

005-BOG-0. DUTIES OF BOARD OFFICERS

Board President

The Board President will be responsible to:

1. Preside at all regular and special Board meetings.
2. Call special meetings at any time and when requested, in writing, by three (3) members of the Board.
3. Be the executive officer of the Board and execute, when authorized by the Board, all deeds; contracts; warrants to tax collectors; reports; and other documents pertaining to Board business that require the President's signature.
4. Sign an order for payment of all current bills, accounts and contracts approved by the Board.
5. Sign orders for payment of amounts owing under any contracts previously approved by the Board and by prompt payment of such the district will receive a discount or advantage, without Board approval first having been secured.
6. Perform other duties pertaining to the office and as directed by the Board.

Board Vice-President

In the absence of the Board President, the Vice-President will be responsible to:

1. Preside at all regular and special Board meetings.
2. Call special meetings when requested, in writing, by three (3) members of the Board.
3. Execute all deeds; contracts; warrants to tax collectors; and other documents pertaining to Board business, when directed by the Board.
4. Sign checks or vouchers for payment of current expenses and salaries, upon request of the Board President and authorization of the Board.
5. Perform other duties imposed on the Board President.

Board Secretary

The Board Secretary will be responsible to:

1. Attend all regular and special Board meetings and keep a correct and proper record of all Board proceedings.
2. Prepare reports and keep accounts as required by law.
3. Prepare and sign an order on the Treasurer for payment of any bill or account approved by the Board for payment.
4. Prepare and sign orders on the Treasurer for payment of amounts owing under any contract previously approved by the Board and by prompt payment of such the district will receive a discount or advantage, without Board approval first having been secured.
5. Attest in writing the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.
6. Provide reports concerning the district on the required form and in the required manner, when requested by the State Board of Education or the Secretary of Education.
7. Have general supervision of the district's business affairs, subject to the instructions and direction of the Board and Superintendent.
8. Serve as the custodian of all records, documents, office property and official seal of the district, and at the expiration of his/her term turn the same over to his/her successor.
9. Keep correct accounts with each receiver of taxes, Board Treasurer, or district school tax collector and report a statement of tax collections with a statement of district finances at each regular Board meeting, which will be entered in full in the Board minutes.
10. Provide notice to all Board members of any changes in regularly scheduled meetings.
11. Provide notice of all meetings as required by the School Code.
12. Submit to the Superintendent and Board financial and other information necessary for the proper performance of their duties, including preparation of the annual budget.
13. Act, when requested, as Secretary of any standing or special committee and prepare minutes of the meetings of such committees.
14. Keep a record of all employees, their job classification, salary, absence from work and other personnel data that may be requested by the Board and in compliance with law.
15. Secure proper bond in the amount determined by the Board.

16. Pay all accounts for salaries, utilities, freight when due; discounted invoices; bid items; contracted items; and other approved expenditures, provided such funds are available. Such payments shall be reported at the next regular Board meeting.
17. Maintain financial accounts and verify all bills before presented to the Board.
18. Submit a monthly report showing disbursements in the general account.
19. Invest in an approved depository the surplus funds of the district, as permitted by the School Code.
20. Perform other duties pertaining to district business as required by law or directed by the Board.

Board Treasurer

The Board Treasurer will be responsible to:

1. Receive all local, state and federal appropriations, district school taxes and other funds belonging to the district.
2. Make payments from district funds on proper orders approved by the Board and signed by the President.
3. Make payments from district funds on orders prepared and signed by the Board Secretary and Board President for amounts owing under any contract previously approved by the Board and by prompt payment of such the district will receive a discount or advantage, without Board approval first having been secured.
4. Deposit district funds in a depository approved by the Board.
5. Make a report to the Board Secretary at the end of each month of the amount of funds received and disbursed.
6. Perform other duties as directed by the Board.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

005-BOG-1. BOARD STANDING COMMITTEES

Standing committees are established to perform a continuing function and to facilitate the Board's decision-making.

The number of Board members serving on a Board standing committee will be less than a majority of the Board. The Board President may appoint members of standing committees at the Board's annual organization meeting or at another Board meeting.

The Superintendent and Board President may serve as ex-officio members of all standing committees.

Each standing committee will be informed of the functions it is responsible to perform.

Standing committees may seek input and participation from administrators, district staff and others.

Operating Procedures For Committee Meetings

1. Each standing committee will meet at the call of the Chairperson at the designated time and place. Additional meetings may be scheduled as needed.
2. Public notice of the date, time and place of a standing committee meeting will be provided at least three (3) days in advance, consistent with Board policy concerning notification of Board meetings.
3. The Chairperson, in collaboration with the Superintendent or designee, will establish the agenda for each meeting to promote the orderly flow of information and the effective operation of the committee and the Board.
4. If the Chairperson of a standing committee is unavailable for a scheduled committee meeting, the members of the committee may elect one (1) of the committee members in attendance to serve as Chairperson for that meeting.
5. The Superintendent may recommend administrators or district staff to serve in a liaison or advisory capacity and/or to provide information and resources.

6. Unless held as an executive session, any Board member, district employee, or member of the public may attend a meeting of a standing committee.
7. For any issue on its agenda, a standing committee may agree to make recommendations to the full Board, by a majority vote or consensus of its committee members present.
8. Recommendations of a standing committee may be presented to the Board as a proposed motion or report, or referred to the full Board for discussion with no recommendation.
9. Reports from the chairpersons of standing committees will be included as an agenda item for all regular Board meetings.
10. Any issue referred by the Board to a standing committee will be reported on at the next regular Board meeting, indicating work completed; progress to date; or recommendation for continued study by the committee.
11. Minutes of standing committee meetings are public information, subject to law and Board policy. The minutes will contain the names of Committee members in attendance, list of topics discussed and Committee recommendations.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

005-BOG-2. FUNCTIONS OF STANDING COMMITTEES

Academic Committee

The Committee will review and make recommendations to the Board regarding the district's educational programs and needs, and work with the administration to evaluate present and future educational programs that affect student achievement.

The Committee will review, with the administration, all district curriculum, assessments and graduation requirements.

The Committee will review, with the administration, courses, course guides, course sequence and new educational programs prior to being presented to the Board.

The Committee will make recommendations to the Board regarding the selection of textbooks and resource materials.

The Committee will monitor the planning, development, implementation, evaluation, maintenance and improvement of district curricula, in accordance with the district's comprehensive planning.

Buildings And Grounds

The Committee will review and make recommendations to the Board regarding the operation, maintenance, supervision and long-range planning of all buildings, grounds and property owned by the district. The Committee will coordinate with the designated administrator responsible for supervision of the district's buildings and grounds.

