



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

The Board of School Directors (“Board”) consists of nine (9) elected, voting members, and a non-voting Superintendent.[\[1\]](#)[\[2\]](#)

### **Qualifications**

Each member of the Board shall meet with the following qualifications:

1. S/He shall be of good moral character, at least eighteen (18) years of age, shall be a citizen of the Commonwealth, shall have been a resident of the Springfield School District (“District”) for at least one (1) year prior to the date of his/her election or appointment, and shall not be a holder of any office or position of profit under any government in the District, nor shall s/he be a member of the municipal council.[\[3\]](#)
2. S/He shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[\[4\]](#)
3. Except as provided by law, s/he shall not be engaged in a business transaction with the District, be employed by the District, or receive pay for services from the District.[\[5\]](#)[\[6\]](#)
4. S/He shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.[\[7\]](#)
5. S/He shall file a statement of financial interests with the State Ethics Commission before taking the oath of office or entering upon his/her duties annually by May 1 while serving on the Board and by May 1 of the year after leaving the Board.[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

### **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 the District, or otherwise. Any such vacancy shall be filled in accordance with the School Code and Sunshine Act and by the appointment, by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy, of a person who shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. If the Board is unable to

appoint someone within thirty (30) days, the vacancy will be filled by the Court of Common Pleas of Delaware County. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Delaware County within thirty (30) days.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed 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.[\[14\]](#)

#### *Temporary Vacancy - Active Military Service*

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 the expiration of the term for which s/he was elected, whichever comes first.[\[14\]](#)[\[19\]](#)[\[20\]](#)

#### **Term**

The term of office of each school director shall be four (4) years and shall expire on the first Monday of December except that the term of each school director appointed to fill a vacancy shall expire on the first Monday of December after the municipal election occurring more than sixty (60) days after his/her appointment, and the term of each school director elected to an unexpired term shall expire at the termination of that term.[\[1\]](#)[\[14\]](#)

#### **Removal**

Whenever a school director shall cease to be a resident in his/her region of the School District of Springfield, his/her membership on the Board shall cease forthwith.[\[14\]](#)[\[21\]](#)

A school director who neglects or refuses to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting neglects or refuses to act in his/her official capacity as a school director, may be removed from his/her office on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)  
[\[22\]](#)

If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days, following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[22\]](#)

#### **Expenses**

School directors, District employees working for/assisting the Board, and Board solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any state convention or association of school directors held within the Commonwealth, or for necessary expenses actually incurred in attendance authorized by the Board at any other meeting held within the Commonwealth or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding meeting of the Board. No member shall be reimbursed for more than two (2) such out-of-state meetings in one (1) school year. Such expenses shall be reimbursed only upon presentation of an itemized, verified statement, except that advance payments may be made upon presentation of estimated expenses to be incurred.[\[23\]](#)

Each school director shall receive Board approval prior to attending a conference, workshop or convention at Board expense.[\[23\]](#)

#### **Orientation**

The Board believes that the preparation of each school director for the performance of Board duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation

of the schools and learn Board procedures. Accordingly, the Board shall give to each new school director for his/her use and possession during the term on the Board the following items:

1. A copy of the School Code.[\[24\]](#)
2. Access to Board policies.
3. The current budget statement, audit report and related fiscal materials.
4. The most recent District Strategic Plan.

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

### **Code of Conduct**

Board members shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or potential contractors.

All procurement transactions, whether negotiated or advertised, and regardless of dollar value, must be conducted in a manner providing maximum open and free competition.

Violators will be subject to dismissal or removal.

### **Conflict of Interest**

No Board member shall engage in or state a position on any matter(s) which is or may be before this Board, in which case his/her position might reasonably be construed to be a conflict of interest.

### **In-Service Training**

The Board recognizes the importance of having its members participate in various types of in-service training. Examples of such training may include, but would not be limited to: intra-district programs; seminars sponsored by Department of Education, Intermediate Unit, Pennsylvania School Boards Association; County, Regional and State Legislative Councils; conventions sponsored by National School Boards Association, American Association of School Administrators; and training programs of National Academy of School Executives, Pennsylvania Executive Academy, etc.

Each year the Board shall approve an amount of money for inclusion in the General Fund Budget for Board in-service. Said funds are to be used by Board members for in-service expense reimbursement. Expenditures and reimbursement shall be accomplished in accordance with provisions of the School Code and District policies and regulations.

The Board recognizes the importance of maintaining relationships with other school districts, and of affording the District with the advantage of statewide and national expertise on important issues that impact upon education. Therefore, each year the Board shall approve an amount of money for inclusion in the General Fund Budget for school district memberships in local, state and national School Board oriented associations.

When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting which will be beneficial to the District.

*Required Training Program: Newly Elected or Appointed School Directors -[\[25\]](#)*

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.

*Required Training Program: Re-elected or Re-appointed School Directors* -[25]

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:

1. Information on relevant changes to federal and state public school law and regulations.

2. Fiscal management.

3. Trauma-informed approaches.

4. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.

**SUPERSEDES:** Policy No. 8230, Board In-Service Training

Policy No. 8350, Membership in School Board Association

Policy No. 8401.1, Performance Evaluation/Board of School Directors

**DISCLAIMERS:**

***This policy is superseded by all current federal and state laws and mandates.***

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Legal

[1. 24 P.S. 303](#)

[2. 24 P.S. 1081](#)

[3. 24 P.S. 322](#)

[4. 24 P.S. 323](#)

[5. 24 P.S. 324](#)

[6. 65 Pa. C.S.A. 1101 et seq](#)

[7. 24 P.S. 321](#)

[8. 65 Pa. C.S.A. 1102](#)

[9. 65 Pa. C.S.A. 1104](#)

[10. 65 Pa. C.S.A. 1105](#)

[11. 51 PA Code 15.2](#)

[12. 51 PA Code 15.3](#)

[13. 24 P.S. 301 et seq](#)

[14. 24 P.S. 315](#)

[15. 24 P.S. 316](#)

[16. 24 P.S. 317](#)

[17. 24 P.S. 318](#)

[18. 24 P.S. 319](#)

[19. 65 Pa. C.S.A. 701 et seq](#)

[20. 24 P.S. 407](#)

[21. 65 P.S. 91](#)

22. Pol. 006

[23. 24 P.S. 516.1](#)

[24. 24 P.S. 519](#)

[25. 24 P.S. 328](#)

[24 P.S. 516](#)

Pol. 004

Pol. 901