

# Policy Manual

Pennsylvania Association of School Business Officials  
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**200 ELECTION POLICY** *(revised September 2019)*

**210 Eligibility to Vote** – It shall be the responsibility of the PASBO Executive Director to establish prior to the Annual Conference and Exhibits a list of those eligible to vote at the conference. The official voting list shall not be changed without the specific authorization of the Executive Director.

**210.1** Those eligible to vote shall be established as per Article V Section 1(a) of the PASBO Bylaws.

**210.2** In order to be eligible to vote, membership dues shall be paid for the applicable membership year prior to or in conjunction with the annual conference. It shall be the responsibility of the Executive Director to maintain records of membership dues payment and shall use such records in the creation of the list of those eligible to vote.

**210.2.1** In addition, a member must be registered for the conference in one of the categories of membership that are eligible to vote per Article V Section 1(a) of the PASBO Bylaws.

**210.2.2** An active, life or emeritus member who is eligible to vote but who is registered for the Annual Conference only as exhibitor representative will not be considered an eligible voter.

**210.3** In the event of disagreements regarding eligibility to vote, the Executive Director shall resolve the disagreements using the following procedures.

**210.3.1** When there is a disagreement as to whether appropriate dues have been paid, the member shall have the option to pay the dues in question at the conference prior to voting and, therefore, be entitled to vote. If PASBO records are in error, the duplicate dues payment shall be refunded in full.

**210.3.2** When there is a disagreement regarding appropriate membership category for a member (between voting and non- voting categories) the membership status will not be changed from a non-voting to a voting status at

the conference. Subsequent to the conference, supporting documentation may be submitted and reviewed by the Executive Director.

**220 Tie Breaking** – In the event of a tie vote for the election of either Vice President or Board of Directors, the tie shall be broken by a coin toss supervised by the chairperson of the Nominations and Elections Committee in the presence of the candidates in question. If a tie develops among multiple candidates, the tie shall be resolved by a drawing of names. The names of the tied candidates shall be placed in a container. The names drawn shall be considered in order until the board positions are filled. For example, the first name drawn shall be deemed to be the highest vote receiver. The next name drawn shall be deemed the next highest vote receiver and so forth until all positions are filled.

**230 Nominations and Elections Committee –**

**230.1** The Immediate Past President shall serve as the Chair of the Nominations and Elections Committee. In the event that the Immediate Past President is unable to serve in this capacity, the President of the Association may appoint any Past President to serve as chair of the committee. The President-Elect shall serve as the Vice-Chair of the Committee and may convene the committee in the absence of the Chairperson.

**230.2** In addition to those articulated in section 230.1, the Nominations and Elections Committee shall be comprised of the three Directors of the Board who were elected at the most recent annual meeting of the Association. Their terms shall be from July 1 through June 30 during their first year of service on the Board of Directors following their election. In the event that one or more members of this class shall be unable to serve, the President may appoint any member of the Board of Directors to serve on the committee.

**240 Procedures for Nominations –**

**240.1** The Chair of the Nominations and Elections Committee shall no later than November 1 announce to the membership that nominations may be submitted for the positions of Vice President and Directors. Notification shall be provided to the membership, to the Presidents of the regional chapters, to the members of the PASBO Board of Directors, and to

other interested individuals as determined by committee chair.

**240.2** It is the responsibility of the Chairperson and members of the Nominations and Elections Committee to promote and encourage interested and eligible members to seek the position for which they are eligible. The members of the committee shall remain neutral in their public support of any one candidate over any other candidates.

**240.3** Members who desire to stand for election shall submit a letter of intent to the Chair of the Nominations and Elections Committee on or before December 31 prior to the election at the annual meeting. A letter of intent shall be valid for two consecutive years in the case of a candidate who is not elected. A candidate who is not elected shall notify the Nominations and Elections Committee Chair of her or his desire not to be considered as a candidate in a subsequent year.

**240.4** The Nominations and Elections Committee shall meet prior to February 1 to determine the eligibility of each candidate that has submitted a letter of intent to stand for election. Eligibility shall be determined in accordance with the provisions of Article VI, Section 3 of the Bylaws of the association. Whenever nominees submit a letter of intent and are determined to be eligible to stand for election that would potentially cause a violation of Article VI, Section 3 of the By-Laws (relating to geographical limitations on directors), the affected nominees shall be notified by the Chair. In no situation may the ballot include more nominees than can be elected if the potential for violation of Article VI, Section 3 may occur. The Executive Director of the Association shall provide to the Nominations and Elections Committee certification that the members seeking to be elected meet the membership requirements as set forth in the Bylaws.

**240.5** Upon certification of their eligibility to serve, the Nominations and Elections Committee shall conduct a drawing to determine the ballot positions for all individuals seeking election. Once the ballot position is established by the drawing, candidates shall be listed

in that order, by position, in all PASBO publications that reference the election.

**240.6** The Chair of Nominations and Elections Committee shall provide written notification to all candidates of their eligibility to stand for election and the results of the drawing for ballot position.

#### **250 Conduct of Election –**

**250.1** The Nominations and Elections Committee shall be responsible for the conduct of the election at the annual meeting. Only active or life members shall serve as volunteers at the polling place at the annual meeting. A past president who is a life member and who provides assistance to the Nominations and Elections Committee by working at the polling place shall be eligible to vote.

**250.2** Any person whose name appears on the ballot as a candidate shall not serve at the polling place at the annual meeting.

**250.3** All members of the Nominations and Elections Committee shall be present at the tabulation of the election results and shall sign a certification form as to the accuracy of the tabulation of results. If a member of the Nominations and Elections Committee is unable to be present at the tabulation of results, the Chairperson will report this situation to the Association's President who may assign another member of the Board to be present during the tabulation of results. The Chair of the Nominations and Elections Committee shall determine who (other than members of the committee) may be present at the tabulation of results.

**250.4** The Chair of the Nominations and Elections Committee shall provide official notification to the candidates and to the membership of the election results. Notification of the election results shall be made by the Chair of the Nominations and Elections Committee to each candidate, individually, following the tabulation of results and before the notification provided to the membership.

**250.5** The Chair of the Nominations and Elections Committee shall provide written certification of the election results to the Executive Director and to the President of the Association. The actual vote counts shall only be disclosed to the members of the Nominations and Elections Committee.

**260 Election Rules** – The following shall govern all PASBO elections:

**260.1** Information regarding each candidate that submitted their letter of intent to stand for election as outlined in Paragraph 240.3 will be published in *PASBO Report* at least one month prior to the election. No other information shall be published or distributed by the candidate except as permitted by sections 260.7 and 260.8.

**260.2** Publication and distribution of information about a candidate by PASBO is restricted to that prepared and circulated by the PASBO Nominations and Elections Committee. The chair of the Nominations and Election Committee will announce to all candidates on or before January 15 of each year the option to provide a resume, statement of qualifications or similar document of no more than one page in length that will be sent electronically to all eligible voters attending the Annual Conference. The document(s) will be sent no later than March 1 of each year but no sooner than February 15 of each year. The Nominations and Elections Committee will review and approve the specific format of the candidate document including length and use of graphics as well as other requirements.

**260.3** Badges and stickers promoting a candidate are not permitted.

**260.4** Candidates or PASBO members shall not host or sponsor a hospitality room to support a candidate.

**260.5** Exhibitors may not display or distribute information on candidates in exhibit booths, hospitality rooms, or any other location during or prior to the conference.

**260.6** Two copies of the rules will be mailed to each candidate to be signed. One copy shall

be returned to the Chairperson of the Nominations and Elections Committee on or before March 1 prior to the conference.

**260.6.1** A candidate that has a question regarding the election rules shall submit his or her question in writing to both the Chairperson and the Vice-Chair of the Nominations and Elections Committee.

**260.7** A candidate may call or email individual PASBO members in support of herself or himself provided that no expenditure is made by or for the candidate in producing or distributing the communication. A candidate shall not use PASBOLink for any election-related communications.

**260.8** A PASBO member other than a candidate may call or email individual PASBO members in support of a candidate provided that no expenditure is made by or for the member in producing the or distributing the communication. The PASBO member shall be required to obtain the written approval (by either email or first-class mail) of the candidate for the communication in advance of the communication. No communication shall be made on behalf of a candidate until written approval is received. PASBO members shall not use PASBOLink for any election-related communications.

**260.9** The members of the Nominations and Elections Committee shall remain neutral in their public support of any one candidate over any other candidates, and they shall not promote a candidate pursuant to section 260.8.

**260.9.1** PASBO employees shall remain neutral in their public and private support of any candidate and shall not endorse or recommend a candidate.

## **270 Violation of Election Rules –**

**270.1** A candidate or a PASBO member that has a complaint regarding a potential violation of election rules shall contact both the Chairperson and the Vice-Chair of the Nominations and Elections Committee.

**270.2** The Chairperson and members of the Nominations and Elections Committee will be responsible for investigating any accusations of inappropriate behavior or

violations of the election rules as set forth in Section 260 of this policy.

**270.3** The results of any investigation conducted by the Chairperson and members of the Nominations and Elections Committee will be reported to the Association's President and members of the Executive Committee for determination of appropriate action. Such action will not exclude the removal of a candidate from the current election process. It will be the responsibility of the Chairperson of the Nominations and Elections Committee to report any accusation, finding and possible Board action to the accused nominee as soon as practical.

### **300 APPOINTMENT OF A DIRECTOR TO A VACANCY** *(revised January 2020)*

**301 Responsibilities of Nominations and Elections Committee** –When a vacancy occurs on the PASBO Board of Directors, the Nominations and Elections Committee shall solicit nominees to fill the vacancy for the unexpired term of the Director. Nominees shall be solicited from the PASBO membership through an announcement in the next issue of *PASBO Report*, by contacting candidates from preceding elections, through notification to the regional chapter presidents and by advising the Board of Directors.

**301.1** Members who desire to be considered to fill the vacancy shall submit a letter of intent to the Chair of the Nominations and Elections Committee.

**301.2** The Nominations and Elections Committee will review the credentials of all members interested and report to the PASBO Board of Directors those candidates eligible to fill the vacancy.

**301.3** At the next regular or special meeting of the PASBO Board of Directors, the Nominations and Elections Committee will place in nomination those candidates qualified to be considered for the vacancy.