The Committee will review and make recommendations to the Board on issues including, but not limited to, the following:

1. Necessary repairs and renovations to district buildings and grounds.
2. Timely and proper completion of maintenance, repair and building projects.
3. Disposal of surplus property.

The Committee will consider the acquisition of new building sites and/or the sale or purchase of land and make recommendations to the Board.

The Committee will consider the financial requirements of expenditures for operating, maintenance and improvement, and submit recommendations to the Board for consideration in the budget for the next fiscal year.

Finance Committee

The Committee will review and make recommendations to the Board regarding the accounts of the district and all matters relating to finance.

The Committee will review all areas of financial policy and make recommendations to the Board.

The Committee will review, and share with the Board, the reports of the Board Secretary and Treasurer concerning the financial status of the district.

The Committee will recommend to the Board the necessary transfer of district funds.

The Committee will review and make recommendations regarding the proposed annual budget prepared by the administration prior to the proposed budget being presented to the Board.

Personnel Committee

The Committee will consult with the administration and make recommendations to the Board regarding employment and salary of new employees and promotions, transfers and salary for current employees.

The Committee will review and make recommendations to the Board regarding welfare, concerns and complaints of district employees.

The Committee will consider the financial requirements covering salaries and benefits for district employees and submit recommendations to the Board for consideration in the budget for the next fiscal year.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

005-BOG-5. QUESTIONNAIRE FOR PROSPECTIVE DISTRICT SOLICITORS

1. Name of Attorney or Firm: _____
2. Address of Attorney or Firm: _____
3. Phone Number: _____ Contact Person: _____
4. List the attorneys who would be actively engaged with the school district and their areas of specialization. Attach resumés.

_____	_____
_____	_____
_____	_____
_____	_____

5. Are you or your firm currently engaged as a solicitor for any school district(s)?

If so, please list school districts for which you or your firm have acted as solicitor(s), and dates:

6. List the municipalities or other governmental entities for which you or your firm have served as solicitor(s) and dates:

7. List the school districts for which you or your firm have acted as chief negotiator(s), applicable bargaining units involved, year(s) of the negotiations, and outcome of said negotiations:

8. List the school districts for which you or your firm have done labor-related work and dates. Describe that work and its results.

9. List the school districts for which you or your firm have acted as bond counsel and dates, and provide the scope of those involvements.

10. List the school districts for which you or your firm have actively been engaged in the collection process of delinquent taxes, including sheriff sales of real estate and the results of those activities.

11. Detail your involvement in the appeal process of real estate property assessments on behalf of a school district or other taxing body.

12. List the school districts which you or your firm have represented in Equal Employment Opportunity Commission, Pennsylvania Human Relations Commission, Pennsylvania Labor Relations Board, etc.; your specific activities; and the results of same.

13. List the school districts which you or your firm have represented in Special Education matters at any stage, from advice to administrative proceedings and court.

14. For those school districts which you or your firm have acted as exclusive counsel involving labor relations, arbitrations, negotiations, and general legal work, show the amount of annual compensation received, including monthly billings and retainers.

<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>

15. What experience do you or your law firm have in the specialized areas of school law, specifically:

Discrimination and harassment? _____

Student rights, suspension and expulsion, and search and seizure? _____

Constitutional issues such as due process and the First Amendment? _____

16. Are you a member of the following organizations and how long?

Council of School Attorneys [NSBA]? _____

National Organization on Legal Problems of Education [N.O.L.P.E.]? _____

American Bar Association, Urban, State and Local Government Section, Public Educators Committee? _____

PSBA School Solicitors Association _____

17. List the resources and research materials to which you or your firm regularly subscribe.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

005-BOG-6. EMPLOYMENT OF CONSULTANTS

Procuring high-quality, cost-effective consultants to directly advise the Board on specific issues is a Board responsibility. Board approval is required for the employment of consultants.

Employment of a consultant is a Board decision, coordinated by the Superintendent or designee. No employee is authorized to contract with a consultant without prior Board approval.

The Board will require a consultant to submit a written proposal, which can be incorporated into a written contract. The proposal for services will detail:

1. Specific objectives to be accomplished by the consultant.
2. Specific tasks to be performed.
3. Procedures to be used to complete the tasks.
4. Target dates for completion of the tasks.
5. Method used to report results and/or delivery of the product to the Board and administration.
6. Consultant's compensation.

Prospective consultants must submit a completed questionnaire in addition to the written proposal.

Consultants will exercise no authority over any facet of the operation of district schools and will act solely as advisors in the areas in which they are qualified to provide assistance and for which they are employed.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

005-BOG-7. QUESTIONNAIRE FOR PROSPECTIVE CONSULTANTS

1. Name of Firm: _____
2. Address of Firm: _____
3. Phone Number: _____ Contact Person: _____
4. List the consultants who would be actively engaged with the school district and their areas of specialization. Attach résumés.

_____	_____
_____	_____
_____	_____
_____	_____

5. Is your firm currently engaged as a consultant for any school district(s)?

If so, please list school districts for which you or your firm have acted as consultant, and dates:

6. List the municipalities or other governmental entities for which you or your firm have served as consultant and dates:

7. List the professional associations to which you and your firm belong and how long:

8. List the resources and research materials to which you or your firm regularly subscribe:

Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Code	006

Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. (Fill in Board's current parliamentary procedure) shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.[\[1\]\[2\]](#)

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time.[\[3\]](#)

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a school director shall be elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[\[4\]\[5\]\[6\]\[7\]](#)

Meeting Notifications

Notice of all open Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.[\[8\]\[9\]](#)

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.[\[8\]\[9\]](#)
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[\[8\]\[9\]](#)
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.[\[8\]\[9\]](#)
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.[\[8\]](#)
5. Notice of all open meetings shall be given to any newspaper(s) circulating in Lancaster County and any radio or television station which so requests. Notice of all

open meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[\[9\]](#)

Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting.[\[9\]](#)[\[10\]](#)

Agenda Notifications

The agenda, together with all relevant reports, shall be provided to each school director at least three days before the meeting.

The district shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[\[9\]](#)

- 1. On the district's website.**
- 2. At the location of the meeting.**
- 3. At the district's administrative office.**

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[\[9\]](#)

Agenda Preparation

It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business **anticipated** to come before the Board at each **open** meeting.

Order of Business

The order of business for regular meetings and special meetings called for general purposes shall be as follows, unless altered by the President or a majority of those present and voting:

Meeting Called to Order
Introduction of Guests
Opportunity for Public Comment regarding Agenda Items
Approval of Minutes of Previous Meetings
Communications and Recognition
Treasurer's Report
Academic Committee Report
Buildings and Grounds Committee Report
Board of Review Committee Report
Finance Committee Report
Personnel Committee Report
Federal Programs Report
Liaison Reports
Student Representatives' Reports
Superintendent's Report
Old Business
New Business

Opportunity for Public Comment
Adjournment

The order of business for other special meetings shall be determined according to the stated purpose of the special meeting.

