



**Michelle Dutrow**  
Superintendent  
516 Allport Cutoff  
Morrisdale PA, 16858  
Phone - 814.345.5615 x 4000  
Fax - 814.345.5220  
[www.westbranch.org](http://www.westbranch.org)

*Michelle Dutrow, Superintendent*

---

West Branch Area School District  
Board of Directors  
Notice of Vacancy

### Overview

Available Position: School Board Director

Board Seat Type: Open (Resides within the West Branch School District)

Duration: Until the first Monday of December 2023 after the first municipal election occurring more than sixty (60) days after the vacancy shall have occurred. At such election an eligible person shall be elected for the remainder of the unexpired term.

### Eligibility (as per the Pennsylvania School Board Association)

- At least eighteen (18) years of age as of the date of the November municipal election.
- Good moral character.
- Resident of the school district for at least one (1) year prior to the date of the November municipal election (or prior to appointment if appointed).
- Must have no record of conviction for any felony offense, or any misdemeanor offense involving dishonesty or other "moral turpitude". A federal law known as the Hatch Act prohibits all federal employees and employees of state or local governments whose positions are funded entirely from federal sources from being candidates in partisan political elections for public office, including school boards.
- The Hatch Act does not prohibit holding elective office if appointed to fill a vacancy.
- Active-duty military, including reservists serving on active duty, are prohibited by federal law and Department of Defense regulations from running for or holding partisan political office.
- School directors cannot be employed by their school district during the term for which elected.
- The office of school director is designated as incompatible with most other local government elective offices; incompatible offices cannot be held simultaneously.

### Required Documents

1. Letter of Interest

2. Application:

Part I – General Information

Part II – Background & Experience

Part III – Guiding Questions

It is the policy of the West Branch Area School District not to discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability in its educational programs, activities, or employment. Services and facilities are accessible to and usable by disabled persons as required by Title IX, Section 504 and Title VI.



## GET ONBOARD – SCHOOL BOARDS

How do they operate and what does it take to be a school board director?

---

**First off**, it takes dedication and a strong commitment to public education and service to your local community. **AND THEN?**

**A few basics ...**

**ELIGIBILITY:**

- » You must be a U.S. citizen, at least 18 years of age, of good moral character and a resident of the school district for at least one year prior to the date of election or appointment.
- » There are some [restrictions according to provisions of state or federal law](#) that would cause an otherwise qualified candidate to be ineligible to run for or hold the office of school director.

**TERM:**

- » In Pennsylvania, school board directors or school directors are unpaid elected public officials.
- » For each school district, 9 school directors are elected, each fulfilling a 4-year term.
- » Board appointments occur when a vacancy arises caused by unforeseen circumstances. These seats are filled by an appointment process conducted by the remaining school board directors, which would result in a briefer term in the role.

---

The state and nationwide public education system rests upon the governance of locally elected school board officials, who comprise the school district's board of directors. The authority and decision-making carried out by a school board has a large impact on the success of K – 12 students in their district.

The role of school board director is complex and highly rewarding.

[The Pennsylvania School Boards Association \(PSBA\)](#) is the only professional association dedicated solely to educating and supporting the school boards of Pennsylvania, and as the oldest school boards association in the nation, we've been doing this successfully and continuously for 125 years.





**Michelle Dutrow**  
Superintendent  
516 Allport Cutoff  
Morrisdale PA, 16858  
Phone - 814.345.5615 x 4000  
Fax - 814.345.5220  
[www.westbranch.org](http://www.westbranch.org)

*Michelle Dutrow, Superintendent*

---

## Application for Director of School Board

### Part I – General Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

### Part II – Background & Experience

#### Educational Background:

Name of School: \_\_\_\_\_

Graduate:      Yes                            No     

Year Started:      \_\_\_\_\_ Year Ended:      \_\_\_\_\_

Name of School: \_\_\_\_\_

Graduate:      Yes                            No     

Year Started:      \_\_\_\_\_ Year Ended:      \_\_\_\_\_



3. What is your vision for education in this community?

4. What do you see as the primary work of the board?

5. What do you think is expected of you as a board member?

**Signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_