

# Policy Guide



Policy No. 004

Section LOCAL BOARD PROCEDURES

Title MEMBERSHIP

Adopted AUGUST 21, 1989

Last Revised MAY 17, 2022

<b>POLICY NO. 004 MEMBERSHIP</b>		
<b>Section 1</b>	<b><u>Number</u></b>  The Board shall consist of nine (9) members.  The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.	SC 303  SC 1081
<b>Section 2</b>	<b><u>Qualifications</u></b>  Each school director 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 election or appointment, and 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.  2. Shall not have been removed from any office of trust under federal, state, or local laws for any malfeasance in such office.  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	SC 322  SC 323  SC 324 65 Pa. C.S.A. 1101 et seq

<b>POLICY NO. 004 MEMBERSHIP</b>		
	<p>by law.</p> <p>4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.</p> <p>5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:</p> <ul style="list-style-type: none"> <li>a. Before taking the oath of office or entering upon duties.</li> <li>b. Annually by May 1 while serving on the Board.</li> <li>c. By May 1 of the year after leaving the Board.</li> </ul>	<p>SC 321</p> <p>65 Pa. C.S.A. Sec. 1102, 1104, 1105 51 PA Code 15.2, 15.3</p>
<b>Section 3</b>	<p><b><u>Election</u></b></p> <p>Election of members of the Board 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>SC 301 et seq.</p> <p>SC 303</p>
<b>Section 4</b>	<p><b><u>Vacancies</u></b></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and 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.</p> <p>If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed</p>	<p>SC 315, 316, 317, 318, 319 65 Pa. C.S.A. 701 et seq.</p> <p>SC 315</p>

<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 004 MEMBERSHIP</b></p> <p>to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.</p> <p>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 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><i>Temporary Vacancy – Active Military Service</i></p> <p>A temporary vacancy shall be declared when a school director 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 school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.</p> <p><b><u>Term</u></b></p> <p>In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December. The term of office of each school director shall be four (4) years, expiring on the first Monday of December of the fourth year of service.</p>	<p>SC 316, 317</p> <p>SC 315, 407 65 Pa. C.S.A. 701 et seq</p> <p>SC 303, 315</p>	

<b>POLICY NO. 004 MEMBERSHIP</b>		
<b>Section 6</b>	<p>The term of office for an individual appointed or elected to fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies.</p> <p><b><u>Removal</u></b></p> <p>Whenever a School Director is no longer a resident of the borough they were elected to represent, their eligibility to serve on the Board shall cease.</p> <p>If a school director shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting they neglect or refuse to act in an 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.</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 the school director's term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p>	<p>SC 315</p> <p>SC 315 65 P.S. 91</p> <p>SC 319 Pol. 006</p> <p>SC 319 Pol. 006</p>
<b>Section 7</b>	<p><b><u>Orientation</u></b></p> <p>The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.</p> <p>Each new school director shall be invited to meet with the Board President and/or Superintendent to discuss Board functions, procedures and policy.</p>	

<b>POLICY NO. 004 MEMBERSHIP</b>		
<b>Section 8</b>	<p><b><u>Expenses</u></b></p> <p>Funds for school director education and training may be budgeted on an annual basis.</p> <p>Each school director shall receive Board approval prior to attending a conference, workshop or convention at Board expense.</p> <p>When attendance has been authorized by the Board, school directors, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for actual and necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for attendance 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.</p> <p>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.</p> <p>No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.</p> <p>Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual school directors.</p>	<p>SC 321</p> <p>SC 516.1</p> <p>SC 516.1</p> <p>SC 321</p>
<b>Section 9</b>	<p><b><u>Inservice Educational Opportunities and Required Training Programs</u></b></p> <p>The Board places a high priority on the importance of a planned and continuing program of education and training for its members. The purpose of the planned</p>	

**POLICY NO. 004  
MEMBERSHIP**

program shall be to enhance the quality and effectiveness of the Board’s governance and leadership by providing both inservice educational opportunities and required school director training by an approved provider.

**Inservice Education –**

The Board, in conjunction with the Superintendent, may plan specific in-service education programs and activities designed to assist school directors 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 Board may annually budget funds to support its planned program of inservice education and training.

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

1. Participation in School Board conferences, workshops and conventions.
  - a. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by school directors in conferences, workshops and conventions.
  - b. The Superintendent shall inform school directors, in a timely manner, of upcoming conferences, workshops and conventions.
  - c. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the district.

SC 516

**POLICY NO. 004  
MEMBERSHIP**

d. 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 District.

2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications addressing school directors' concerns.
4. Maintenance of current resources and reference materials accessible to school directors.

*Required Training Program: Newly Elected or Appointed School Directors -*

SC 328

Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:

1. Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.
2. Personnel.
3. Fiscal management.
4. Operations.
5. Governance.
6. Ethics and open meetings, to include accountability requirements.

	<p style="text-align: center;"><b>POLICY NO. 004</b> <b>MEMBERSHIP</b></p> <p><i>Required Training Program: Re-elected or Re-appointed School Directors -</i></p> <p>Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:</p> <ol style="list-style-type: none"> <li>1. Information on relevant changes to federal and state public school law and regulations.</li> <li>2. Fiscal management.</li> <li>3. Trauma-informed approaches.</li> <li>4. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.</li> </ol> <p>Previously Revised: April 24, 2014; October 10, 2006; February 16, 1998</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 328, 407, 516, 516.1, 519, 1081,</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Public Officials and Employee Ethics Act – 65 Pa. C.S.A Sec 1101 et seq, 1102, 1104, 1105</p> <p>State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3</p> <p>Title 65 P.S. Public Officers – 65 P.S. Sec. 91</p> <p>Board Policy – 006, 011, 901</p>	<p>SC 328</p>
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