Additions to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[\[11\]](#)

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[\[8\]](#)[\[11\]](#)

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.[\[11\]](#)

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:[\[11\]](#)[\[12\]](#)

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.[\[11\]](#)

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to:[\[9\]](#)[\[11\]](#)[\[13\]](#)

1. Conference sessions.
2. Executive sessions.

Regular Meetings

Regular Board meetings shall be **open** and shall be held at specified places at least once every two (2) months.[\[2\]](#)[\[14\]](#)

Special Meetings

Special meetings may be called for special or general purposes and shall be open except when conducted as an executive session for purposes authorized by law. [\[2\]](#)[\[5\]](#)[\[10\]](#)[\[15\]](#)

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors. [\[5\]](#)

No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting. [\[10\]](#)

Public Participation

At each **open** Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy. [\[2\]](#)[\[12\]](#)

Voting

All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.

Special Voting Requirements –

**Indicates actions for which the minutes must reflect how each school director voted.*

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:
 - a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected. *[\[16\]](#)[\[17\]](#)
 - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected. *[\[16\]](#)[\[17\]](#)
2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:
 - a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure. *[\[17\]](#)[\[18\]](#)[\[19\]](#)
 - b. Adding or increasing appropriations to meet an emergency or catastrophe. *[\[17\]](#)[\[19\]](#)

- c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.*[\[16\]](#)[\[17\]](#)
 - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.*[\[17\]](#)[\[20\]](#)
 - e. Incurring temporary debt.*[\[17\]](#)[\[19\]](#)[\[22\]](#)
 - f. Dismissing a tenured professional employee after a hearing.*[\[17\]](#)[\[23\]](#)
 - g. Borrowing in anticipation of current revenue.*[\[17\]](#)[\[24\]](#)
 - h. **Adopting or changing textbooks without the recommendation of the Superintendent.***[\[17\]](#)[\[25\]](#)
3. Actions requiring the affirmative votes of a majority of the full membership of the Board:
- a. Fixing the length of the school term.*[\[17\]](#)
 - b. Adopting textbooks recommended by the Superintendent.*[\[17\]](#)[\[26\]](#)
 - c. Appointing the district Superintendent and Assistant Superintendent(s).*[\[17\]](#)[\[27\]](#)[\[28\]](#)
 - d. Appointing teachers and principals.*[\[17\]](#)
 - e. Adopting the annual budget.*[\[17\]](#)[\[29\]](#)
 - f. Appointing tax collectors and other appointees.*[\[17\]](#)[\[30\]](#)[\[31\]](#)
 - g. Levying and assessing taxes.*[\[17\]](#)[\[32\]](#)
 - h. Purchasing, selling, or condemning land.*[\[17\]](#)
 - i. Locating new buildings or changing the location of old ones.*[\[17\]](#)
 - j. Creating or increasing any indebtedness.*[\[17\]](#)
 - k. Adopting planned instruction.[\[17\]](#)[\[33\]](#)
 - l. Establishing additional schools or departments.*[\[17\]](#)
 - m. Designating depositories for school funds.*[\[17\]](#)[\[34\]](#)[\[35\]](#)
 - n. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.*[\[17\]](#)[\[19\]](#)
 - o. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including

items subject to bid requirements).*[17][36]

- p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.*[17]
- q. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.*[17]
- r. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.*[17][37][38]
- s. Determining the location and amount of any real estate required by the school district for school purposes.*[17][39]
- t. Vacating and abandoning property to which the Board has title.*[17][40]
- u. Appointing a school director to fill a vacancy on the Board.*[17][41]
- v. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.[5]
- w. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[42]
- x. Adopting, amending or repealing Board procedures and policy.[43]
- y. **Approving or denying a charter school application.*[44]**
- z. **Approving or denying a multiple charter school organization application.*[45]**
- aa. **Establishing joint schools or departments.*[46]**

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[47][48][49]

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of **their** office or any confidential information received through holding public office for the private pecuniary benefit of **the public official**, a member of **their** immediate family or a business with which **the public official** or a member of **their** immediate family is associated. The term does not include an action having a de minimis economic

impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of **their** immediate family or a business with which **the public official** or a member of **their** immediate family is associated.[\[47\]](#)

De minimis economic impact – an economic consequence which has an insignificant effect.[\[47\]](#)

Immediate family – parent, spouse, child, brother or sister.[\[47\]](#)

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.[\[47\]](#)

2. Relative recommended for appointment to or dismissal from a teaching position.[\[23\]](#)[\[50\]](#)

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[\[48\]](#)[\[49\]](#)

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all **open** Board meetings. Said minutes shall be comprehensible and complete and shall show:[\[51\]](#)[\[52\]](#)

1. Date, place, and time of the meeting.
2. Names of school directors present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[\[53\]](#)
7. Names of all residents who appeared officially and the subject of their testimony.
8. **Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable.**[\[9\]](#)[\[11\]](#)

The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.[\[1\]](#)

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[\[54\]](#)

Notations and any tape or audiovisual recordings shall not be the official record of an open Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.[\[1\]](#)[\[55\]](#)[\[56\]](#)

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.[\[8\]](#)[\[9\]](#)[\[57\]](#)

Executive Session

The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of **an open** meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the **open** meeting prior to or after the executive session.[\[13\]](#)[\[15\]](#)[\[58\]](#)

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would:[\[15\]](#)
 - a. Be reasonably likely to impair the effectiveness of school safety measures.
 - b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

Official actions based on discussions held in executive session shall be taken at an open meeting.

Work Sessions

The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.[\[2\]](#)[\[57\]](#)

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors. Public notice of the meeting shall be made in accordance with Board procedures.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[\[8\]](#)[\[9\]](#)[\[57\]](#)

Committee Meetings

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by a majority of the members of the committee.[\[8\]](#)[\[9\]](#)[\[57\]](#)

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent.[\[2\]](#)

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.

