

**Pennsylvania Association of Pupil Services Administrators  
STANDARD OPERATING PROCEDURES**

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**Pennsylvania Association of Pupil Services Administrators  
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**ROBERT B. CORMANY AWARD OF EXCELLENCE**

Purpose

The Pennsylvania Association of Pupil Services Administrators (PAPSA) supports all student services staff, groups, and initiatives and feels passionate that they should be recognized for their creativity, as well as their behind the scenes and front-line work to benefit students. Thus, the Executive Board may recognize for excellence in the field of student services one (1) or more school entities and/or persons within the Commonwealth based on the quality of their student services program.

Selection

A committee composed of volunteers from the Executive Board shall meet in February of each year to consider nominees for the Robert B. Cormany Award of Excellence.

Notification

School entities throughout the Commonwealth shall be notified of the process for submitting an award nomination via the PAPSA News, website, PupilServ, and the Penn\*Link system. A nomination packet shall be sent to each interested party. Notification shall take place no later than December.

Criteria

Annually, the Executive Director shall submit to the Executive Board a set of criteria to be used in the selection of the award winner(s).

Award

The award shall be in the form of an engraved plaque or some other appropriate item, accompanied by a certificate congratulating the winner. In addition, the selection committee may choose to award honorable mention certificates to any or all of those applicants who were not selected as the winner. The award will be presented at the annual conference and the winner will be asked to make a presentation to the audience concerning those aspects of their program which they deem especially worthy of note.

Issued February 2018

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**BUDGET DEVELOPMENT**

Prior to the June meeting of the Executive Board, the President-Elect and Treasurer, along with the Executive Director and any other individuals that they may choose to involve, shall develop an annual budget for the following fiscal year.

*Content*

The proposed budget shall reflect as closely as possible the estimated income and expenditures for the coming year. The Executive Director shall provide data on the proposed expenditures for publications, workshops and membership development, as well as any projected income from workshop fees or sale of publications.

Since membership dues constitute a major source of revenue for the budget, it should be kept in mind that an increase in dues to fund a proposed budget must be approved separately by the Executive Board

*Adoption*

The annual budget shall be approved by a majority vote of the Executive Board members present and voting at the June Board meeting.

*Revisions*

A revised budget shall be presented to the Executive Board for approval in any instance where expenditures in a given category are expected to exceed the original budget estimates by 20%.

Revised June 2013

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**BOARD MEMBER EXPENSES**

Board members shall be reimbursed for expenses incurred while attending Executive Board meetings according to the following criteria:

Criteria

**Mileage:** At the most current per mileage rate as permitted by the U.S. General Services Administration (GSA) <http://www.gsa.gov/portal/content/142071>. When two or more members car pool, an additional five (5) cents per mile will be permitted.

**Tolls:** Turnpike tolls will be reimbursed in full.

**Room:** One-half the double room rate at the facility where the meeting is scheduled, including all state and local taxes. No expenses for telephone use, movie rental, honor bar, or other incidental expenses shall be reimbursed.

**Meals:** Meals incurred as a necessity due to travel time shall be reimbursed up to the current GSA per diem rate for meals at the designated location. There shall be no allocation for meals if provided at the meeting. This information is available at <http://www.gsa.gov/perdiem>.

**Parking:** Parking fees will be reimbursed in full.

Other Considerations

Requests for reimbursement shall be made to the Treasurer on the standard expense form. Itemized receipts shall accompany the request. No reimbursement will be approved for alcoholic beverages.

No costs will be reimbursed for family members or colleagues who may accompany the Board Member.

Revised February 2016

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**CONFERENCE PLANNING**

The President-Elect shall chair the annual conference of the organization. The Chair shall work with a committee to plan and prepare for the conference.

*Timeline*

April: At the Executive Board meeting, the President-elect shall recommend dates\* and venue location. If the venue remains the same the dates shall be confirmed with the venue staff. If a change is recommended, dates and new venue location shall be confirmed no later than the June meeting of the Executive Board.

May: The President-elect shall work with the Executive Director and Treasurer to develop a conference budget (estimated income and expenses), which shall be included in the June annual budget proposal.

June: The Conference Chair shall confirm to the Board the dates and new venue for the following year's annual conference.

June-July: The President-elect shall form a committee not later than August 1 to assist with the planning and preparation of the conference.