**302 Elections Process** –The PASBO Board of Directors shall elect from the slate of nominees identified under section 301.2 one person to fill the vacancy. The election shall be done through a succession of secret ballots, wherein the successful candidate will receive a vote of a two-thirds majority of those board members present. Each subsequent ballot required will have the name of the candidate(s) receiving the least number of votes eliminated from further consideration.

### **400 COMMITTEES** *(revised September 2020)*

**401 Establishment of Committees** –Annually the PASBO Board of Directors will consider, upon the recommendation of the President, appointments to the following authorized committees for the ensuing



year. Leadership and membership on the committee will be open, unless the composition of the committee has historical precedence as noted herein.

Committee	Chairperson
ASBO Nominations	
Accounting	
Audit Review	PASBO President Elect
Awards	
Benchmarking	
Building	
Bylaws	
Communications	
Conference	PASBO Vice President
Education	
Exhibitors Advisory	Chairperson of Exhibitors Advisory Committee
Facilities	
Food Service	
Gary Reeser Memorial Award	PASBO President Elect PASBO Vice President PASBO Directors (3) one from each class for their full term as director
Human Resources	
Leadership Development	
Legislative	
Membership	
Nominations and Elections	PASBO Immediate Past President PASBO President Elect
Partnership	
Policy	PASBO Immediate Past President PASBO Directors (3) one from each class for their full term as director
Past Presidents Advisory	PASBO Past President (2 years ago)
Procurement	
Professional Certification	
Gary Reeser Memorial Award	PASBO President Elect PASBO Vice President PASBO Directors (3) one from each class for their full term as director

Rural School Districts	
School Business Management Advisory	President-Elect
School Safety	
Strategic Planning	President-Elect
Technology	
Transportation	
Urban School Districts	

**402 Special Task Forces and Committees** –Special task forces or other committees can be created as the need arises. Leadership and membership of newly created special task forces or other committees can be determined or appointed as the need arises.

**403 Committee and Special Task Force Membership** – Membership on a PASBO committee or Special Task Force will be open to all PASBO members as defined under Article V, Section 1 of the association’s Bylaws except that the President, with the recommendation of the Executive Director and Committee Chair, may appoint individuals representing other educational associations or organizations that will contribute to the mission of the committee as liaison members from those groups to a committee.

**403.1 Term of Membership** – Except as otherwise set forth in PASBO’s Bylaws or Policy 400, the term of membership on a committee will be one (1) year commencing on July 1 and terminating on June 30. While committee membership may begin at any time during a fiscal year, it will terminate the first June 30 following membership. There is no limit to the number of consecutive years an individual may serve on a committee.

**403.2 Committee Membership** – There is no limit to the number of committees to which PASBO members may serve.

**403.3 Committee Chair and Vice Chair** – Committee Chairs and Vice Chairs shall be appointed as set forth by the Association’s Bylaws and Policy 400, except that appointments not made in this manner will be made by the President.

**403.3.1** Appointments made by the President will be made with the advice and consent of PASBO’s Executive Board. Such appointment will be limited to individuals meeting the criteria of Active member as defined under Article V, Section 1 of the Association’s Bylaws and shall not exceed three (3) fiscal years in duration.

**403.3.2** Board Member Committee Appointment – A member of the PASBO Board will be appointed to each committee or Special Task Force of the Association. Whenever practical, such appointments will be as Committee Chair or Vice Chair.

**403.4** Number of Committee Members – Except as stipulated in the Association’s Bylaws, the

number of individuals assigned to any committee shall be determined by the Association's President after recommendation from both the Executive Director and Committee Chair.

#### **500 PASBO BOARD POLICIES** *(revised January 2020)*

**501 Creation of Board Policy**—The PASBO Board of Directors shall adopt and periodically revise as necessary policies that shall guide the Board and the Executive Director in the operation of the Association.

**502 Relationship to Bylaws**—The Board Policies are intended to elaborate upon and supplement the bylaws of the association, and no policy may be inconsistent with the bylaws.

**503 Procedures for Adoption or Revision**—It shall be the responsibility of the Policy Committee of the PASBO Board to review and recommend to the Board new or proposed revisions to PASBO policies. Policies may be adopted or revised by a majority vote of the PASBO Board members present at any regular or special Board meeting. New policies or revisions to existing policies may be proposed by Board members at any regular or special Board meeting. Such policies or policy revisions shall be referred to the Policy Committee for review. The Policy Committee shall make a recommendation regarding the proposed policy or policy revision(s) at the next succeeding regular or special Board meeting and shall include the recommendations with the regular published Board agenda and materials.

#### **600 (RESERVED)**

#### **700 PROFESSIONAL CERTIFICATION POLICIES** *(revised January 2020)*

##### **710 Submission of Information Related to an Initial or Renewal Certification –**

**710.1** It shall be the responsibility of the PASBO Executive Director or designee to determine the completeness and adequacy of information submitted as part of an initial or renewal application for professional certification (the Application).

**710.2** The Executive Director may devise such forms and processes as are necessary to obtain complete and accurate professional certification information.

**710.3** It shall be the responsibility of the applicant for a PASBO professional certification to provide all information requested by the PASBO Executive Director pertaining to the Application.

**710.4** In the absence of a current job description and/or organization chart which is approved by the governing board of the school entity, the Executive Director may determine suitable alternative documentation. At a minimum,

such alternative documentation must include a verification from the Chief Administrative Officer of the school entity as to the accuracy of the information.

**710.5** Applicants renewing at previous registration levels will be required to only submit application form and a list of CEUs claimed.

**711 Definitions -**

**711.1** A primary or system-wide area of responsibility must be a position that functions in such a way as to encompass all aspects of a task for the school entity.

**711.2** A secondary area of responsibility must be a position that functions in such a way as to encompass all aspects of a task for a specific department within the school entity.

**712 Professional Certification Designations and Initial Certification Requirements –**

**712.1** Initial certification requirements to qualify as a Pennsylvania Certified School Business Administrator (PCSBA) are as follows:

**712.1.1** Applicant must be and have been a current active or life member of PASBO for the immediate three years prior to application.

**712.1.2** Applicant shall have three years of experience during the last five years in at least six areas of specialization in a system-wide administrative position.

**712.1.3** Applicant shall have earned a Master's Degree or Master's Equivalent (as defined by the Pennsylvania Department of Education) or earned a Bachelor's Degree and have completed four years of experience in at least six areas of specialization, or have earned a Bachelor's Degree and have three years of work experience in six areas of specialization and at least nine graduate credits above Bachelor's Degree.

**712.1.4** Applicant shall have earned a minimum of 48 continuing education units (CEUs) in the field of school business administration within the immediate three years prior to application. No more than 75% of the total CEUs reported shall qualify as Conferences and Other Group Programs (Type 1).

**712.2** Initial certification requirements to qualify as a Pennsylvania Certified School Business Official (PCSBO) are as follows:

**712.2.1** Applicant must be and have been a current active or life member of PASBO for the immediate three years prior to application.

**712.2.2** Applicant shall have three years experience during the last five years in at least three areas of specialization in a system-wide administrative position.

**712.2.3** Applicant shall have earned a Bachelor's Degree or earned an Associate's

Degree and have at least six years of work experience, or have earned an Associate's Degree and have at least three years work experience in three areas of specialization and have earned at least 45 college credits beyond the Associate's Degree.

**712.2.4** Applicant shall have earned a minimum of 24 continuing education units (CEUs) in the field of school business administration within the immediate three years prior to application. No more than 75% of the total CEUs reported shall qualify as Conferences and Other Group Programs (Type 1).

**712.3** Initial certification requirements to qualify as a Pennsylvania Certified School Business Specialist (PCSBS) are as follows:

**712.3.1** Applicant must be and have been a current active or life member of PASBO for the immediate three years prior to application.

**712.3.2** Applicant shall have three years of experience during the last five years in at least one area of specialization in a system-wide administrative position.

**712.3.3** Applicant shall have a High School Diploma or equivalent.

**712.3.4** Applicant shall have earned a minimum of 12 continuing education units (CEUs) in the field of school business administration with the immediate three years prior to application. No more than 75% of the total CEUs reported shall qualify as Conferences and Other Group Programs (Type 1).

**713 Professional Certification Renewal Requirements to include Renewal at a Higher Level Certification –**

**713.1** Renewal certification requirements to qualify as a Pennsylvania Certified School Business Administrator (PCSBA) are as follows:

**713.1.1** Certificant shall retain active or life membership in PASBO during all years of certification.

**713.1.2** Certificant shall, during the previous four-year certification period, earn 64 continuing education units (CEUs).

**713.1.3** Certificant shall continue to meet all other initial designation requirements.

**713.2** Renewal certification requirements to qualify as a Pennsylvania Certified School Business Official (PCSBO) are as follows:

**713.2.1** Certificant shall retain active or life membership in PASBO during all years of certification.

**713.2.2** Certificant shall, during the previous four-year certification period, earn 32

continuing education units (CEUs).

**713.2.3** Certificant shall continue to meet all other initial designation requirements.

**713.3** Renewal certification requirements to qualify as a Pennsylvania Certified School Business Specialist (PCSBS) are as follows:

**713.3.1** Certificant shall retain active or life membership in PASBO during all years of certification.

**713.3.2** Certificant shall, during the previous four-year certification period, earn 16 continuing education units (CEUs).

**713.3.3** Certificant shall continue to meet all other initial designation requirements.

**714 Renewal Certification – Change of Position Recognition for Areas of Specialization –**

**714.1** If a certified member changes positions resulting in fewer Area(s) of Specialization that can be credited on the renewal certification based upon the current organizational chart and job description, this individual shall be allowed to retain the higher designation and claim Area(s) of Specialization based upon experience in a school entity as outlined in 714.2.

**714.2** Area(s) of Specialization may be claimed for a member that previously had system-wide administrative responsibility and received credit through a previously approved Professional Certification Application to recognize the Area(s) of Specialization.

**714.3** Certificant shall be required to meet all other renewal designation requirements for that particular level of certification.