Legal

1. 24 P.S. 407

2. 65 Pa. C.S.A. 701 et seq

3. 24 P.S. 422

4. 24 P.S. 405

5. 24 P.S. 426

6. 24 P.S. 427

7. 24 P.S. 428

8. 65 Pa. C.S.A. 703

9. 65 Pa. C.S.A. 709

10. 24 P.S. 423

11. 65 Pa. C.S.A. 712.1

12. Pol. 903

13. 65 Pa. C.S.A. 707

14. 24 P.S. 421

15. 24 P.S. 425

16. 24 P.S. 324

17. 24 P.S. 508

18. 24 P.S. 609

19. 24 P.S. 687
20. 24 P.S. 707
21. 24 P.S. 671
22. 24 P.S. 634
23. 24 P.S. 1129
24. 24 P.S. 640
25. 24 P.S. 803
26. Pol. 108
27. 24 P.S. 1071
28. 24 P.S. 1076
29. Pol. 604
30. Pol. 005
31. Pol. 606
32. Pol. 605
33. Pol. 107
34. 24 P.S. 621
35. Pol. 608
36. Pol. 610
37. 24 P.S. 1080
38. 24 P.S. 514
39. 24 P.S. 702
40. 24 P.S. 708
41. 24 P.S. 315
42. Pol. 004
43. Pol. 003
44. 24 P.S. 1717-A
45. 24 P.S. 1729.1-A
46. 24 P.S. 1701
47. 65 Pa. C.S.A. 1102
48. 65 Pa. C.S.A. 1103
49. Pol. 827
50. 24 P.S. 1111
51. 24 P.S. 518
52. 65 Pa. C.S.A. 706
53. 65 Pa. C.S.A. 705
54. 24 P.S. 433
55. Pol. 800
56. Pol. 801
57. Pol. 006
58. 65 Pa. C.S.A. 708
24 P.S. 224
24 P.S. 408
24 P.S. 1075
24 P.S. 1077

65 Pa. C.S.A. 1101 et seq

Pol. 612

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

006-BOG-0. PUBLISH, POST AND NOTIFY - BOARD MEETINGS/AGENDAS

The Sunshine Act establishes requirements regarding publishing, posting and notifying the community about the open meetings of the Board. The manner and time of notifications, who is required to be notified and what the notification must include depend on the type of meeting.

Newspaper Publication

Public notice of all open Board meetings, including committee meetings, must be given by publication of the place, date and time of such meeting in a newspaper of general circulation designated by the Board. A newspaper of general circulation is defined as a newspaper issued daily or not less than once a week, which is published and/or circulated in the district.

Although the Sunshine Act specifies the timeframes for advertising open meetings, the Board directs the Board Secretary or designee to be aware that newspapers have their own internal deadlines for accepting advertisements that may require earlier submission of advertisements. With respect to the requirements that public notice be given by a certain date, the Board Secretary or designee must give the notice in time to allow it to be published in a newspaper of general circulation twenty-four (24) hours in advance of most meetings and three (3) days before the first regular meeting of the calendar year.

Posting on One or More Buildings

In addition to the newspaper publication requirement, the notice of an open, public Board meeting must be posted prominently at the administrative office of the district or at the public building in which the meeting will be held. The posted notice must specify the date and time of the meeting and should include the specific physical or virtual location.

When the open meeting is not held at the administrative office of the district, the Board Secretary or designee will post the public notice at both the administrative office as well as the public building in which the meeting will be held.

Notice of Interested Parties

Upon request, the Board Secretary or designee must supply copies of the published public notice to newspapers, television or radio stations, or other interested individuals who provide a stamped, self-addressed envelope for such notification.

Other Communication Channels

In addition to notifications required by law, the district will use the district website to provide the community with information about open meetings of the Board.

Publish, Post and Notify – Board Meetings – Public Notice

Regular Meetings and Work Sessions –

The schedule of the Board’s regular meetings and work sessions for the calendar year will be published in a newspaper of general circulation not less than three (3) days before the first regular meeting of the calendar year. Publishing the schedule of regular meetings satisfies the public notice requirements for those meetings, so that advertising of individual meetings is necessarily only when special meetings are called or regular meetings are rescheduled.

Virtual Meetings –

The legal requirements for advertising a virtual Board meeting are no different than for other open meetings. For virtual meetings, the published newspaper notice may include Internet links for the meeting to specify the location or to direct people to where additional connection information and meeting details can be found on the district website.

The Board Secretary or designee will include how the Board will receive public comment at the virtual meeting.

If public comment will be accepted via email because other electronic means are limited or unavailable, the notification must specify the email address to which comments are to be sent and that emailed comments must identify the name and street address of the commenter so that the names of all individuals submitting comment and the subject of their comment can be included in the meeting minutes.

The notification will further specify that emailed comments must be received sufficiently in advance of the beginning of the meeting.

The Superintendent or designee will consult with the school solicitor about any questions regarding conducting virtual meetings in accordance with the Sunshine Act.

Rescheduled Meetings –

Public notice of all rescheduled meetings will be published and posted at least twenty-four (24) hours prior to the time of the meeting specified in the notice.

Recessed or Reconvened Meetings –

No newspaper advertising is required for recessed or reconvened meetings; however, the Board Secretary or designee must post a meeting notice at the administrative office or other meeting site and send meeting notices to requesting interested parties, including the news media.

Committee Meetings –

Committee meetings subject to the Sunshine Act will follow the publish, post and notify requirements for advertising meetings. Committees are not required to offer an opportunity for public comment.

Committee meetings may be called at any time, with proper public notice. The Board Secretary or designee will publish and post notice of committee meetings at least twenty-four (24) hours prior to each meeting.

The Board Secretary or designee will annually publish a schedule of when committee meetings will take place, in order to reduce the need for ongoing advertising.

Special Meetings –

The PA Public School Code Section 423 permits special meetings of the Board to be scheduled from time to time. Special meetings are those not listed on the Board's annually published schedule of regular meetings. No business may be transacted except what is specified in the notice for the special meeting, but special meetings may be called and advertised for general purposes.

The Board Secretary or designee will provide notice of all special meetings by publication at least twenty-four (24) hours before the time of the meeting.

Executive Sessions –

Executive sessions are meetings that are not open to members of the public and news media.

The Board President or designee will make an announcement at an open meeting to notify the public that an executive session has been or will be held. The reason for holding the executive session must be announced at the open meeting occurring immediately prior or subsequent to the executive session, or at the current meeting in which the executive session is being held.

Executive sessions are closed to the public and news media, therefore, the Board Secretary or designee will not publish or post notice of such meetings or take minutes.

Emergency Meetings –

Emergency meetings are called for the purpose of dealing with a real or potential emergency involving a clear and present danger to life or property. Public notice is not required for emergency meetings, but the district shall provide as much notification as is feasible under the emergency circumstances, including the use of other available communication channels and affirmatively reaching out to news media outlets.

Conferences –

A conference is defined in the Sunshine Act as any training program or seminar, and any other session arranged by state or federal authorities for the sole purpose of providing information to school directors on matters directly related to their official responsibilities. Conferences need not be open to the public, and public notice is not required for them. Deliberation of or official action on agency business is not permitted at a conference.

Meeting Notifications to School Directors

In addition to the *public* notification requirements of the Sunshine Act, the Board Secretary is responsible for issuing notification to school directors for special meetings in accordance with PA Public School Code Section 423.