September-December: Key presenters (and costs) and costs for other major expenses shall be confirmed and shared with the Treasurer.

December: All necessary information shall be provided to the Executive Director for a conference announcement (e.g., mailing, e-mailing, etc.).

January-April: All final arrangements and materials shall be prepared.

\* The conference shall be held at a time, which will not conflict with other conferences scheduled by the various pupil services disciplines or with national holidays (e.g., Easter and Passover).

*Advertising*

The summer issue of the PAPSA News shall contain the dates and location for the conference. The fall issue shall provide details of the main speakers. A special flier, containing program and registration information, shall accompany the winter PAPSA News and will be distributed separately to all LEAs not currently represented in the membership. The conference will also be advertised by means of the Department of Education's

Penn\*Link system. The spring or summer issue of the PAPSA News will contain a summary of the programs from the conference.

### Financial Considerations

In establishing a registration fee for the conference, a tentative budget for expenditures should be determined. Nonmember fees shall exceed member fees by the amount of membership dues or \$100, whichever may be less, resulting in automatic membership for those non members registering for the conference to run through the remainder of the fiscal year. Several categories of fees will be established including a full conference fee, a daily fee for one or more days to be specified by the chairperson, a late fee in excess of the regular fee for those registering on site, and separate fees for associated activities such as a new members' workshop that may be scheduled. It is expected that the conference will produce a profit to supplement the dues received from members.

### Program Planning

In addition to arranging for program presenters, the Conference Chair should plan for the following:

1. Facilitators to introduce each presenter and keep notes on the session for use in newsletter summaries of the programs.
2. A form on which attendees can evaluate the conference activities.
3. Packets (paper and/or electronic) for the attendees, which shall include:
  - a. A program booklet.
  - b. Agenda for the annual business meeting.
  - c. Executive Director's report.
  - d. Evaluation form.
  - e. Receipt for registration fees.
  - f. Meal tickets if necessary.
  - g. Name tag.
  - h. List of participants.
  - i. Act 48 forms.
  - j. Other handouts as provided.
4. Meal selection and seating arrangements.
5. Audiovisual needs of the presenters.

### Registration

The PAPSA Executive Director shall receive the registration monies and shall forward them to the Treasurer who shall keep a separate accounting to verify the profit earned from the conference. Purchase orders shall be invoiced and persons who must pay non member rates will be notified if they have failed to do so. The Executive Director shall provide up-to-date lists of dues-paid members. The Executive Director shall provide the Conference Chairperson with the following items prior to the conference:

- a. Lists of participants
- b. Receipts for registration fees

c. Nametags for registered persons.

It shall also be the Executive Director's responsibility to arrange for persons to cover the registration desk, which shall be open on each day of the conference for limited hours.

Program Content

In addition to the general sessions and breakout sessions, it is recommended that the conference shall contain the following:

1. An Executive Board meeting to be held on the first day of the conference.
2. An annual business meeting, which shall be planned by the President and shall include a drawing for door prizes donated by the members of the Executive Board.
3. Presentation of the Award of Excellence in Student Services .

Revised February 2016

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**DUTIES OF THE DIRECTORS**

The Directors are responsible for representing the interests of the general membership on the Executive Board.

*Primary Duties*

- \* To participate in the deliberations of the Executive Board and to attend all meetings of that body. If a Director misses two consecutive meetings of the Board, the Board may consider appointing a replacement.
- \* To serve on committees as appointed by the President or Executive Board.
- \* To assist in member recruitment in their local areas.
- \* To inform colleagues in their local areas and in the pupil services profession of the activities of the Association.
- \* To bring to the attention of the Executive Board such issues and concerns as may be extant in the field.
- \* To provide support to the Conference Coordinator as requested.

*Term of Office*

The Directors shall serve a four-year term of office, and shall not serve more than two consecutive terms as a Director. In addition, a Director may complete the term of an individual who leaves their position. Directors are appointed by the Executive Board.

*Number and Distribution of Directors*

There shall be eight (8) Directors, two of which shall be appointed annually, by the Board. Consideration shall be given to maintaining an equitable geographic distribution among the Directors.

Revised February 2016



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**DUTIES OF THE EXECUTIVE BOARD**

The Executive Board is responsible for the conduct of Association business.