**715 Applicant Must Apply for the Highest Designation for Which They Qualify –**

**715.1** Initial applicants must apply for the highest designation for which they qualify. Determination of the level of designation for which an applicant qualifies shall be made by the Executive Director based on the Application submitted and upon other pertinent data.

**715.2** In the event of a position change which would impact upon a designation, an applicant may initially apply for the lower level certification provided the applicant meets all other requirements. The applicant shall renew at the highest designation for which they qualify.

**715.3** In the event of a position change for a currently certified individual, an applicant may renew for the lower level of certification provided the applicant meets all other requirements. The applicant shall subsequently renew at the highest designation for which they qualify.

## **716 Recognition of School Business Experience as Alternative to Formal Education Requirements**

**716.1** Years of school business official experience in similar position may substitute for the education requirement of an applicant in determining the level of designation for which an applicant qualifies.

**716.2** A full year (12 month period) of school business official experience will be equivalent to 15 undergraduate credits.

**716.2.1** The equivalent of 4 full years of school business official experience will be the equivalent of the Associate's Degree.

**716.2.2** The equivalent of 8 full years of school business official experience will be the equivalent of the Bachelor's Degree.

**716.3** Recognition of school business official experience as an alternative to formal education applies to certified members that move to the next higher level of designation.

**716.4** Applicant must meet all other requirements for the higher level of designation to substitute the school business experience as an alternative to formal education requirement.

## **717 Recognition of Certificates of Enhanced Qualifications (CEQs) as Alternative to Areas of Specialization Requirements –**

**717.1** Completion by an applicant of certificates of enhanced qualifications may substitute for the areas of specialization in determining the level of designation for which an applicant qualifies.

**717.2** Each CEQ successfully completed will identify the Area of Specialization in which the applicant may claim on the professional certification application.

**717.3** Recognition of CEQs as an alternative to Areas of Specialization applies to certified members that desire to move to a higher level of designation.

**717.4** Applicant must meet all other requirements for the higher level of designation to substitute the CEQs for Areas of Specialization.

## **718 Recognition of Secondary Areas of Responsibility as Alternative to Primary System-wide Responsibilities for Advancing from PCSBS to PCSBO -**

**718.1** Recognition of secondary areas applies only to individuals wishing to advance from PCSBS to PCSBO.

**718.2** Individuals may substitute one primary plus three secondary areas of responsibility in place of the three primary areas of responsibility to advance to PCSBO.

**718.3** The primary area of responsibility must be system-wide. The three secondary areas must be department-wide as referenced in the candidate's job description.

**718.4** Applicant must meet all other requirements for the higher level of designation in order to claim the secondary alternative.

**719 Recognition of Change of Position/Membership Type for Certification Renewal**

**719.1** If a certified member changes positions resulting in ineligibility for Active membership, this individual shall be allowed to retain their designation provided they maintain appropriate type of membership for the new position.

**719.2** Certificant shall be required to meet all other designation requirements in order to renew that particular level of certification.

**720 Specialist Certification may Be Held in Only One Area –**

**720.1** Those certified as specialist may hold certification in only one area of specialization. The area of specialization where the certification is held is the area where the applicant holds the greatest job responsibility at the time of the application.

**720.2** In the event that the job responsibilities of a certified specialist would change, the area of specialization may be changed provided all certification qualifications are met at the time of renewal of the certification.

**725 Revocation of Certification –**

**725.1** A PASBO professional certification may be revoked based on the provisions of the "PASBO Professional Certification Program."

**725.2** In the event that a professional certification has been revoked, the Executive Director shall contact the individual involved in writing indicating that the action has been taken and requesting that the certification document be returned to PASBO. Such letter shall be placed in the professional certification file of the individual and shall be retained in the PASBO office.

**730 PASBO Membership in Relation to Professional Certification –**

**730.1** For the purposes of the professional certification, PASBO membership shall be determined according to the membership policies adopted by the PASBO Board of Directors.

**730.2** It shall be the responsibility of the Executive Director to interpret and apply PASBO membership policies.

**730.3** For the purposes of professional certification, the term "school" entity shall refer to the type of entity in which the active member is employed, including school districts, area vocational technical schools, intermediate units, non-public schools, postsecondary institutions, higher education institutions and designated agencies of state government.

**735 Failure to Receive Application Verification of Chief School Administrator –**



**735.1** If the signature of the Chief School Administrator cannot be obtained to verify a Professional Certification Application, an applicant may request a waiver of this requirement.

**735.2** The applicant should complete all other portions of the Application and submit it to the PASBO office with a written explanation of the circumstances surrounding the absence of the verification signature from the chief school administrator.

**740 Application of Experience Provision of the Professional Certification Program –**

**740.1** In the event that an application for certification, because of changes in school entities, fails to meet the experience requirements in his or her current school entity, the applicant may apply for a certification previously held positions as the qualifying basis.

**740.2** When applying for certification using a combination of positions, all information supplied regarding job descriptions, organization charts, and job responsibilities must pertain to positions held during the period of certification.

**740.3** The Application submitted must contain the signature of the Chief School Administrator of the school entity in which the position is currently held and/or a letter from the Chief School Administrator in the prior position.

**740.4** If one or both of the Chief School Administrator signatures cannot be obtained, the applicant may request a waiver of this requirement as per the provisions of subsection 735.

**745 Recognition of College Credits for Professional Certification CEU Credit**

**745.1** It shall be the responsibility of the Executive Director to review college credits claimed for professional certification CEUs and determine whether they are directly related to school business administration.

**745.2** In making this determination the Executive Director shall use the following general guidelines:

**745.2.1** Course credit taken toward a degree program shall be evaluated in relation to the degree program. If the degree program is deemed to be related to school business administration then all courses taken toward the degree are eligible for CEU credits.

**745.2.2** Non-degree courses shall be evaluated on their own merits. In determining their relatedness to school business administration the Executive Director shall employ a broad view of the academic skills needed to be a school business official.

**745.2.3** Applicants for professional certification are encouraged to contact the Executive

Director to determine whether college courses will qualify for PASBO CEU credit.

**750 Extension of Time Period for Renewal of a Professional Certification –**

**750.1** Certificants may submit a request for extension of the period of time for renewal of a professional certification not to exceed one year. Such request must be submitted in writing, prior to the expiration date of the current certification, to the Executive Director.

**750.2** It shall be the responsibility of the Executive Director to determine whether the circumstances presented by the certificant warrant an extension. If the request for extension is denied by the Executive Director the certificant may appeal the decision as per the appeals procedures outlined in the Professional Certification Program.

**750.3** In reaching the decision regarding the approval or denial of a request for extension the Executive Director should consider both personal and professional circumstances presented.

**750.4** If a renewal application is submitted by a certificant and found to be not approvable because claimed CEUs are rejected, and if in the judgment of the Executive Director the certificant made a good faith effort in claiming the CEUs, the Executive Director may grant an extension not to exceed one year to the applicant to obtain the necessary valid CEUs.

**750.5** During any extension period a certificant's professional certification shall remain valid and in effect.

**750.6** An extension of the renewal period shall not extend the certification period nor change an individual's certification date. To accomplish this aim, in the event of the granting of an extension, the succeeding certification period shall be reduced to a period not less than three years.

**750.7** In the event that a certification renewal period has been shortened as a result of the extension of the preceding certification period, the shortened certification period may not be used as the basis for subsequent extensions.

**750.8** The Executive Director shall periodically report to the PASBO Board of Directors the names of individuals for whom extensions of certification periods have been granted.

**755 Continuation of Professional Certification While Renewal Application is Under Review –**

**755.1** If the process of reviewing an applicant's Professional Certification Application proceeds beyond the period in which the certification renewal is due, the professional certification shall remain in effect and valid during the review period.

**755.2** In no case may the review of an application extend more than six months beyond the date on which the certification was to be renewed.

**755.3** The above continuation provisions are predicated upon a timely and good faith

submission of the renewal application by the applicant.

**756 Continuation of and Renewal of Professional Certification Upon Reentering Active School Service –**

**756.1** Members holding a certified status at the time of retirement from school business administration may retain that designation without renewal so long as PASBO emeritus or life membership is retained. If PASBO emeritus or life membership is not retained, the certification will lapse. Those individuals whose certifications have lapsed must comply with the requirements for initial certification upon reemployment as a school business official.

**756.2** Upon reentry into active school business service, the school business official who meets the requirements of Section 756.1 will retain the current professional certification. The current professional certification will be assigned a new anniversary date to coincide with the date of reemployment and the nearest subsequent renewal cycle date. The school business official shall be required to meet the certification renewal requirements in effect at the time the renewal application is due.

**756.3** Upon certification for 24 years, members holding a certified status may retain that designation for “life” without renewal so long as PASBO membership is retained.

**760 Continuing Education Units (CEUs) –**

**760.1** CEUs are awarded as listed in Appendix B of the Professional Certification Guide.

**760.2** The Executive Director shall be responsible for reviewing and making a determination as to the validity and appropriateness of all CEUs claimed by an applicant for professional certification.

**760.3** The Executive Director may request additional verification of any CEUs claimed by an applicant. It is the responsibility of the applicant to maintain sufficient documentation of CEUs claimed in order to provide such verification to the Executive Director. In the event that an applicant cannot produce such verification, it shall be presumed that the CEUs are invalid and the Executive Director shall discount such CEUs from the certification application.

**760.4** The PASBO office will maintain a CEU History which members may access for their continuing education units for PASBO workshops attended, conferences attended, committee leadership, committee participation and regional chapter participation in which a member has participated. The CEU History may be used to complete part of the schedule for reporting CEUs.

**770 PASBO and Other Approved Professional Workshops, Programs or Courses –**

**770.1** Any workshop, program or course sponsored by an approved organization as listed in Appendix A of the *Professional Certification Program Guide* shall be automatically accepted for CEU credit.

**770.2** Workshops offered by organizations not listed in the pre-approved list may be approved for CEU credit by the Executive Director. Approval of such workshops shall be based on a review of the following materials:

- \* Course outline
- \* Names and qualifications of instructors
- \* Instructional materials used in the workshop
- \* Eligible participants
- \* Duration of the workshop
- \* Relevance to school business administration

**770.3** Certificants are encouraged to seek pre-approval for professional workshops, programs or courses which are not sponsored by a pre-approved agency or which has not been specifically approved previously.