Section 423 of the PA Public School Code requires that school directors be given “reasonable notice” of all special meetings. In accordance with Policy 006, the Board directs that the Board Secretary or designee provide notice of all special meetings to each school director at least twenty-four (24) hours prior to the time of the meeting.

Executive sessions are a type of special meeting subject to this requirement.

The School Code also specifies that each school director must be given advance notice by mail for the following types of meetings:

1. Organization meetings – five (5) days.
2. Meetings at which the election or re-election of a Superintendent or Assistant Superintendent is planned – five (5) days.
3. Hearings for the removal of a Superintendent or Assistant Superintendent – one (1) week.

Post and Notify – Agendas

To comply with the Sunshine Act, 65 Pa. C.S.A. Sec. 712.1, the Board Secretary or designee will publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:

1. On the district’s website.
2. At the location of the meeting.
3. At the district’s administrative office.

The published agenda shall include a listing of each matter of agency business that will be or may be the subject of deliberation or official action at the meeting. Agenda attachments and other background materials associated with agendas are not required to be published along with the agenda.

Agenda Preparation –

The Superintendent, in cooperation with the Board President will carefully prepare the agenda to include a listing of each item of business that will be or may be the subject of deliberation or official action at the meeting. The agenda should be prepared to preserve maximum flexibility and avoid making additions to the published agenda to the extent possible. The Sunshine Act limits the addition of items to published agendas, but does not limit the deletion of agenda items. If it seems likely an item will need to be acted on, it should be included. If action on an item is anticipated, but certain details are not yet available by the agenda posting deadline, the action items still should be listed on the published agenda. For example, in the event that the name of the recommended candidate to be hired for employment is not yet confirmed, the position to be filled still can appear as an action item and the name added when available. The list of anticipated action items on published agendas also can include placeholders identifying the general nature of items that tend to come up at the last minute. For example, when a construction project is ongoing, the published agenda can include an item such as, “approval of change orders for X project” even if the details of specific change orders are not yet known.

Additions to the Posted Agenda –

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action.

Majority Vote – During a meeting, the Board also may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda will be amended to reflect the new item of business and the amended agenda will be posted to the district’s website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.

When an addition to the agenda does not require a majority vote under the foregoing exceptions, the addition may be made during the meeting in the customary manner, including unanimous consent or prior to the meeting by the officials tasked with agenda preparation.

When an item is added to the agenda after the public comment period has ended, the Board will offer a further public comment opportunity limited to the added item(s).

The public posting agenda requirements and rules for adding items to a posted agenda apply to all meetings, except:

1. Conference sessions.
2. Executive sessions.

Publish, Post and Notice – Chart

The following chart lists the requirements for the various types of meetings:

Types of Meetings	Publication Prior to Meeting	Post Meeting Notice Prior to Meeting (Admin office and/or meeting location)	Post Agenda Prior to Meeting (Admin office, meeting location, Website)	Notice to Interested Parties Upon Request	Notice to Board of School Directors
Organization	Yes	Yes	Yes	Yes	Yes
Regular/Work Session	Yes	Yes	Yes	Yes	N/A
Committees	Yes	Yes	Yes	Yes	N/A
Special	Yes	Yes	Yes	Yes	Yes
Rescheduled	Yes	Yes	Yes	Yes	Yes
Recessed/Reconvened	No	Yes	Yes	Yes	N/A
Executive Session	No	No	Yes	No	Yes
Emergency	No	No	To the extent feasible under the circumstances	No	Yes
Conference	No	No	No	No	Yes

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

006-BOG-1. OFFICIAL BOARD MINUTES

The Board will keep written minutes of all public meetings. In accordance with Board Policy 006, at a minimum, the minutes will contain:

1. Date, time and place of the meeting.
2. Names of Board members present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.
7. Names of residents who appeared officially and the subject of their testimony.

To comply with state audits, the Auditor General's office recommends that a record of the following be included in the district's official Board minutes:

1. Board Secretary's signature on all minutes of regular, reconvened and special meetings.
2. Board approval of minutes of the previous meeting at the subsequent meeting.
3. School calendar, including length of school term, starting date, closing date, Act 80 days, holidays, vacations, revised calendar changes.
4. Hirings and promotions, with starting salaries and Board-approved raises.
5. Dismissal of a teacher, with charges, hearing and vote on action by the Board.
6. Budget listed in detail.
7. Advertisement of proposed budget, with ten (10) days public notice prior to adoption.
8. Proposed budget, with twenty (20) days allowed for public inspection.

9. Adoption of annual budget.
10. All budgetary transfers with Board approval.
11. Budget addition when authorized.
12. Monthly Treasurer's report, with all investments listed.
13. Monthly bills, with an account code and what was/is to be paid.
14. Depository(ies) designated yearly.
15. Purchase, sale and condemnation of land and articles.
16. Contracts exceeding \$100, all transportation contracts, professional and support staff contracts, insurance policy contracts.
17. Bids:
 - a. Announcement for public notice to receive bids.
 - b. When bids are opened, list of each bidder and amount.
 - c. Who was awarded the bid.
 - d. Reasons why lowest bidder was not accepted, if applicable.
18. How Board members voted on important issues, such as borrowing money, emergency appropriations, teachers hired or fired, sabbatical leaves, etc.
19. Election of all Board members, who was elected and length of term.
20. Designation of solicitor and salary or retainer.
21. Election of tax collector(s) and length of term(s).
22. Information regarding bonds for Board Secretary, Board Treasurer, tax collectors, and employees of trust.
23. If bank is Treasurer, must be elected or designated annually by a majority vote of the Board; fiduciary powers to act as Fiscal Agent or Treasurer.
24. Adoption of planned instruction and textbooks.
25. All debts approved according to law.
26. Approval of breakfast, lunch and milk prices for students and adults.

27. Independent auditor's report accepted and included.
28. Auditor General's report accepted and included.
29. All PlanCons.
30. Gifts to the district.
31. Mortgage time and dates.
32. Deposit of funds.
33. Executive sessions; whether held at beginning of the meeting, end of the meeting, during a Sunshine meeting, or between Sunshine meetings; reason for the executive session.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

006-BOG-2. ABSTENTION FOR CONFLICT OF INTEREST MEMORANDUM

TO: Board Secretary, Lampeter-Strasburg School District
FROM: _____ School Director
RE: Abstention from Vote
DATE: _____

Pursuant to Pennsylvania's "Public Official and Employee Ethics Act" I hereby declare that I am required to abstain regarding the following issue/motion:

My conflict/reason for abstaining is as follows:

Signature of School Director

Note: Section 1103(J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall **abstain** from voting **and**, prior to the vote being taken publicly announce and disclose the nature of his interest as a public record **In a written memorandum** filed with the person responsible for recording the minutes for the meeting at which the vote is taken..." (emphasis added)

This memorandum does **not** have to be utilized when a conflict is defined "by any law, rule, regulation, order or ordinance," for example the School code (Section 1111) prohibits voting to hire certain relatives.