Primary Duties

- \* To meet periodically to conduct the business of the Association. When a member of the Board is absent for two consecutive meetings, the Board may consider appointing a replacement.
- \* To approve all proposed amendments to the PAPSA Bylaws prior to presenting them to the general membership for action.
- \* To approve all reports by the Secretary, Treasurer and Executive Director that relate to the business of the Association.
- \* To determine changes in annual dues as part of the budget process.
- \* To appoint two directors annually to serve on the Board.
- \* To authorize a periodic audit of the Association's accounts.
- \* To fill vacancies that may occur among the officers or directors of the organization with the exception of Immediate Past-president.
- \* To authorize the investment of surplus funds as recommended by the Treasurer.
- \* To review and approve the annual contract with the organization's Executive Director.

Meetings

A schedule of meetings for the coming fiscal year shall be proposed at the June meeting by the President-elect. The Executive Board must approve this schedule. Currently those meetings include one in September, one in December, one in February, one in June and one in conjunction with the annual conference. Emergency alterations to this schedule may be made at the discretion of the President. Meetings are held in a central location as decided by the Board or by conference call. Dates of meetings shall be announced to the general membership and are open to members with the proviso that they inform the Executive Director of their intention to attend.

Expenses

While members are encouraged to obtain support for their attendance at Board meetings from their employing institution, the Association may cover such expenses upon request of the member.

Membership

The Executive Board shall be comprised of the following:

President  
President-elect  
Secretary  
Treasurer  
Immediate Past-president  
Eight Directors  
Executive Director (ex officio)

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**DUTIES OF THE EXECUTIVE DIRECTOR**

The Executive Director is responsible for providing continuity to the affairs of the Association and serving as the Executive Board's spokesperson in Harrisburg:

*Primary Duties*

- \* To produce and disseminate the Association's publications, including the newsletter, manual, and position paper, as well as any other publications authorized by the Executive Board.
- \* To process membership and encourage the growth of membership among eligible educators.
- \* To provide liaison with state and federal government agencies including the legislatures.
- \* To promote liaison with other organizations whose interests coincide with those of PAPSA.
- \* To attend all meetings of the Executive Board and general membership, providing those bodies with a written report of his/her activities in the interim on behalf of the organization.
- \* To represent the Association at relevant meetings.
- \* To design workshops for the professional development of members and other interested persons.
- \* To provide such assistance with the implementation of the annual conference as may be required.
- \* To serve as the organization's liaison with the National Association of Pupil Services Administrators.
- \* To publish an annual directory of members.
- \* To publish any revisions to the Bylaws that may be enacted by the Executive Board.
- \* To conduct research into areas of interest to the membership.
- \* To keep the Board and membership informed of legislative and regulatory actions pertinent to pupil services.
- \* To maintain the Association's web site and list serve.
- \* To maintain the Association's liability insurance.

*Contract*

The Executive Director shall serve under the terms of a contract renewed annually at the June meeting of the Executive Board. That contract shall be recommended by the President-elect in consultation with the Executive Director. The contract shall stipulate the stipend and expenses to which the Executive Director shall be entitled along with the primary responsibilities of the position.

The Executive Director shall be paid his/her stipend on a quarterly basis upon submission to the Treasurer of an invoice for the same. Expenses shall be paid as requested by invoice and with appropriate receipts attached.

### *Limitations*

The Executive Director shall represent the views and positions of the Association as determined by the Executive Board. In instances where matters of a controversial nature may arise that are not covered by the adopted positions of the Board, the Executive Director shall consult with the President before responding to the subject. The Executive Director may express himself/herself in editorial form within the organization's publications as long as he/she identifies the statements as personal opinion and they are not specifically offensive or non-factual in nature.

Revised June 2013

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**DUTIES OF THE PRESIDENT**

The President is the Chief Executive Officer of the Association. Upon him/her devolves the responsibility for the effective and timely operation of the organization.

*Primary Duties*

- \* To preside at all meetings of the general membership.
- \* To appoint chairpersons of all special committees.
- \* To supervise all activities of the Association.
- \* To serve as Chairperson of the Executive Board.
- \* To serve as a member "ex officio" of all committees.
- \* To approve those bills not previously approved by the Executive Board before funds are disbursed by the Treasurer.
- \* To oversee the activities of the Executive Director.
- \* To report to the Executive Board at each of their official meetings on the activities he/she has undertaken on behalf of the Association in the interim.
- \* To report to the general membership at their annual meeting on the activities he/she has undertaken on behalf of the Association during the preceding year.
- \* To develop the agenda for all business meetings of the general membership and Executive Board in consultation with the Executive Board and Executive Director.
- \* To recommend dates for the Executive Board meetings for the year of his/her presidency.
- \* To write a column for each issue of the PAPSA News.
- \* To oversee an annual review of the Bylaws and Standard Operating Procedures.