**770.4** A member of the Board of Directors and/or Professional Certification Committee may attend, participate in, or audit a PASBO workshop to promote active participation in PASBO activities to observe the quality of the workshop programs, presenters and facilities, to collect information to assist the Board in its decision-making process or to represent the Board on a specific issue or for general purposes of public relations.

**770.4.1** When workshop participation is to achieve one of the above stated purposes, no registration fee will be required and no CEUs may be claimed for attendance or participation in the workshop.

**770.4.2** Board members shall notify the PASBO office in advance of their planned attendance to permit adjustments in meal counts, to alert the on-site coordinator and to allow for proper recognition during the workshop.

## **782 Application of CEUs Earned –**

**782.1** In order to claim a CEU credit, regardless of the type of credit, it must have been earned within a specific time frame as follows:

**782.1.1** Initial Certification - The Applicant must have earned the continuing education units in the immediate three years prior to the month of application.

**782.1.2** Renewal Certification - The Applicant must have earned the continuing education units in the four year certification period and any approved extension up to one year.

**782.2** In no case may a CEU credit be claimed in more than one certification period.

## **800 RECOGNITION OF REGIONAL CHAPTERS** *(revised January 2020)*

**801** The Board of Directors, upon receipt of application, may recognize regional chapters as being affiliated with PASBO. The recognition of regional chapters includes the establishment of new regional chapters, the realignment of existing regional chapters or the termination of affiliations. The conditions for affiliation, the determination of geographic area and the termination of affiliation shall be pursuant to the following procedures.

### **802 Establishment within geographic areas of existing regional chapters, realignment or termination--**

**802.1** Requests for establishment within the geographic area of existing regional chapters, realignment or termination shall be submitted to the Executive Director of PASBO and shall include responses to the following issues:

- What impact will this request have on existing regional chapters?
- How will this request impact on the professional growth opportunities of affiliation members?
- How will this request serve the interests of PASBO?

**802.2** Upon receipt of a request for establishment within the geographic areas of existing regional chapters, realignment or termination, the President of PASBO shall appoint a committee comprised of a member of the Board of Directors to serve as the chairperson and a regional chapter president or designee of all affected chapters. Advisory members with broader statewide perspective such as PASBO past presidents and/or directors may also be included to provide some historical context and broader neutral perspective.

**802.3** The committee established in section 802.2 shall prepare written findings of fact with an advisory recommendation for action to be presented to the Board of Directors

**802.4** Upon receipt of a request for establishment within geographic area of existing regional chapter, realignment or termination, the Executive Director of PASBO shall notify the president of all regional chapters with a request that such information be communicated to regional chapter members.

### **802.5**

**802.5.1** At its next regularly scheduled meeting, the Board shall acknowledge receipt of the recommendation of the committee and communicate the recommendation to the President of all affected regional chapters for

dissemination to their membership.

**802.5.2** At the next regularly scheduled meeting following the process set forth in 802.5.1, final action on the request and recommendation shall be taken by the Board of Directors.

**802.5.3** At the expiration of one year after the implementation of the Board action on the creation or modification of a regional chapter(s), the committee referred to in 802.2 of this policy may be requested to evaluate the impact of the Board actions.

**803 Establishment of new regional chapters that do not require modification of existing geographic areas.**

**803.1** The Board of Directors may recognize new regional chapters as being affiliated with PASBO by approval of a letter of application and execution of the Affiliation Agreement without regard to the provisions of 802, provided the new regional chapter's geographic area does not affect any existing regional chapter boundaries. This section shall apply in the case of new regional chapters for support services where no regional boundaries have been established or where the geographic area of an existing regional chapter for support services is not affected by the new regional chapter.

**804** Recognition of any new regional chapter shall require execution of the Regional Chapter Affiliation Agreement.

**805** An Affiliation Agreement shall remain in effect for three (3) years from the date of execution or until revoked or suspended. A regional chapter shall re-affirm its commitment to PASBO by presenting the Affiliation Agreement to its membership at a regularly scheduled meeting every three (3) years from the date of execution and shall approve this re-affirmation with a majority vote in the affirmative. or until revoked or superseded.

**900 CONTINUING EDUCATION CREDITS (CPE) *(revised January 2020)***

**910** The Pennsylvania Association of School Business Officials is an approved program provider by the State Board of Accountancy. This approved status enables professional development programs sponsored by PASBO in areas such as accounting, auditing, finance and budgeting to qualify for awarding of CPEs to those individuals who must earn a designated amount of CPEs to qualify for and /or to maintain licensed as a certified public accountant.

**920 Certificates of Attendance**--Effective July 1, 2000 PASBO will provide certificates of attendance.

**920.1 Certificates will include required language per the State Board of Accountancy.**

930.1 930 Retention of Records--It will be the responsibility of the individual to maintain possession of this certificate. Included in the policy is an excerpt from the PA Consolidated Statutes, Title 49, Professional & Vocational Standards that pertains to the retention of records by the applicant:

**§ 11.68. Retention of continuing education records--Responsibility for documenting the continuing education requirements rests with the applicant, and evidence to support fulfillment of those requirements shall be maintained for 5 years after the completion of educational courses. Documentation consists of:**

1. Certificate of completion from the program sponsor.
2. Course material and attendance verification if no certificate of completion is available.
3. A certified transcript of courses taken for credit in an accredited university or college.  
For noncredit courses taken, a statement of hours of attendance signed by the instructor.
4. Evidence of publication for published articles, books or continuing professional education programs.
5. Evidence obtained from the sponsor or university or college of having been an instructor or discussion leader at a program or course.  
  - (a) If there is a dispute concerning whether credit should be granted for a continuing education program, or upon audit, the applicant shall provide a copy of the documentation required in subsection (a). The dispute will be resolved against the applicant if the applicant fails to produce evidence sufficient to document the claim and may result in disciplinary or corrective action being taken by the Board.

**940 Responsibilities of Program Sponsors**--As a program sponsor, PASBO is required to meet the criteria contained in the Pennsylvania Consolidated Statutes, Title 49, Professional & Vocational Standards, § 11.71.

## 1000 Membership

### 1010 Definition of Membership Categories -

1010.1 Active Members - Shall include only those employees of a school entity engaged full time in systemwide administration and/or supervision of business affairs.

1010.1.1 To qualify as systemwide, a position must function in such a way as to encompass all aspects of a task for a school entity.

1010.1.2 Administration shall mean the overall organization and direction of a business affairs function.

1010.1.3 Supervision shall mean the direction of an individual or individuals in the performance of a business affairs function.

1010.1.4 Active membership shall be extended to administration or supervisory staff of state agencies with an interest in school business affairs, including, but not limited to, the Department of Education, the Department of the Auditor General and the Department of Revenue.

1.5 Chief Administration Officers of school entities which do not employ an individual in the capacity of business administrator are eligible for active membership.

1010.1.6 Individuals who are eligible for active membership are not eligible for any other members category of membership.



1010.2 Life Membership - Shall include anyone who has been an active member for a minimum of ten years and who has paid the required life membership fee.

1010.2.1 At the time of application for life membership, the applicant must be an active member.

1010.2.2 The president shall be awarded a life membership at the annual conference which becomes effective the membership year following his or her residency.

1010.2.3 Life members shall not be required to pay dues under any other membership category.

1010.3 Emeritus Membership - Shall include any person with ten or more years of active or life membership who retired from full-time business administration and is not employed full time.

1010.3.1 An emeritus member who is employed on less than a full-time basis by a business which would qualify as a business associate member shall retain his or her emeritus status and shall not be required to become a business associate member. Full-time employment shall mean more than 20 hours per week or more than 26 40-hour weeks per year.

1010.4 Education Associate Membership - Shall include those persons employed in or maintaining an interest in school business affairs who are not eligible for any other category of membership.

1010.5 Business Associate Membership - Shall include those individuals who have a commercial interest in the field of school business management.

1010.6 Student Membership - Shall include those who are enrolled in courses at

the undergraduate or graduate level which are designed to prepare the individual for school business administration.

1010.7 Support Staff Associate Membership - Shall include those employed in school business affairs who are not eligible for active membership.

1010.8 Honorary Membership - Shall be extended to any person as determined by the PASBO Board of Directors.

1010.8.1 Honorary memberships shall be determined by a majority vote of those present and voting at any regular or special meeting of the Board of Directors.

1010.8.2 The Board of Directors may designate no more than two honorary memberships in a membership year.

1010.8.3 Honorary members shall receive PASBO Report and shall be entitled to attend the annual conference and any workshop program at the active member rate. Honorary membership shall be effective for a period of five years unless extended by action of the PASBO Board of Directors.

#### 1020 Membership Dues -

1020.1 Membership Year - The membership year shall extend from July 1 through June 30 of a year and be known by the last two digits of year ending June 30.

1020.1.1 The PASBO Board of Directors shall establish the membership dues structure for the next membership year prior to the adoption of the annual budget.

1020.1.2 A new membership shall be effective through the following June 30 unless the membership is received under 1020.1.3.

1020.1.3 New memberships received after April 1 shall entitle the payer to membership services for both the remainder of the current year and the next succeeding membership year.

1020.1.4 When members receive membership under 1020.1.3, the year of initial membership for the individual shall be reflected as the latter of the two membership years involved.

1020.2 Possession of Membership - Active, life, emeritus, education associate, support staff associate and honorary memberships are issued to the individual and are not transferable, regardless of the party paying for the membership. Business associate membership shall be considered the property of the organization/company paying the membership.

1020.2.1 Organizations/companies possessing business associate membership may interchange the name of the individual in the organization/company who holds the membership.

1020.2.2 If an individual holding a business associate membership declares that it is a personal membership and the organization/company for which he or she works concurs, the individual may continue to hold the membership after leaving the business.

1020.3 Appeal of Membership Status or Information - Members may appeal to the PASBO Board of Directors decisions by the Executive Director regarding membership categories, status or history.

1020.3.1 In order to appeal a determination, a member must submit a letter to the Executive Director stating the issue and providing any supporting documentation within 60 days of the

determination.

1020.3.2 The Executive Director shall present the letter and documentation along with a recommendation to the PASBO Board of Directors at the subsequent Board meeting.