Book	Policy Manual
Section	000 Local Board Procedures
Title	Attendance at Meetings Via Electronic Communications
Code	006.1

Authority

The Board recognizes that factors such as illness, travel, schedule conflicts, weather conditions **and other emergency situations** can make impossible the physical presence of a **school director or other necessary participants** at a Board meeting and that electronic communications can enable a **school director or other necessary participants** to participate in a meeting **electronically** from a remote location.

A **school director** shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances. **The Board President may permit other necessary participants to participate in meetings via electronic communications as the Board President deems appropriate.**[\[1\]](#)

The Board authorizes the administration to provide the equipment and facilities required to implement this Board procedure.

Guidelines

A **school director** who attends a meeting through electronic communications shall be considered present only if the **school director** can hear everything said at the meeting and all those attending the meeting can hear everything said by that **school director and other participants addressing the Board**. If the Board President determines either condition is not occurring, **the Board President** shall terminate the **school director's** attendance through electronic communications.

A majority of **school directors** shall be physically present at a Board meeting when a **school director** attends through electronic communications.

To attend a Board meeting through electronic communications, a **school director** shall comply with the following:

1. Submit such request to the Board President at least three (3) days prior to the meeting.
2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. Participate in the entire Board meeting.

Emergency Conditions

In the event that the county, state or federal public health authorities, the Governor, or any similar authority with appropriate jurisdiction declares an emergency condition that prevents or discourages public gatherings due to a

public health or safety concern, the Board shall be authorized to conduct meetings primarily or entirely via electronic communications to enable all school directors and other necessary participants to fully participate in the conduct of official Board business through electronic communications.[2]

Meetings held primarily or entirely via electronic communications shall be conducted in a manner that assures compliance with the public access and public comment requirements of the Sunshine Act. All rules normally applicable to in-person meetings of the Board shall be observed in meetings held primarily or entirely via electronic means to the extent practicable and appropriate to the nature and features of the technology used.[3][4]

The requirement for school directors to submit a request to participate in meetings through electronic communications shall be waived during such emergency conditions.

The Board authorizes the administration to utilize available technical resources to permit the public to attend and submit public comment during open meetings via electronic communications, in accordance with law and Board procedures and policy.[3][4]

Legal

1. 24 P.S. 407

2. Pol. 805

3. 65 Pa. C.S.A. 701 et seq

4. Pol. 903

Pol. 006

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-0. DEVELOPMENT OF BOARD ~~PROCEDURES/POLICY~~ POLICY/PROCEDURES

School Board governance requires written Board ~~procedures policies and policies procedures~~. The formulation, adoption and revision of written policies is the primary manner in which the Board exerts its leadership in the governance and operation of the school district.

Written and codified Board ~~procedures policies and policies procedures~~ ensure legal compliance, establish Board processes, articulate district ends, delegate authority, and define operating limits. Board ~~procedures policies and policies procedures~~ also provide the means to monitor progress toward district goals.

The Board establishes the following goals to consider when developing and adopting Board ~~procedure and policy policy and procedure~~:

1. To ensure the safety and security of all students, staff, and community members.
2. To interpret the educational needs and aspirations of the school community and to stimulate the learner and the learning process.
3. To manage the school district in accordance with federal and state laws and regulations and court decisions.
4. To provide the leadership that will ensure that the district's established goals and objectives are effectively implemented.
5. To maintain two-way communication with the various communities served by the schools in order to consider public attitudes, inform the public about Board policies and district practices, and encourage community involvement with and understanding of the schools.
6. To develop and provide the data appropriate for the management functions of planning, organizing, operations, staffing and evaluation.

The formal adoption of Board ~~procedures policies and policies procedures~~ will be recorded in the Board meeting minutes. Only those written statements so adopted and recorded will be regarded as official Board ~~procedure and policy policy and procedure~~.

After implementation of policies, the administration will review the impact of Board policies and submit reports to the Board for its evaluation and action.

Based on changing conditions, needs and goals, the Board will periodically review existent Board procedures and policies and revise as necessary. The Board will establish a calendar for reviewing policies.

Proposals for new and revised Board ~~procedures~~ **policies** and ~~policies~~ **procedures** may be initiated by any Board member, the Superintendent or designated administrator.

The Board recognizes that it is a policy-making body, and it properly delegates the execution and implementation of policy to the administrative staff.

Superintendent's Role

The Superintendent will be responsible for:

1. Consulting with the administrative team regarding the research and study of a policy issue, policy language, policy implications, etc.
2. Drafting policy recommendations into written form for Board deliberation.
3. Providing relevant information, research and data to the Board.
4. Notifying those groups who will be affected by a policy and obtaining their input and feedback.
5. Consulting the district's solicitor when appropriate.
6. Developing and implementing administrative regulations required to support a Board policy.

Community Involvement

When the Board considers it advisable, it may seek the input and feedback of members of the community or community groups in the formulation of a policy, with the understanding that community involvement is advisory only.

Staff Involvement

When developing policies affecting district employees, the Board may seek the input of appropriate staff regarding an issue in order to gain information on which to base decisions. Staff may submit policy suggestions through the administrative channels to the Superintendent. The Board may consider such staff suggestions when deemed appropriate.

Student Involvement

The Board recognizes that students have a vested interest in decisions that affect them and that students can be an important resource for improving student achievement and school climate. The Board encourages students to submit feedback regarding policy issues to the Board through the established channels in the schools.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-1. BOARD ~~PROCEDURE/POLICY~~ **POLICY AND PROCEDURE** DEVELOPMENT PROCESS

Board ~~procedures and policy~~ **policy and procedures** guide the actions of the Board, administration, district employees, students, parents/guardians, community members, and others. Therefore, the process for developing Board ~~procedures and policy~~ **policy and procedures** should include opportunities for input from Board members, administrators, and those affected by a policy, as well as providing opportunities for the Board members to study and consider potential implications of a proposed Board ~~procedure or policy~~ **policy or procedure**.

The following process will be used for development/revision, approval and implementation of a Board ~~procedure or policy~~ **policy or procedure**:

1. Recognition of Need – Board and/or administration determines existing/identified circumstances or requirements for new or revised Board ~~procedure or policy~~ **policy or procedure** and the relationship to Board goals.
2. Collection of Data – Administration gathers information, research, and data needed for the Board to make a good decision, such as reason for the Board ~~procedure or policy~~ **policy or procedure**, facts surrounding the issue, statutory requirements, alternatives and rationale.
3. Formulation of Draft – Administration prepares a written draft copy of proposed Board ~~procedure or policy~~ **policy or procedure**.
4. Review of Draft – Administration reviews content, wording, intent, implications; consults with solicitor and other resources as necessary.
5. Formalization of Policy – Administration prepares proposed Board ~~procedure or policy~~ **policy or procedure** in the established format, with rationale and relevant information. Policy is reviewed by appropriate standing committee, if one exists.
6. Presentation to Board – Administration includes proposed Board ~~procedure or policy~~ **policy or procedure** in Board meeting packet, with rationale and pertinent information for review by individual Board members.
7. Presentation at Board Meeting – Proposed Board ~~procedure or policy~~ **policy or procedure** is listed on agenda and presented and discussed at a public Board meeting.