*Speaking on Behalf of the Association*

The President is specifically enjoined from speaking officially on behalf of the Association, other than in accordance with specific positions on issues as adopted by the Executive Board. In the absence of an official position, the President should consult with the officers of the Association before stating a view on behalf of the organization.

*Term of Office*

The President shall serve a two-year term of office. In the event that the President-Elect is unable to assume the duties of the Presidency, the Executive Board may appoint the President to continue in the position for an additional term.

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**DUTIES OF THE PRESIDENT-ELECT**

The President-elect stands prepared to assume the responsibilities of the President should that individual be unable to fulfill the duties of office. In addition the President-elect has the following specific responsibilities.

*Primary Duties*

- \* To work closely with the President.
- \* To plan the annual conference.
- \* To prepare, along with the Treasurer and Executive Director, a budget for the year of his/her presidency to be presented to the Executive Board at its June meeting.
- \* To recommend dates for the Executive Board meetings for the year of his/her presidency at the June meeting of the Executive Board.
- \* To propose a contract for the position of Executive Director at the June meeting of the Executive Board if appropriate.
- \* To provide a report on the annual conference at the June meeting of the Executive Board.

*Term of Office*

The President-elect shall serve a two-year term of office. During the June meeting of the Executive Board, the President shall turn the gavel over to the President-elect at a point on the agenda predetermined by the two officers. In the event that the President is unable to fulfill the duties of the Presidency, the President-elect shall be elevated to the Presidency.

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**DUTIES OF THE SECRETARY**

The Secretary is the recording officer of the Association with responsibility for maintaining and disseminating the official records of the Association's business.

Primary Duties

- \* To prepare a written summary of the meetings of the Executive Board and to disseminate those minutes to the Board members in advance of the next meeting.
- \* To prepare a written summary of the annual meeting of the general membership and to disseminate those minutes to the Board members in a timely fashion.
- \* To present the minutes of the previous meetings of the Executive Board and general membership at the following meetings of those bodies.
- \* To conduct such other correspondence as may be directed by the President or the Executive Board.
- \* To provide absent members of the Executive Board with copies of written materials handed out during the meetings.

Term of Office

The Secretary shall serve a two-year term of office, beginning and ending on odd numbered years.

Revised June 2002

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**DUTIES OF THE TREASURER**

The Treasurer is responsible for all funds accruing to the Association, their receipt and disbursement.

*Primary Duties*

- \* To keep an accurate record of all funds received and disbursed on behalf of the organization.
- \* To present a report at each meeting of the Executive Board as to the financial status of the Association.
- \* To present a report at the annual meeting of the general membership as to the financial status of the Association.
- \* To disburse funds only in accordance with the policies and procedures of the Association.
- \* To maintain ongoing financial records for the organization including reports, bank statements, invoices, receipts, etc.
- \* To establish a system for disbursing funds by means of request forms and receipts.
- \* To maintain separate accounts for the Association at a financial institution of his/her choice.
- \* To arrange for an audit of the Association's accounts at least once every two years upon the completion of the elected term of office and to present the results of that audit to the Executive Board.
- \* To prepare a separate report of the finances of the annual conference to be presented to the Executive Board at its next meeting following that event.
- \* To prepare in cooperation with the President-elect a budget proposal for the next fiscal year to be presented to the Executive Board at its June meeting.
- \* To advise the Board as to investment possibilities with surplus funds.

*Fiscal Policies and Procedures*

- \* No funds shall be disbursed other than as approved by the Executive Board or with the authorization of the President.
- \* A system of account numbers shall be maintained for receipts and expenditures to facilitate reporting on the status of the organization's finances.
- \* Reports shall show each individual receipt and expenditure in clearly identifiable manner.
- \* Receipts and/or invoices shall be required for all disbursements of funds.
- \* Accounts shall be audited at least once every three years by a professional auditor and a report submitted to the Executive Board. An audit shall be performed prior to turning the books over to a new Treasurer.
- \* Investment of surplus funds shall only occur with the approval of the Executive Board.



