



Book	Policy Manual
Section	000 Local Board Procedures
Title	Membership
Code	005
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Prior Revised Dates	8/26/2020

Number

The Board of Public Education shall consist of nine (9) members.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Qualifications

Each member of the Board shall meet the following qualifications:

1. They shall be of good moral character, eighteen (18) years of age, shall have been a resident of the School District for at least one (1) year prior to the date of their election or appointment, and shall not be a holder of any office or position of profit under any government in the School District of Pittsburgh, nor shall they be a member of the municipal council.[\[5\]](#)
2. They shall not have been removed from any office of trust under federal, state, or local laws for any malfeasance in such office.[\[6\]](#)
3. Except as provided by law, they 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.[\[7\]](#)
4. They shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.[\[8\]](#)

They shall file a statement of financial interests with the State Ethics Commission before taking the oath of office or entering upon their duties.[\[9\]](#)

Election

Members of the Board of Public Education shall be elected from nine (9) separate geographic areas within the School District.[\[10\]](#)

Vacancies

A vacancy shall occur by reason of death, resignation, removal from the School District, or otherwise. Any vacancy occurring by reason of removal shall be filled for the unexpired term by the Court of Common Pleas of Allegheny County from the qualified electors of the School District. Vacancies occurring as a result of resignation or death of an elected school director shall be filled as set forth in Term.[\[11\]](#)

Term

The term of office of each school director shall be four (4) years. In the event an elected school director resigns or dies in office, the Mayor of the City of Pittsburgh shall fill the vacancy by appointing an individual from the same Director District in which the vacancy occurred until the first Monday in December following the next municipal primary occurring 120 days after the vacancy occurred.[\[12\]](#)

Removal

Whenever a school director shall cease to be a resident of the School District of Pittsburgh, their membership on the Board shall cease forthwith.

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 their official capacity as a school director may be removed from their office on the affirmative vote of a majority of the remaining members of the Board.[\[13\]](#)[\[14\]](#)

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 their term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[15\]](#)

Expenses

Board Expenses -

School directors, a non-member Secretary of 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. The maximum allowable reimbursement amount for expenses is \$3,000 per event. No member shall be reimbursed for more than two (2) national educational conventions or national education meetings (other than annual State conventions of school directors) which occur out-of-state or outside the Pittsburgh region in one (1) school year, unless authorized by the Board President and deemed to be of educational value to the District. 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.[\[16\]](#)

Expense reports shall be submitted within forty-five (45) days after the completion of a trip or prior to the close of the fiscal year, whichever occurs first.

Travel Expenses -

All members shall submit a Travel Report Form within one (1) week following their return from a conference or event. The Travel Report Form shall be emailed to the Board Executive Assistant, with a copy to the Board President. No member shall be paid for the same expenses twice. Should a member go over the allotted expenses, a waiver must be presented to and approved by the Board.

State Required Training Program: Newly Elected or Appointed School Directors -[\[17\]](#)

Each newly elected or appointed school director shall complete during the first year of the school director's first term, 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, which shall include review of the 000 series of the Local Board Procedures.
6. Ethics and open meetings, to include accountability requirements. Newly elected or appointed school directors shall review Policy 917 – Code of Ethics/Conflict of Interest.

State Required Training Program: Re-elected or Re-appointed School Directors -[\[17\]](#)

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.

District Required Training Program: Newly Elected or Appointed School Directors

Each newly elected or appointed school director shall complete during the first semester of the school director's first term, a training program consisting of at least three (3) hours of instruction, including, at a minimum, information regarding:

1. Governance Roles & Responsibilities of a School Director
2. Board Adopted Priorities as outlined in the District's Goals and Guardrails
3. Board Governance procedures such as goal monitoring, board self-evaluation, and budget adoption
4. Distinguishing between Superintendent work and Board work and inputs, outputs, outcomes, and student outcomes.

Legal

1. [24 P.S. 302](#)
2. [24 P.S. 303](#)
3. [24 P.S. 304](#)
4. [24 P.S. 305](#)
5. [24 P.S. 322](#)
6. [24 P.S. 323](#)
7. [24 P.S. 324](#)
8. [24 P.S. 321](#)
9. [65 Pa. C.S.A. 1101 et seq](#)
10. [24 P.S. 301 et seq](#)
11. [24 P.S. 315 et seq](#)
12. [24 P.S. 302.1](#)
13. [24 P.S. 315](#)
14. [24 P.S. 318](#)
15. [24 P.S. 319](#)
16. [24 P.S. 516.1](#)
17. [24 P.S. 328](#)