003-BOG-1. BOARD ~~PROCEDURE/POLICY~~ POLICY/PROCEDURE DEVELOPMENT
PROCESS - Pg. 2

8. Official Action by Board – Board adopts, amends, rejects or tables proposed Board ~~procedure or policy~~ **policy or procedure**, in accordance with Board Policy 003, for first reading. Policy is listed on agenda for discussion at Board Workshop. A second/final reading then occurs at the next regularly scheduled Board meeting.
9. Dissemination of Policy – Administration appropriately promulgates policies to those affected by them, such as publication in student handbooks, employee handbooks, letters to parents/guardians, community publications, and on the district website. Administration shall ensure all Policy Manuals are updated appropriately.
10. Development and Implementation of Administrative Regulations – Superintendent and administrative team develop, disseminate and participate in training on specific administrative regulations that implement the Board policy.
11. Evaluation of Policy – Administration provides feedback to Board on implementation and effectiveness of policy, and suggestions for revisions when needed for Board consideration.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-2. POLICY DELIBERATION QUESTIONS

The following is a checklist of questions that the Board may ask as it reviews a proposed policy prior to making a decision:

1. What is the issue before the Board and why was it initiated?
2. Is this a governance issue that requires a written Board policy, or is it an administrative matter?
3. Do we need to develop a new policy or revise an existing policy?
4. What is the legal authority and are there specific requirements for the policy's content?
5. What research, information, data and administrative reports are available on this topic?
6. What options are available to the Board regarding this issue?
7. Does the proposed policy clearly and concisely communicate the Board's intent?
8. Is the policy aligned with the Board's goals, action plans and Mission Statement developed through the comprehensive planning process?
9. How does this policy impact student achievement?
10. What are the budgetary implications?
11. Is the policy unduly prescriptive, restrictive or reactive?
12. Have we received input from those who will be affected by the policy?
13. Does the policy reflect the values of our community?
14. Is the proposed policy consistent with adopted Board policies, and should any other policies be cross referenced or reviewed?
15. Who is responsible for implementing this policy?

16. How and when will the policy be disseminated? To whom will it be distributed?
17. How will the Board measure the effectiveness of and compliance with this policy?

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-3. EXCEPTION TO BOARD POLICY/ADMINISTRATIVE REGULATION

Policy

Requested exceptions to any policy or its application may be granted when recommended in accordance with the established guidelines.

The individual requesting the exception will submit a written request to the Superintendent or designee. The request will identify:

1. Name, address and telephone number of person making the request.
2. Policy and policy number for which the exception is being requested.
3. Action that the individual is requesting.
4. Rationale supporting the need for the exception.

Rationale that supports an exception may include but not be limited to:

1. Legal necessity.
2. Hardship.
3. Inapplicability of the policy to the circumstances.
4. Compelling interests of the school district.
5. Emergency reasons.

The Superintendent will conduct a review of the request and formulate a recommendation for the Board. The Superintendent may evaluate such factors as:

1. Relevant facts related to the request.
2. Rationale of both the policy and the request for exception.
3. Disposition of prior requests for exceptions to the same or similar policies.

4. Special interest of individual or group making the request.

When the request for an exception has legal implications, the Superintendent will consult with the district solicitor.

At the first regularly scheduled Board meeting after the Superintendent's review, the Superintendent will place the request for exception on the agenda; report the circumstances surrounding the request; and recommend action. The individual requesting the exception will be given an opportunity to address the Board before the Board determines whether to grant or deny the request.

The Board has final and exclusive authority to determine whether to grant or deny a request, considering the Superintendent's recommendation.

Granting of exceptions in the same or similar cases will not constitute binding precedent or practice.

The Superintendent will keep a record of exceptions to policies granted by the Board. The record will state the facts and rationale for granting the exception.

Administrative Regulations

Exceptions to administrative regulations will be made at the recommendation of the administration, subject to approval by the Superintendent.

All requests for exceptions to administrative regulations initiated or received by district administrators will be submitted to the Superintendent for review, along with the administrator's recommendation. The Superintendent may evaluate such factors as:

1. Relevant facts related to the request.
2. Rationale of both the administrative regulation and the request for exception.
3. Disposition of prior request for exceptions to the same or similar administrative regulations.
4. Special interest of individual or group making the request.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-4. REQUEST FOR EXCEPTION TO BOARD POLICY

_____	_____	_____
<i>Date</i>	<i>Name of Policy to be Waived</i>	<i>Policy Number</i>

Proposal:

Rationale:

Requester's Name, Address, and Telephone Number:

(Area below this line is to be completed by the Superintendent)

Board Decision: _____

Rationale: _____

Signature of Superintendent

Date

Signature of Board President

Date

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-5. REQUEST FOR EXCEPTION TO ADMINISTRATIVE REGULATION

<i>Date</i>	<i>Name of Administrative Regulation to be Waived</i>	<i>AR Number</i>
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Proposal:

Rationale:

Requester's Name, Address, and Telephone Number:

(Area below this line is to be completed by the Superintendent)

