

# Policy Guide



Policy No. 004  
 Section LOCAL BOARD PROCEDURES  
 Title MEMBERSHIP  
 Adopted AUGUST 21, 1989  
 Revised OCTOBER 10, 2006;  
 FEBRUARY 16, 1998;  
 APRIL 24, 2014

<b>POLICY NO. 004 – MEMBERSHIP</b>		
<b>Section 1</b>	<b><u>Number</u></b>	
	The Board of School Directors shall consist of nine (9) members.	SC 303
	The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.	SC 1081
<b>Section 2</b>	<b><u>Qualifications</u></b>	
	Each member of the Board shall meet the following qualifications:	
	a. Be of good moral character, at least eighteen (18) years of age, shall have been a resident of the District for at least one (1) year prior to the date of election or appointment, shall not be a holder of any office or position as specified in Section 322 of the school code, nor shall be a member of the municipal council.	SC 322
	b. Shall not have been removed from any office of trust under federal, state, or local laws for any malfeasance in such office.	SC 323
	c. Except as provided by law, each member shall not be engaged in a business transaction with the School district, be employed by the School	SC 324

	<p style="text-align: center;"><b>POLICY NO. 004 – MEMBERSHIP</b></p> <p>District, or receive pay for services from the School District.</p> <p>d. Shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.</p> <p>e. Shall file a statement of financial interests with the State Ethics Commission before taking the oath of office or entering upon his/her duties and annually by May 1.</p> <p><b>Section 3</b>    <u><b>Election</b></u></p> <p>Election of members of the Board of School Directors shall be in accordance with law.</p> <p>The Board shall include three (3) members from each of the three communities comprising the District; namely, the Boroughs of Castle Shannon, Dormont, and Green Tree. In November of each odd-numbered year, each community will elect one or more members from its citizenry to serve for a four (4) year term.</p> <p><b>Section 4</b>    <u><b>Vacancies</b></u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the 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 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 Allegheny County.</p> <p>The Board recognizes that community involvement is crucial to fill the vacancy with the most qualified candidate. The Board will advertise the vacancy through multiple medias to the community as well as</p>	<p>SC 321</p> <p>65 Pa. C.S.A. Sec. 1102, 1104, 1105 Title 51 Sec. 15.2, 15.3</p> <p>SC 301 et seq.</p> <p>SC 303</p> <p>SC 315, 316, 317, 318, 319 65 Pa. C.S.A. Sec. 701 et seq.</p>
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	<p style="text-align: center;"><b>POLICY NO. 004 – MEMBERSHIP</b></p> <p>advertise the process the Board will follow to fill that vacancy. Vacancies may only be filled by a resident of the borough where that vacancy occurred.</p> <p><b>Section 5</b>     <b><u>Term</u></b></p> <p>The term of office of each School Director shall be four (4) years and shall expire on the first Monday of December. The term of each School Director appointed to fill a vacancy shall expire on the first Monday of December after the municipal election occurring more than sixty (60) days after the appointment. The term of each School Director elected to an unexpired term shall expire at the termination of that term.</p> <p><b>Section 6</b>     <b><u>Removal</u></b></p> <p>Whenever a School Director shall cease to be a resident of the borough he/she was elected to represent, his/her eligibility to serve on the Board shall cease forthwith.</p> <p>The removal of a School Director who resigns shall become effective upon the presentation of the resignation to the Board President and upon such date specified therein.</p> <p>A School Director who neglects or refuses to attend two (2) successive Regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting neglects or refused to act in an official capacity as a School Director, may be removed from office on the affirmative vote of a majority of the remaining members of the Board.</p> <p>If a person elected or appointed as a School Director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p>	<p>SC 303, 315</p> <p>SC 315</p> <p>SC 319 Pol. 006</p> <p>SC 319 Pol. 006</p>
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	<p style="text-align: center;"><b>POLICY NO. 004 – MEMBERSHIP</b></p> <p><b>Section 7</b>     <b><u>Expenses</u></b></p> <p>Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any state convention or association of School Directors’ convention held within the state, or for necessary expenses actually 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.</p> <p>No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.</p> <p>All Board member expense reimbursements must be approved by the Board President, Vice-President or Treasurer</p> <p>Expenses shall be reimbursed only upon presentation of an itemized, verified statement. Advance payments may be made upon the presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred upon return from such conventions, and a refund to be made to the district of such funds remaining or an additional payment be made to the verified expenses actually incurred.</p>	<p>SC 516.1</p>
<p><b>Section 8</b></p>	<p><b><u>Self-Development Opportunities</u></b></p> <p>The Board of School Directors places a high priority on the importance of a planned and continuing program of self-development for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board, in conjunction with the Superintendent, may plan specific in-service education programs and activities designed to assist Board members in efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the</p>	

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continued welfare of our local schools; and to deepen their insights into the nature of leadership, governance, and community engagement.

The Board regards the following activities and services as appropriate:

- a. An orientation program shall be conducted for each new Board member
- b. The District shall subscribe to publications addressed to the concerns of Board members
- c. Curriculum reports shall be presented at public meetings
- d. Board members shall be encouraged to participate in School Board conferences, conventions, and workshops
- e. Joint meetings with neighboring School Boards or a consortium of School Boards shall be pursued for an exchange of ideas on various facets of School District operations

The Budget will include funds to finance participation of Board members in the activities described above. In making expenditure from this budget category, School Directors shall exercise discretion in choosing among the available options for travel, lodging and meals and shall provide a written or oral conference report at the next regular meeting of the Board. The Board as a whole, following the procedure outlined in the School Code, shall approve or disapprove the participation of members planned activities. The public shall be kept informed through reports at Board meetings about the Board’s continuing self-development program and the expected short and long range benefits to the School District.

In keeping with its stated priority on the importance of continuing self-development opportunities for its members, the Board encourages the participation of all

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members at appropriate School Board conferences, workshops, and conventions. Board members may attend professional conferences such as PSBA, NSBA, and local in-service conferences. In order to control both the investment of time and expenditure of funds necessary to implement such activities, the Board establishes the following guidelines:

- a. 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.
- b. The Board President, Board Secretary, or Superintendent will notify Board members of available intermediate unit or other meetings.
- c. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the District.
- d. The Board Secretary will maintain a calendar of such events and will remind the Board of upcoming meetings.
- e. Each Board member shall receive Board approval prior to attending an out-of-state conference, workshop, or convention at Board expense.
- f. The Board will provide properly budgeted funds to cover expenses for those meetings which have received approval.
- g. The Board will reimburse Board members who attend such meetings for actual, but reasonable, expenses as are legally permitted. These expenses shall be itemized and will be approved by appropriate Board action.
- h. Reimbursement shall be for actual lodging and meal expenses. Board members must provide receipts of such expenses or written

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explanation, if no receipts are available, in order to be reimbursed. All documentation shall be submitted to the Superintendent for the reimbursement to be processed.

- i. Travel, mileage, etc., are also reimbursable expenses.
- j. To receive reimbursement, expense reports must be submitted to the Business Office within thirty (30) days after the conclusion of the meeting.
- k. 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 Director of Fiscal Services or designee.
- l. Reimbursement shall not include or be construed to include compensation to individual Board members.
- m. Board members who attend such meetings are encouraged to report to the total Board at the next meeting following their return.

References:

School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 516.1, 1081, 1102, 1104, 1105

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Public Officials and Employee Ethics Act – 65 Pa. C.S.A Sec 1101 et seq.

State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3