1020.4 Membership Status - Members who have not renewed their membership by September 30 following the current membership year shall cease to receive membership service mailings as of that date and shall be deleted from the official membership count.

1020.4.1 Those members who have not paid membership dues by September 30 shall be deleted from the official membership count.

1020.4.2 Membership records for individuals who have not paid dues shall be retained by PASBO for a period of three membership years following the last year dues were paid. After this date the record shall be deleted.

7/97

## **1100 OPERATING RESERVE, CAPITAL FUND AND OTHER PERMANENT/TEMPORARY FUNDS**

*(revised March 2020)*

### **1101 Operating Reserve –**

**1101.1** The PASBO Board shall establish an operating reserve for the purposes of providing stability to PASBO operations to plan for contingencies and for sustaining the operation over periods of program and financial fluctuation and new service start-up.

**1101.2** In establishing its annual operating budget, the PASBO Board shall designate an operating reserve of not less than four months and not more than six months of the next year's budgeted operating expenses of the association, exclusive of any budgetary reserve.

**1101.3** In establishing its annual operating budget, if the estimated cumulative excess of revenue over expenses is insufficient to provide the required operating reserve, the Board shall adjust the amounts budgeted for revenue and expenditures to bring the reserve to the required level.

**1101.4** This policy shall be reviewed by the PASBO Board annually in the process of budget preparation.

### **1102 Capital Fund –**

**1102.1** The PASBO Board shall establish a capital fund for the purposes of funding capital items and capital expenditures determined by the Board.

**1102.2** The PASBO Board shall have the discretion to designate amounts to the capital fund based upon projected Capital budgetary requirements. In addition, funds remaining at the close of the fiscal year beyond requirements of the operating budget and operating reserve may be designated to the capital fund, upon action of the Board.

**1102.3** The capital fund shall be accounted for as part of PASBO's other accounts but shall, for the purposes of supplementary financial reporting, be shown as a separate fund.

### **1103 Permanently and Temporarily Restricted Funds –**

**1103.1** The PASBO Board may establish other restricted funds as are necessary. These funds shall be accounted for as part of PASBO's other accounts but shall, for the purposes of supplementary financial reporting, be shown as separate funds with a temporarily or permanently restricted designation.

**1103.2** There shall be a PASBO Scholarship Fund and an ASBO Election Fund. The scholarship fund shall be a permanently restricted fund. The Election Fund shall be temporarily restricted.

**1103.3** There shall be no allocations of general fund revenues or expenditures for any restricted fund, including the capital fund

## **1200 INVESTMENTS** *(revised March 2020)*

**1201** PASBO's Investment funds will be divided into three separate investment pools. The process for determining the dollar amount in each pool is set forth in the "Procedures" section of this document. The three investment pools shall be called the "Operating Fund", the "Operating Reserve Fund", and the "Long-Term Fund". All deposits and funds invested, pursuant to this policy, shall be solely owned by PASBO and not by its Investment Consultant nor any of its trading partners.

### **1202 Procedures -**

**1202.1** The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of PASBO and accurately reflects the current financial condition:

**1202.1.1** This investment policy shall be reviewed annually by the Executive Director or designee for any necessary revisions.

**1202.1.2** Recommendations for any revisions or modifications will be made by the Executive Director or designee to the Policy Committee and Board of Directors for approval.

**1202.2** The following procedures will be used to determine the dollar amounts to be placed in the Operating Reserve Fund and the Long-Term Fund. Dollars not specifically designated for the Operating Reserve or Long-Term Funds will be restricted to investments designated in the "Investment Guidelines" for the Operating Fund.

**1202.2.1** The Executive Director or designee will recommend the dollar amounts to be placed in the Operating Reserve and Long-Term Funds.

**1202.2.2** The Board of Directors will have final approval of the dollar amounts placed in specific funds.

**1202.3** The services of an investment consultant will be sought to manage portions of PASBO funds. The following procedure shall be followed to engage a new or replace a current investment consultant.

**1202.3.1** The Executive Director or designee will recommend the hiring or replacing of an investment advisor to the Board of Directors, who shall have final approval.

**1202.4** The procedures for changing an investment manager and/or mutual fund will be as follows:

**1202.4.1** The investment consultant will recommend the changing of an investment manager and/or mutual fund to the Executive Director.

**1202.4.2** The Executive Director or designee will review the candidates and make a recommendation to the Board of Directors, who shall have the final approval.

**1202.5** The Investment Advisor shall be registered and supply annual reports of the Advisor's company. There shall be immediate disclosure of any investigations by any regulatory or law enforcement agency. The Investment Advisor shall be provided a copy of the investment policy and shall agree to abide by all provisions of the policy.

### **1203 Operating Fund –**

**1203.1** The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations of the PASBO in a timely manner.

**1203.2 Investment Objectives –** The investment objectives of the Operating Fund are:

**1203.2.1** Preservation of capital;

**1203.2.2** Liquidity; and

**1203.2.3** To optimize the investment return within the constraints of the policy.

### **1203.3 Investment Guidelines –**

**1203.3.1 Allowable Investments –** The Executive Director shall be authorized to invest the PASBO Operating Fund as follows:

**1203.3.1.1** Checking or savings accounts in US Federally insured banks and savings and loans not to exceed federally insured amounts;

**1203.3.1.2** Money market funds that invest in US Government backed securities;

**1203.3.1.3** Federally-insured certificates of deposit not to exceed the limits set by the FDIC per institution;

**1203.3.1.4** Direct obligations of the US Government, and full faith and credit agencies and instrumentalities;

**1203.3.1.5** Repurchase agreements in conjunction with bank sweep accounts collateralized by US Government obligations;

**1203.4 Maturity** – The maturities on investments for the Operating Fund shall be limited to 12 months or less. The Executive Director or designee will be responsible for scheduling maturities.

**1203.5 Reporting** – The Executive Director or designee shall prepare the following reports for presentation on a monthly basis to the Board of Directors:

**1203.5.1** Schedule of investments,

**1203.5.2** Interest income year to date,

**1203.5.3** Current yield.

#### **1204 Operating Reserve Fund –**

**1204.1** The purpose of the Operating Reserve Fund is to meet the expenses occurring as the result of unanticipated activities and to meet the Board of Directors policy.

**1204.2 Investment Objectives** – The investment objectives of the Operating Reserve Fund are:

**1204.2.1** Preservation of capital;

**1204.2.2** Liquidity; and

**1204.2.3** To optimize the investment return within the constraints of the policy.

#### **1204.3 Investment Guidelines –**

**1204.3.1 Allowable Investments** – The Executive Director or designee shall be authorized to invest the PASBO Operating Reserve Fund as follows:

**1204.3.1.1** Money market funds that invest in government-backed securities;

**1204.3.1.2** US Federally-insured certificates of deposit not to exceed the limits set by the FDIC per institution;

**1204.3.1.3** Direct obligations of the US Government, its agencies and instrumentalities;

**1204.3.1.4** Commercial paper rated A-1/P-1 by Standard & Poor's and



Moody's (up to 25%);

**1204.3.1.5** Corporate notes with a minimum rating of investment grade by one rating service (up to 25%).

**1204.3.2 Maturity** – The Operating Reserve Fund shall have a weighted average maturity of three years or less.

**1204.3.3 Diversification** – No more than 5% at cost of the Operating Reserve Fund may be in the securities of any one issuer with the exception of obligations of the US Government, its agencies and instrumentalities; repurchase agreements collateralized by obligations of the US Government, its agencies and instrumentalities; mutual funds and federally- insured certificates of deposit.

**1204.3.4 Reporting** – The Executive Director or designee shall prepare the following reports for presentation on a monthly basis to the Board of Directors.

**1204.3.4.1** Schedule of investments,

**1204.3.4.2** Interest income year to date, and

**1204.3.4.3** Current yield.

#### **1205 Long-Term Fund –**

**1205.1** The purpose of the PASBO Long-Term Fund is to enhance the purchasing power of funds held for future expenditure and to maintain the financial stability of the association.

**1205.2 Investment Objectives** – The objectives of the portfolio represent a long- term goal of maximizing returns without exposure to undue risk, as defined herein. It is understood that fluctuating rates of return are characteristic of the securities markets. The primary concern should be long-term appreciation of the assets and consistency of total return on the portfolio. Recognizing that short-term market fluctuations may cause variations in the account performance, the portfolio is expected to achieve the following objectives over a three-year moving time period:

**1205.2.1** The Account's total expected return will exceed the increase in the Consumer Price Index by 5% annually. On a quarter to quarter basis, the actual returns will fluctuate and can be expected to exceed the target about half the time.

**1205.3** Understanding that a long-term positive correlation exists between performance volatility (risk) and statistical returns in the securities markets, we have established the following short- term objective:

**1205.3.1** The portfolio should be invested to minimize the probability of low negative total returns, defined as a one- year return worse than negative 10%. It is anticipated that a loss greater than this will occur no more than one out of twenty years.

**1205.4 Investment Guidelines** – The investment policies and restrictions presented in this statement serve as a framework to achieve the investment objectives at the level of risk deemed acceptable. These policies and restrictions are designed to minimize interference with efforts to attain overall objectives, and to minimize the probability of excluding appropriate investment opportunities.

**1205.5 Prohibited Investments** – The following investments and investment activities are prohibited:

**1205.5.1** Private placements;

**1205.5.2** Letter stock;

**1205.5.3** Derivatives. However, to the extent that mutual funds are used by PASBO the mutual funds may buy or sell derivatives for the purposes of managing portfolio risk;

**1205.5.4** Commodities or commodity contracts;

**1205.5.5** Short sales;

**1205.5.6** Margin transactions; and

**1205.5.7** Any speculative investment activities.

**1205.6 Diversification** – Individual stocks are subject to a maximum 5% commitment at cost or 7% commitment of the account’s market value for an individual security and 15% for a particular industry.

**1205.7** Individual bonds not guaranteed by the US Government its agencies or instrumentalities are subject to a maximum 5% commitment at cost.