*Term of Office*

The Treasurer shall serve a two-year term of office, beginning and ending on even numbered years.

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**GOVERNMENT RELATIONS**

A primary concern of the Association is keeping abreast of legislation and regulation at both the state and federal levels. In order that the pupil services point of view may be considered during the formulation of new and revised statutes, the organization shall maintain liaison with government agencies in the following manner.

*Pennsylvania Department of Education*

On at least a quarterly basis the Executive Director shall visit the Department of Education or review its web site to obtain copies of new regulations, standards and guidelines promulgated by the Department and to discuss issues of concern to the Association with appropriate members of the PDE staff. PDE staff members, as determined by the Executive Board, shall receive honorary membership in PAPSA and copies of all publications.

As often as possible, the Executive Director or designee shall attend the bimonthly meetings of the State Board of Education to report their deliberations to the membership, provide input to the Board on pupil services issues, and testify formally on behalf of PAPSA. The membership shall be notified of relevant hearings scheduled by the Board and encouraged to provide testimony, either oral or written, addressing the issues under consideration.

PAPSA members shall volunteer for and seek service on committees, taskforces and study groups initiated by the Department to insure that the concerns of the membership are heard.

*General Assembly*

The Executive Director shall subscribe to such publications as may keep him/her informed of the proposed legislation relevant to education in general and pupil services in particular. This shall include the Pennsylvania Bulletin and the Government Printing Office Bills Service. On behalf of the organization and with direction from the Executive Board, a designated individual shall offer testimony before House and Senate Committees and provide written information to key legislators.

*Federal Government*

In coordination with NAPSA, PAPSA shall address current concerns at the federal level such as Department of Education regulations and Congressional bills pertinent to the pupil services field. The Executive Director or a designated member of the Executive

Board shall maintain liaison with NAPSA's Executive Director and Legislative Chairperson to stay up-to-date on national issues.

### Cooperative Action

Whenever possible, PAPSA shall ally itself with other professional organizations having similar interests for the purpose of influencing regulation and legislation at the state and federal levels. It is advantageous to use the government relations resources of larger organizations as a means of staying abreast of new developments.

### Maintaining an Informed Membership

Government relations information shall be carried in the quarterly PAPSA News as a means of informing the membership of the issues. Members will be encouraged to engage in debate on those issues through the vehicle of the newsletter. Also, more detailed coverage of specific regulations and acts of the government shall be published in the PAPSA Manual for Pupil Services Administrators. A report shall be made at the annual business meeting, describing the steps taken to maintain a program of government relations during the past year.

Revised June 2013

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**MEMBERSHIP DEVELOPMENT**

Membership is the life's blood of any organization. As such it is important that the Association have a plan to address membership development. Particularly in the case of an organization with a small potential membership it is essential to reach every possible candidate in a manner that will stimulate their interest to join and then to maintain their membership beyond the initial year. Membership development is one of the responsibilities of the Executive Director.

*Reaching Potential New Members*

Each year the Executive Director shall make a mass mailing, using first class postage, to all LEAs within the Commonwealth including school districts, vocational-technical schools, intermediate units, and such other entities as may hold an interest in the field of pupil services. This mailing shall describe the value of membership in PAPSA and will contain appropriate registration materials.

Periodically, the Executive Director shall obtain lists of pupil services administrators and Safe and Drug-Free Schools contact persons from the Department of Education and the various intermediate units. These will be used to create a database for potential members.

Statewide mailings such as that for the annual conference will reference membership in the organization and a nonmembers registration fee for the conference shall exceed the members fee by the current price of membership dues. All nonmembers registering for the conference will automatically receive membership for that current year.

*Maintaining Existing Membership*

To encourage existing members to renew their membership in the organization, a membership form shall be included in each issue of the PAPSA News - including the option for joint membership with NAPSA -along with an up-to-date list of those persons whose dues are paid for the current year. Members will be urged to share a membership form with colleagues in neighboring districts who may not belong to PAPSA.

Members shall have the opportunity to renew their membership along with the annual conference registration. This is considered advantageous because many LEAs will not reimburse employees for separate dues, but will do so if the dues are incorporated with conference registration fees.

### *Dues Structure*

As stipulated in the Bylaws, membership dues can only be changed by action of the Executive Board at a formal meeting.