Superintendent's Decision: _____

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Rationale: _____

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Signature of Superintendent

Date

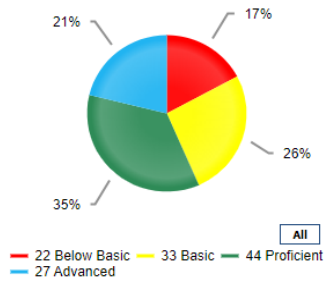
LAMPETER-STRASBURG SCHOOL DISTRICT

Winter Keystone Exams

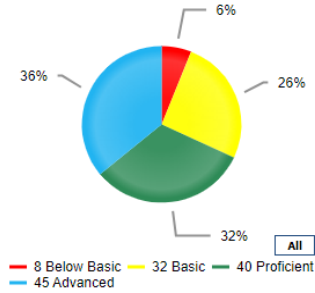
2023-2024

All Students / All Subjects

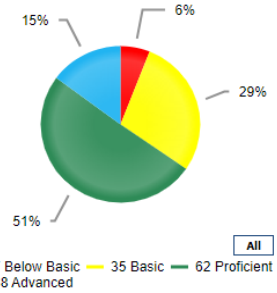
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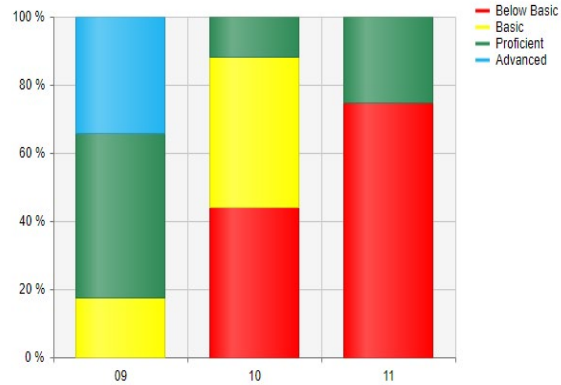
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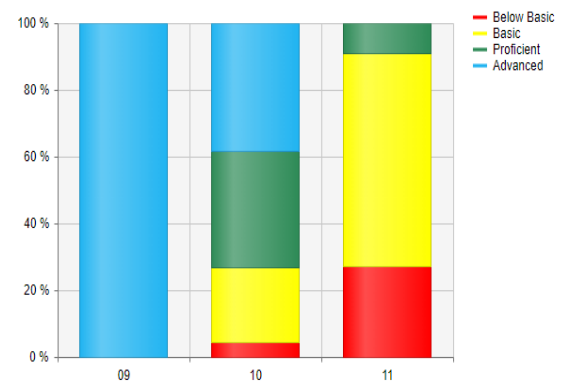
Literature



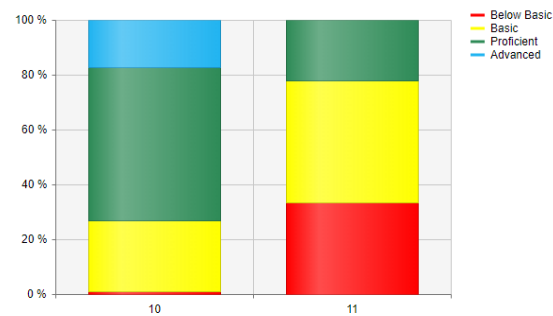
Algebra I



Biology



Literature



LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building

2024-2025 Board Goals
District Strategic Initiatives

1. Continue to be student-centered in the use of data to drive what we do instructionally, financially, and to address staffing needs.
2. Support and expect the continued utilization of effective instructional strategies and techniques to enhance student learning, achievement, and career and college readiness for all students.
 - Encourage and support the continued pedagogical growth of all staff as it pertains to both content and application in the classroom.
 - Continue to explore and implement the next generation of student instructional technologies that align with Building and District Comprehensive Plan Goals.
 - Continue to advance technology as a tool to continue improving the instructional practice of all educators, while seeking feedback from student advisory groups related to their educational experiences.
3. Continue to plan the implementation of a long-range plan aligned with the completed Feasibility Study by prioritizing immediate, medium, and long-term facility needs.
 - Design and implement 21st century and innovative learning environments.
 - Continue to engage and update community stakeholders regarding the Long-Range Planning Process.
 - Prioritize building renovation projects in need of completion, as identified in the long-range plan.

Board Driven Initiatives

1. Support the continued implementation of measures to address student needs that extend beyond the academic needs of the classroom, and receive updates regarding the student supports (TeenHope, Safe2Say, Mindfulness Training, Emotional Intelligence, Advisory Programs, Facility Dogs, Link Crew, etc.)
2. Support the implementation of the updated Comprehensive Plan, including building plans and associated professional development needs across the District.
3. Support the development of District leadership, with District administration, to assist with future transition of the Superintendent.
4. Continue to engage the community through appropriate avenues for information sharing and soliciting feedback.
5. Continue to review and update Board policies, procedures, and Administrative Regulations. Document traditional procedures and practices in an effort to maintain consistency across the District.
6. Continue to maintain legislative awareness and engage in communication with members of the legislature.
7. Continue to provide opportunities for Board communication and recognition of staff members for their contributions to serving the students of Lampeter-Strasburg School District. Continue to extend offer for staff to be recognized at a Board meeting and explore additional opportunities to engage with staff members in an informal manner.
8. Maintain a focus on Board Excellence
 - Continue to encourage Board participation in activities that promote PSBA's Principles for Governance and Leadership.
 - Workshop discussion—focus/review a PSBA principle and parliamentary procedure on a monthly basis.
 - Goal to commit to and/or accomplish one item in each category included on the Board Excellence "scorecard" to focus on accountability. Review Board Excellence "scorecard" quarterly.



Pennsylvania School Boards Association PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Pennsylvania school boards are committed to providing **every** student the opportunity to grow and achieve. Our actions, as elected and appointed board members, ultimately have both short- and long-term impact in the classroom. Therefore, we pledge that we will...



LEAD RESPONSIBLY

- Prepare for, attend and actively participate in board meetings
- Work together with civility and cooperation, respecting that individuals hold differing opinions and ideas
- Participate in professional development, training and board retreats
- Collaborate with the superintendent, acknowledging their role as the 10th member of the board and commissioned officer of the commonwealth



ACT ETHICALLY

- Never use the position for improper benefit to self or others
- Avoid actual or perceived conflicts of interest
- Recognize school directors do not possess any authority outside of the collective board
- Accept that when a board has made a decision, it is time to move forward collectively and constructively



PLAN THOUGHTFULLY

- Implement a collaborative strategic planning process
- Set annual goals that are aligned with comprehensive plans, recognizing the need to adapt as situations change
- Develop a comprehensive financial plan and master facilities plan that anticipates short- and long-term needs
- Allocate resources to effectively impact student success



EVALUATE CONTINUOUSLY

- Make data-informed decisions
- Evaluate the superintendent annually
- Conduct a board self-assessment on a recurring basis
- Focus on student growth and achievement
- Review effectiveness of all comprehensive and strategic plans



COMMUNICATE CLEARLY

- Promote open, honest and respectful dialogue among the board, staff and community
- Acknowledge and listen to varied input from all stakeholders
- Promote transparency while protecting necessary confidential matters
- Set expectations and guidelines for individual board member communication



ADVOCATE EARNESTLY

- Promote public education as a keystone of our commonwealth
- Engage the community by seeking input, building support networks and generating action
- Champion public education by engaging local, state and federal officials



GOVERN EFFECTIVELY

- Establish and adhere to rules and procedures for board operations
- Develop, adopt, revise and review policy routinely
- Align board decisions to policy, ensuring compliance with the PA School Code and other local, state and federal laws
- Remain focused on the role of governance, effectively delegating management tasks to the administration

Represented by the signatures below, adoption of these principles assures the school board and individual school directors adhere to the same principles across our commonwealth.

Adopted on: _____