**1206 Long-Term Fund Target Asset Mix –**

**1206.1** The long-term component of the Reserve Fund shall be comprised of the asset classes listed in the table below. The target weight is the desired weight for each asset class. The minimum weights and maximum weights are to allow for normal market

fluctuations. It shall be the responsibility of the investment consultant to remain within the range specified for each asset class. The investment consultant should re- balance the portfolio according to the target weights semi-annually

ASSET CLASS	MINIMUM WEIGHT	TARGET WEIGHT	MAXIMUM WEIGHT
EQUITY			
US Large Capitalization Stocks	17%	22%	27%
US Small Capitalization Stocks	9%	11%	13%
International Stocks	9%	11%	13%
TOTAL EQUITY		44%	
FIXED INCOME			
US Government/Corporate Intermediate Bonds	27%	34%	41%
International Bonds	10%	12%	14%
High Yield Corporate Bonds	8%	10%	12%
TOTAL FIXED INCOME		56%	

**1206.2 Equities** – The equity asset classes should be maintained at risk levels roughly equivalent to the sectors of the market represented, with the objective of exceeding a nationally recognized index measuring the performance of the designated sector over a three-year moving time period net of fees and commissions. Mutual funds conforming to the policy guidelines may be used to implement the investment program.

**1206.3** The following definitions shall apply for the purposes of this policy:

**1206.3.1** US Large Capitalization Stocks: A portfolio of stocks comprised primarily of US based companies, with the average of the stocks held having a market value exceeding \$3.0 billion and primary shares of which are traded on a major US exchange.

**1206.3.2** US Small Capitalization Stocks: A portfolio of stocks comprised primarily of US based companies with the average of the stocks having a market value less than \$1 billion.

**1206.3.3** International Stocks: A portfolio comprised primarily of stocks of non-US

based companies, the primary shares of which are traded on exchanges outside the US American Depository Receipts are considered International Stocks.

**1206.4 Fixed Income** – Investments in fixed income securities will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums. Mutual funds conforming to the policy guidelines may be used to implement the investment program. The following definitions shall apply for the purposes of this policy:

**1206.4.1 US Government/Corporate Intermediate Bonds:** A portfolio consisting primarily of fixed income securities denominated in US dollars issued by the US Government or US corporations having a weighted average maturity of less than 10 years.

**1206.4.2 High Yield Corporate Bonds:** A portfolio consisting primarily of bonds issued by US corporations and the majority of the bonds are rated below BBB/Baa.

**1206.4.3 International Bonds:** A portfolio consisting primarily of Fixed income securities denominated in currencies other than US dollars. Issuers may be both governments and corporations.

**1207 Performance Reporting** – The Long Term Fund will be evaluated quarterly on a total return basis. Returns will be compared to:

**1207.1** Consumer Price Index plus 5%;

**1207.2** Nationally recognized indices measuring the performance of the classes specified in the target asset mix.

**1207.3** Comparisons will show results for the latest quarter, year to date, and since inception. The report will be prepared by the Investment Consultant and will be presented to the Executive Director who will provide it to the Board of Directors on a quarterly basis.

### **1300 ASBO LEADERSHIP CONFERENCE** *(revised January 2020)*

#### **1301 ASBO Leadership Conference -**

**1301.1** The PASBO Board of Directors believes that interaction and networking with ASBO International staff and colleagues representing the ASBO affiliates contributes to the goals and objectives of PASBO. Through such experiences, PASBO and its members benefit from information obtained and advice given and received on national education issues and activities of ASBO International.

**1301.2** The PASBO Board shall annually budget for its officers to participate in the ASBO's Leadership Conference and shall encourage PASBO officers to attend the conference. The budget shall provide for reasonable expenses for travel, lodging, meals, registration, special programs and incidental expenses normally incurred for such programs.

**1301.3** For purposes of this policy, officers shall mean the officers as defined in PASBO bylaws.

#### **1400 MEMBER ASSISTANCE** *(revised January 2021)*

**1401 Member Assistance** –The board of directors may, at the request of a member on his or her behalf regarding employment rights and/or business management, authorize PASBO's participation: (a) as a co-complainant or an intervenor in a civil action or administrative agency proceeding in which the member is a party or (b) as an appellant or an intervenor in an appeal from an order or judgement in said civil action or administrative agency proceeding or as an amicus to the appellate court when PASBO has not been a party to the proceeding below.

PASBO may authorize its General Counsel to assist a member in obtaining his or her own attorney. In addition, if PASBO's direct participation in the civil action or administrative agency proceeding or appeal there from is not possible or, in the sole judgment of the board, not appropriate, the board may authorize PASBO's General Counsel to assist the attorney for the affected member(s).

**1402 Criteria for participation in any member assistance effort** - The legal action shall have statewide significance for the school business official and the profession of school business management.

#### **1403 Procedure** –

**1403.1** Any active member or any regional chapter by formal action may initiate a request to the PASBO Board of Directors for member assistance.

**1403.2** The request must be in writing to the president of the association with a copy to the executive director at the association's office.

**1403.3** The request will be forwarded to the PASBO General Counsel for review and recommendation to the board of directors at its next, or duly called, meeting.

**1403.4** The executive director, in consultation with the president, may additionally request other legal reviews and opinions from school solicitors or others with special expertise in the subject area.

**1403.5** The board shall take action and notify the requesting party of the status of the

request.

**1404 General Counsel Review** –General Counsel shall advise the board on the merits of the request, whether the issue has the potential for establishing a legal precedent, and any other appropriate information counsel deems necessary for the board.

**1405 Selection of Counsel** –The board retains the right for the selection of counsel and approval of briefs in any litigation in which participation is authorized.

**1406 Funding** –The board shall appropriate funds as necessary for member assistance efforts. In each case, the board shall determine a cap on expenditures for the association’s member assistance effort. If costs reach the cap before the legal action is completed, the board may approve additional funding. Any funds designated for this shall be appropriated to the Member Assistance Fund. Any funds appropriated to the Member Assistance Fund shall be from sources other than dues revenue.

#### **1500 CONTINUING EDUCATION CURRICULUM/COURSE DEVELOPMENT** *(revised March 2020)*

**1510 Definition of a Course** - A comprehensive curriculum designed to provide a planned sequence of information on a topic that relates to the job description and responsibilities of school business officials.

**1520 Criteria** - The course must meet a need in the workshop program and be applicable for multiple years. A subcommittee of the Education Committee will review the course for accuracy and clarity and may consult with other research committees, as appropriate. The subcommittee will then make a recommendation to the entire Education Committee regarding the course. Approval must be given by the Education Committee and Executive Director or designee for compensation to be rendered.

**1530 Compensation** - Individuals who produce curriculum for PASBO that has been approved by the Education Committee and the Executive Director or designee shall be compensated at a rate approved by the Board of Directors. A letter of agreement will be sent to the individual communicating the course approval. Related compensation for updates or rewrites to the curriculum, instructor presentation slides and notes, etc. shall be at the discretion of the Executive Director.\_

**1540 Property of PASBO** - After the individual receives compensation and signs the letter of

agreement, the course and all of its back up materials then becomes the property of PASBO. The creator must turn over the materials in an electronic format and provide any teaching materials created for the program. The creator, therefore, gives up all copyright privileges on the material.

**1600 BOARD OF DIRECTORS' ATTENDANCE POLICY** *(revised January 2020)*

**1601** All members of the PASBO Board of Directors are expected to attend all regularly scheduled meetings of the board and the annual leadership conference for regional chapter officers. Newly elected or appointed directors are required to attend the New Board Member Orientation.

**1602** The attendance requirement will be affirmed by candidates for the board of directors when receiving the election rules.

**1603** Candidates for the PASBO Board of Directors will receive a meeting schedule for the ensuing twelve months.

**1604** Recognizing that conflicts, professional and personal, will occur, this policy provides a process that must be complied with when an officer or director is unable to attend a meeting.

**1605 Notification** – Any member of the PASBO Board of Directors who will not be able to attend any meeting of the board, regular or special, New Board Member Orientation in the case of newly elected or appointed directors or the annual leadership conference for regional chapter officers shall personally contact the PASBO President by telephone at least one day prior to the meeting. The board member shall indicate the nature of the reason for non-attendance and shall provide any information or commentary on agenda items. In the case of the New Board Member Orientation for new members, an alternate date for an individual orientation shall be scheduled with the Executive Director.

**1606 Dismissal**—Any board member who does not attend three consecutive meetings (defined as regular meetings of the PASBO Board of Directors, their own New Board Member Orientation or the annual leadership conference for regional chapter officers) for reasons other than military service, illness, family leave or similar situation or who does not attend three meetings in a year (defined as July 1- June 30) for any reason other than military service, illness, family leave or similar situation, shall be removed from the board in compliance with section 7 of Article VI of the PASBO By-Laws. The dismissed board member may apply to the board for reinstatement based on extenuating circumstances prior to the next regular meeting of the board of directors.

**1607** A board member who does not attend three consecutive meetings (defined as regular

meetings of the PASBO Board of Directors, their own New Board Member Orientation or the annual leadership conference for regional chapter officers) for reasons of military service, illness, family leave or similar situation shall communicate his or her intent to complete his or her term and shall communicate to the President when he or she will resume attendance.

## **1700 AWARDS OF ACHIEVEMENT** *(revised January 2020)*

### **1710 Eligibility for Awards of Achievement**

**1710.1** The PASBO Awards of Achievement program is open to any active PASBO member.

**1710.2** Members serving on the PASBO Board of Directors are ineligible to apply. However other active members from the same local education agency as the PASBO Board Member are eligible to apply.

### **1720 Review Process for the Awards Committee**

**1720.1** All applications will be sent to each committee member in advance of the review meeting

**1720.2** Each committee member will evaluate each submission.

**1720.3** Submissions from committee members' local education agencies are eligible, but that committee member will not evaluate any submissions or participate in any discussion regarding any award submissions.

**1720.4** All applicants will receive acknowledgement of their submission from the PASBO office.

**1720.5** The Awards of Achievement will be presented at the Annual Conference.

**1720.6** The Awards of Achievement recipients are encouraged to submit their application to the ASBO Pinnacle Award program.

## **1800 WHISTLEBLOWER** *(revised January 2020)*

**1801 General** - The Pennsylvania Association of School Business Officials (Organization) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations (Standards).

**1802 Reporting Responsibility** - It is the responsibility of all directors, officers and employees to comply with the Standards and to report violations or suspected violations in accordance with this



Whistleblower Policy.

**1803 No Retaliation** - No director, officer or employee who in good faith reports a violation of the Standards shall suffer harassment, retaliation or an adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

**1804 Reporting Violations** - The Standards address the Organization's open door policy and suggest that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with anyone in management you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Standards to the Organization's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance Officer directly.

**1805 Compliance Officer** - The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Standards and, at his discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the Audit Committee of the Board of Directors and is required to report to the Audit Committee at least annually on compliance activity. The Organization's Compliance Officer is the chair of the Audit Committee.

**1806 Accounting and Auditing Matters** - The Audit Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the committee until the matter is resolved.

**1807 Acting in Good Faith** - Anyone filing a complaint concerning a violation or suspected violation of the Standards must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**1808 Confidentiality** - Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**1809 Handling of Reported Violations** - The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**1900 ETHICS FOR OFFICERS, DIRECTORS, SCHOOL BUSINESS MANAGEMENT ADVISORY COMMITTEE MEMBERS AND STAFF** *(revised January 2020)*

**1900 Intent**

**1900.1** Service on the Board of Directors of a statewide association is an important honor and responsibility. Much is expected of Officers and the Directors of the Pennsylvania Association of School Business Officials (PASBO). The membership of the association relies on its officers and board to act in its best interests, to be knowledgeable about and proactive on the issues facing education and school finance, to study the questions before it and to base decisions on reliable information with an emphasis of data driven decisions, to be a good steward of the resources of the association and to be honest and trustworthy in all actions. To assure the trust and ethical expectations of the members of PASBO, I affirm the following:

**1901 Duty of Care, Loyalty and Obedience**

**1901.1** In all matters affecting PASBO I will act in good faith and exercise my best efforts in the performance of my duties pledging the following:

I will faithfully prepare for discussions and decisions that affect the association by reading information sent to me by the association officers and staff and by striving to be knowledgeable on issues of importance to the association and our members.

I will make decisions based on factual data rather than unsubstantiated opinions.

I will make decisions based on what is in the best interest of all members of the association, rather than any one group, individual or special interest.

I will be honest in doing the work of the association and in speaking on behalf of the association and its leadership in order to foster trust among association members and the public.

I will respect my fellow Officers and Directors and the members of the association, acknowledging difference of opinion, providing for open and respectful discussion and making decisions only after listening to all points of view and all available data.

I will publicly support the majority decisions made by the PASBO Board of Directors.

I will refrain from any discussion of any subject that might be construed as an infraction of anti-trust law or price fixing.

I will support and encourage participation in all association programs including endorsed programs.

I will hold my own conduct to the highest standards of professionalism, quality and integrity, because the manner in which I conduct my professional and personal life can affect the public image of PASBO.

## **1902 Confidentiality**

**1902.1** I will not disclose, beyond its intended scope, any information that is marked, designated, or treated as confidential by the Board of Directors or staff and that I receive as an Officer or Director of PASBO.

**1902.2** I understand that my obligation to maintain confidentiality extends indefinitely beyond my term of office.

## **1903 Conflict of Interest**

**1903.1** I acknowledge that information, programs, research, services and methods of operations are developed by PASBO for all members and as an Officer or Director I am obligated to pass on this information to my constituencies.

**1903.2** I will openly declare any actual or perceived conflict of interest that may result from my taking part in discussion or decision making on an issue before the association while having

business, professional or personal interest that could bias my decisions. I further acknowledge the Board of Directors has the sole responsibility for determining whether my interests constitute a conflict and if so what the remedy will be. For purposes of this section the following considerations shall be reviewed to determine a conflict of interest:

**1903.3** Any action that could result in a direct or indirect financial or personal benefit to a director, officer or staff member must be disclosed in good faith or known to the PASBO Board of Directors or committee authorizing a contract or other transaction.

**1903.4** All questions as to whether a conflict of interest exists shall be resolved by a vote of the PASBO Board of Directors in which the interested individual may not vote.

**1903.5** If a conflict has been determined or an Officer, Director or staff member believes a conflict may exist, he or she may not participate in the information-gathering stage of the board's or committee's discussion but shall recuse himself or herself from any discussion and shall not participate in the final deliberations or decision regarding such contract or other transaction. Such interested individual may not vote on such contract or other transaction.

**1903.6** In connection with all actions taken by the PASBO Board of Directors with respect to any contract or transaction between the Association and one or more of its officers, directors or staff or between the Association and any other corporation, firm, association, or other entity in which one or more of the directors or officers of the Association is a director or officer or has a substantial financial interest, affiliation, or other significant relationship, each such interested officer, director or staff members of the Association shall:

**1903.6.1** Disclose to the President and Executive Director the material facts as to such officer's, director's or staff member's interest in such contract or transaction and as to any such common directorships, offices or significant financial interest, affiliation or other significant relationships, which disclosure shall be duly recorded in the minutes of resolutions relating to such actions, and

**1903.6.2** Abstain from voting on any such contract or transaction.

#### **1904 Disclosures**

**1904.1** At present, I am aware of the following potential conflict of interest in regard to my position on the Board of Directors or staff (if none, leave blank):

**1904.2** If I become aware of a potential conflict of interest in the future, I will immediately disclose this potential conflict to the president and executive director. I understand that, when in doubt, disclosure is recommended.

## 1905 Execution and Filing of Form

**1905.1** This form shall be executed as follows:

- By a director upon swearing in following either an election or appointment to fill a vacancy;
- By an officer upon swearing in following either an election or appointment to the position of vice president or
- By a staff member upon employment and every five years thereafter.

Signature of Officer, Director or Staff Member:

Date:

## 2000 CONFERENCE *(revised January 2020)*

**2010 Conference Registration-2010.1 Conference Fees** - The PASBO Board shall annually determine the fees for the conference along with any conditions for discounts.

**2010.2** Active members and those eligible for active membership must have a current membership to attend the conference.

**2010.3** One-day registrations are available to all individuals, regardless of PASBO membership or eligibility for membership.

**2010.3.1** One-day registration fee shall be determined annually by the Board of Directors.

**2010.4 Guest Registration** - Guests of PASBO members attending the conference may attend the conference by paying a registration fee set by the PASBO Board of Directors if they are not eligible for membership. Such registration fee shall include admission to all non-ticketed conference functions.

**2010.5 Conference Badges** - Approved registration badges must be worn by conference attendees at all conference functions. Failure to present such badge upon request shall be grounds for removal of a person from a conference function.

**2010.6 Exhibitor Registration** - Exhibitors as part of their exhibit contract shall receive registrations per booth without additional charge. The number of complimentary registrations per booth shall be eight (8) subject to change by the Executive Director with notification to the PASBO Board.

**2010.6.1** Exhibitor registration shall permit entrance to all functions of the conference subject to payment of the cost of these functions as determined by the Executive Director.

**2010.6.2** Exhibitors may purchase conference registrations in addition to those provided as part of the booth contract at a price set by the PASBO Board.

**2010.6.3** Exhibiting companies wishing to utilize the services of individuals other than their own associates, such as celebrities, entertainers, authors, etc. are required to seek approval for the activity sixty (60) days in advance of the PASBO-sponsored event to the attention of the PASBO Executive Director. The request shall include an overview of the proposed activity and provide enough detail to address how the activity will be conducted. Activities that are foreseen to be potentially disruptive to other exhibitors or violate the reasonable standard of conduct will not be approved.

**2010.6.4** The reasonable standard of conduct shall consist of representatives not being rude or offensive toward members or other exhibitors. Questionable dress that is considered too casual or revealing and entertainment that is excessively loud or unsuitable for an educational conference will be prohibited.

**2010.6.5** PASBO reserves the right to terminate any activities and remove offending members during a PASBO event for failure to comply with the standard as defined. Non-employees of an exhibiting company will not be permitted access to the event without the prior approval of the PASBO Executive Director. Exhibiting companies failing to follow this procedure may be removed without refund or barred from future PASBO events for violations of this reasonable standard of conduct.

**2010.9 Refunds of Registration** - Members who pre-registered for the conference and are unable to attend for some unavoidable reason may receive a refund upon submission of a written request to the Executive Director which states the reason for not attending. The Executive Director shall review such requests and recommend to the Board whether a refund should be granted.

**2010.9.1** PASBO shall retain a service fee, as determined by the PASBO Board of Directors, from any such refund.

**2010.9.2** There shall be no refund from PASBO for any hotel-related payments or

payments pertaining to special conference functions.

**2010.11 Complimentary Registrations** - The Executive Director may at his discretion grant complimentary registrations to individuals attending the conference. A record of such complimentary registrations shall be maintained in the conference files.

**2010.12 Conference Hospitality Rooms** - It is the policy of the PASBO Board not to promote nor prohibit hospitality rooms at the annual conference. Those wishing to provide hospitality rooms are subject to the following policies of the Board.

**2010.12.1** Only those Business Members who have rented exhibit space or participate as a Premier Conference Sponsor at the conference or an Electronic Resource Center General Sponsor may have the privilege of providing a hospitality room. Exhibitors shall be given first opportunity to reserve hospitality space.

**2010.12.2** The Executive Director shall approve and assign all hospitality room space and functions. Failure to receive approval for hospitality rooms or functions shall be grounds for eliminating a business from further participation in PASBO conferences.

**2010.12.3** Hospitality rooms must be operated within the rules and regulations of the hotel property.

**2010.12.4** Hospitality rooms may only operate during the hours approved by the Executive Director.

**2010.13 Exhibit Booth Space** - PASBO shall make available for sale to organizations and companies which are PASBO Business Members booth space at the annual conference at a price determined by the Board of Directors.

**2010.13.1** Exhibiting companies must abide by the provisions of the contract confirmed in the sale of the booth space.

**2010.13.2** Booth space shall be allocated on a first-come, first-served basis.

**2010.13.3** Annually, the Board of Directors shall establish rules pertaining to the refund of exhibit booth fee. Such refund policy shall include provisions for retention of a service fee on any refund.

**2010.14 Complimentary Rooms and Meals** - The Executive Director may provide complimentary rooms or meals to individuals attending or participating in the conference.

**2010.14.1** The Executive Director may provide complimentary rooms or meals to invited guests of the association and to speakers who because of travel distance or

other considerations would otherwise not be able to participate in the conference.

**2010.14.2** The President of the association shall be provided a complimentary room or suite for use by the President for sleeping quarters and/or other PASBO functions. In addition, the President shall be provided with up to 20 complimentary room nights for use by his or her immediate family and invited guests.

**2010.15 Conference Sponsorships** - PASBO staff may solicit for Premier sponsorship of the following conference-related events

Opening General Session Speaker Fees

Closing General Session Speaker Fees

Thursday Night Conference Event

**2010.15.1** Other events or conference related costs may be sponsored at the discretion of the executive director in consultation with the conference committee chair.

**2010.15.2** All solicitations shall be made in writing by an invitation sent to PASBO business members. Sponsors are not required to be conference exhibitors but must be business members.

**2010.15.3** The amount of the sponsorship shall not exceed the cost of the event. Sponsors shall be recognized as outlined in the sponsorship agreement. Any other sponsorship benefit will be granted at the discretion of the executive director in consultation with the conference committee chair.

## **2100 RECORDS RETENTION** *(revised March 2020)*

**2100.1** The purpose of this policy is to provide a system for complying with document retention laws, ensure that the organization retains valuable documents, save money, time and space, protect the organization against allegations of selective document destruction and provide for routine destruction of non-business, superfluous and outdated documents.

**2100.2** Documents that are not subject to a retention requirement should be kept only long enough to accomplish the task for which they were generated.

**2100.3** The Executive Director is in charge of making sure that the appropriate director or



coordinator is complying with the document retention schedule. Every staff member will access an electronic file to list any document to be sent to storage or destroyed. The list will identify the documents with enough specificity that one outside the department could determine which documents were stored or destroyed. A hard copy of the list of documents stored or destroyed will be kept by the administrative assistant.

**2100.4** The organization has a legal duty to retain relevant documents, which it knows or believes may be relevant to any legal action. Such documents also include those that could lead to discovery of admissible evidence. Accordingly, all document destruction is automatically suspended when a lawsuit, claim, or government investigation is pending, threatened or reasonable foreseeable. In such a case, paper document destruction, as well as electronic destruction must cease immediately. In the case of electronic destruction, the Executive Director or designee is responsible for ensuring that any automatic destruction program is disabled and reviewing all electronic systems that contain documents potentially relevant to the litigation or claim.

**2100.5** All documents, including electronic documents, that are no longer relevant to the organization's business should be destroyed according to the schedule of retention. Drafts of any documents that have been finalized should be destroyed. Personal notes should not be kept after they are no longer needed.

**2100.6** A schedule of retention approved by the PASBO Audit Review Committee will be reviewed on an annual basis to ensure compliance.

## **2200 SCHOOL BUSINESS MANAGEMENT ADVISORY COMMITTEE** *(updated January 2021)*

**2210 Annual Appointment**—There shall be appointed annually in conformance with Policy 400 a School Business Management Advisory Committee.

**2220 Purpose**—The committee is appointed for the purpose of providing the PASBO Board of

Directors with information, perspectives and concerns of all segments of the PASBO membership to create an inclusionary, deliberative and diverse governance process that enriches the decision-making process.

### **2230 Composition**

**2230.1**—The School Business Management Advisory Committee shall be composed of committee chairs of the PASBO Accounting, Benchmarking, Communications, Facilities, Human Resources, Food Service, Technology, Legislative, Procurement, Rural School Districts, Urban School Districts, Transportation and Safety Committees unless the chair is an elected director or officer already serving on the Board of Directors.

**2230.2**—Chairs of the committees in 2230.1 who are practitioners primarily in the discipline represented by the committee meet the intent of this policy and are eligible for appointment. Chairs who are not primary practitioners in the discipline of the committee may be appointed only upon a finding by the President and President-Elect of exceptional circumstances that will advance the purpose per section 2220.

**2230.3**—If a committee chair declines appointment, the President-Elect shall consult with the committee chair and a recommendation may be made to appoint an alternate from the same committee.

**2230.4**—The Executive Director may recommend up to two additional members of the committee. The recommendations of the Executive Director shall be in consultation with the PASBO President and shall be approved by the PASBO Board of Directors.

**2230.5**—The term of the appointment shall be for one year.

**2230.6**—The Chair of the Committee shall be the PASBO President-Elect.

### **2240—Meetings**

**2240.1**—The committee will meet with the PASBO Board of Directors at the first meeting of

the fiscal year and the first meeting of the calendar year.

**2240.2**—The members of the School Business Advisory Committee will also be invited to attend the Steel Eagle Leadership Institute and the Strategic Planning Session with the PASBO Board of Directors.

**2240.3**—The committee shall not schedule meetings in addition to those outlined in this subsection.

**2240.4**—Expenses for participation in the meetings will be paid in the same manner as reimbursements for PASBO board meetings and for the Steel Eagle Leadership Institute.

**2240.5**—Participation at Board of Director Meetings shall be in a non-voting capacity but dialogue will be encouraged.

### **2301 Safety, Security and Anti-Harassment** *(revised January 2020)*

**2301.1 Pre-Amble**—PASBO is dedicated to providing a safe, hospitable, and productive environment for everyone present at our events, regardless of ethnicity, religion, disability, physical appearance or gender. It's important to remember that a community where people feel uncomfortable or threatened is not a productive one. Accordingly, PASBO prohibits intimidating, threatening, aggressive or harassing conduct during our conferences, workshops, regional chapter meetings or other events created by PASBO or its regional chapters.

**2301.2 Application**—This policy applies to attendees, speakers, staff, volunteers, and exhibitors (participants). Conference participants violating these rules may be sanctioned or expelled from the event, at the discretion of PASBO Executive Committee. We value the time and effort of those who attend PASBO events and want to make their experience as productive and stimulating as possible. All participants should feel comfortable and not in fear for their personal safety.

### **2302 Scope**—

**2302.1** Harassment of any participant at a PASBO event will not be tolerated in any form. Harassment includes, but is not limited to, any of the following directed to a participant or group of participants whether public or not:

- offensive verbal comments related to ethnicity, religion, disability, physical appearance, gender, or sexual orientation;
- inappropriate slurs, sexually suggestive language or derogatory comments

- deliberate intimidation, stalking, following, harassing, photographing or recording;
- sustained disruption of presentations or personal conversations; and
- inappropriate physical contact.

**2303 Compliance—**

**2303.1** Any participant that is asked to stop any harassing behavior is expected to comply immediately.

**2303.2** If a participant is being harassed, and the harassment behavior continues after a clear request to cease the harassing behavior, or a participant has observed a threat to the safety and security at a PASBO event, the participant should contact the PASBO Executive Committee, Executive Director or staff with the specifics of the incident by email or text.

**2303.3** If a complaint is reported to staff, the staff member shall report it to the Executive Director immediately. If a complaint is reported to the Executive Director, the Executive Director shall report it to the Executive Committee immediately. If the complaint is reported to a member of the Executive Committee the officer shall report it to the other officers and to the Executive Director immediately.

**2304 Penalties—**

**2304.1** If a participant engages in harassing behavior, the PASBO Executive Committee may take any action they deem appropriate, ranging from a simple warning to the offender to expulsion from the event and prohibiting participation in future events.

**2304.2** The Executive Committee will hold a meeting as soon as possible, but no later than 24 hours after a complaint has been filed, to determine any appropriate remedy or sanction.

**2305 Notice Prior to Events—**

**2305.1** PASBO will identify security contact information in the materials created for events for participants to use if necessary. If there is no onsite security, then PASBO will provide contact information for the appropriate local law enforcement agency.

**2305.2** If the event is hosted by a school district, career and technology center, intermediate unit or charter school this notice shall not be required.

**2400 Staff Compensation Review Process *(revised January 2021)***

**2401 Executive Director**

**2401.1** At least tri-annually the PASBO Executive Committee will review salaries and total compensation of statewide educational organizations comparable in size, scope (budget,

assets and staff metrics) and mission to PASBO located in Pennsylvania. The benchmarking process will occur during the first meeting of the calendar year. The purpose of the benchmarking process is to provide objective and relevant salary and compensation data to assure that the organization adequately and fairly establishes annual compensation and salary range for the executive director.

Specifically, executive director compensation will be benchmarked against the following educational associations:

- PA School Boards Association (PSBA)
- PA Association of School Administrators (PASA)
- PA State Education Association (PSEA)
- PA Principals Association

**2401.2** Additionally other comparable statewide associations that may be benchmarked include but are not limited to:

- PA Association of Township Supervisors (PSATS)
- PA League of Cities and Municipalities (PLCM)
- PA Interscholastic Athletic Association (PIAA)
- PA Association of School Retirees (PASR)
- PA Partnerships for Children (PPC)

**2401.3** For a national perspective, executive director compensation will be benchmarked against ASBO International affiliates comparable in size, scope (budget, assets and staff metrics) to PASBO. These ASBO affiliates may include but are not limited to:

- California ASBO
- Illinois ASBO
- Indiana ASBO
- Michigan ASBO
- New Jersey ASBO
- New York ASBO
- Texas ASBO
- ASBO International

**2401.4** The benchmarking data will be provided to the executive committee by the executive director. The data will be provided upon request to PASBO directors. The data source will be the most recently filed and reported IRS form 990. The first benchmarking

review will have occurred in June, 2009.

**2402 Staff**

**2402.1** At least tri-annually the PASBO Executive Committee will review salaries and total compensation of organizations comparable in size, scope (budget, assets and staff metrics) and mission to PASBO located in Pennsylvania or similar states. The benchmarking process will occur during the first meeting of the calendar year. The purpose of the benchmarking process is to provide objective and relevant salary and compensation data to assure that the organization adequately and fairly establishes annual compensation and salary ranges for all staff positions.

**2402.2** Staff compensation will be benchmarked against statewide professional organizations with individual members (as opposed to trade organizations).

**2402.3** The benchmarking data will be provided to the executive committee by the executive director. The data will be provided upon request to PASBO directors. The data source will be survey data compiled by the American Society of Association Executives (ASAE), the PA Society of Association Executives (PASAE) or any other data deemed appropriate and reliable by the executive director. The first staff benchmarking review will have occurred in June, 2009.