Revised June 2013

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**NOMINATIONS AND ELECTIONS**

At the December meeting of the Executive Board, the President shall designate a Nominating Committee to undertake the process of selecting a slate of candidates for approval at the annual conference. Traditionally, the Immediate Past-President has chaired the committee, however, this is not mandatory under the Bylaws.

*Nominations*

Prior to the annual conference, the Executive Board will develop a slate of officers to include the positions of President-Elect, Secretary or Treasurer, and four Directors. It is recommended that the slate be developed in consultation with other members of the Executive Board. Nominees for President-Elect, Secretary and Treasurer should have experience in the profession and have been active with the organization. Director nominees should have potential for advancement to positions as officers. In all cases the Bylaws provide that officers shall be regular members of the association. Individuals holding associate, honorary or retired membership shall not be considered for office.

In the case of Board members, an individual may be selected to serve two consecutive terms. Further service as a Board member may not be considered until a year has passed. Consideration will be given to maintaining equity in geographic distribution when selecting Directors.

Prior to the annual conference all members of the slate should be contacted for their agreement to serve. The finalized slate shall be presented to the Executive Board during their conference meeting. At this point a vote of the Board shall be taken to approve the candidates for Board seats.

*Elections*

The Secretary of the Executive Board shall present the slate of candidates for elective office to the Annual Business Session conducted during the annual conference. A majority vote by those members present and voting shall suffice for the adoption of the slate. The Chair of the Nominating Committee shall then contact the candidates to confirm their election and shall invite them to attend the final meeting of the Executive Board for the current fiscal year.

The results of the election shall be published in the issue of the PAPSA News following the annual conference.

### *Suggested Guidelines*

- \* Appoint a committee at the September Board meeting.
- \* Develop a list of candidates at the December Board meeting.
- \* Present a finalized slate of candidates at the pre-conference Board meeting.

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**PEER REVIEW PROCESS**

*Purpose*

Beginning in 1984, PAPSA developed and offered to the membership a process for reviewing any or all pupil services components in the schools and providing both commendations and recommendations for program improvement.

*Process*

A peer review will be conducted by use of a team process, involving PAPSA members or staff from the school entities of PAPSA members. Details of the process can be found in the Manual for Peer Reviews, which will be available on the PAPSA web site.

*Requests for Review*

Requests for the conduct of a peer review will be submitted to the Executive Director, who will liaison with the school entity to establish dates, arrangements and content for the review.

*Fees and Expenses*

No one serving on a peer review team will receive any fee or stipend for their service. The school entity shall be responsible for reimbursing team members for the cost of travel, meals and lodging associated with the review.

*Final Reports*

The final written report of the review will be considered confidential. Only two copies will be created, one for the school entity and one for the files of the PAPSA Executive Director. The team chairperson will prepare the final report within two weeks following the completion of the review. Team members will not receive copies of the final report.

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**POSITION STATEMENTS**

*Authority for Position Statements*

The Executive Board may adopt position statements on behalf of the Association at any time. Such position statements are intended to express the consensus of thought within the profession concerning key issues related to the field of pupil services. Any member of the organization may recommend a topic or content for a position statement, but it is the responsibility of the Executive Board to consider, develop and ultimately disseminate such statements.

Position statements will be reviewed at least every three years to determine whether they should be revised, deleted, or remain as written. The Executive Director shall be responsible for bringing the position statements to the attention of the Executive Board in a timely manner.

*Binding Nature*

Position statements formally adopted by the Executive Board will be considered to be binding upon all officers and the Executive Board in providing guidance for any speeches, testimony or presentations on behalf of the organization that may be undertaken relating to the topics covered by such position statements.

*Dissemination*

All position statements adopted by the Executive Board shall be inserted into the next revision of the Pupil Services Manual by the Executive Director. In addition, copies will be circulated to liaison persons in other professional organizations with whom PAPSA maintains relations. Also, copies shall be disseminated to any government agencies that may be considering legislation, regulations, standards or guidelines pertinent to the topics of the position statements.

*Position Paper*

Position statements should not be confused with the Pupil Services Position Paper, a more extensive booklet revised periodically by the Executive Board and intended to define the scope of the programs and services subsumed under the concept of pupil services.

Revised February 2016

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**PUBLICATIONS**

Newsletter

The official newsletter of the organization shall be the PAPSA News. Its publication shall be scheduled on a quarterly basis generally following each meeting of the Executive Board. A minimum of eight pages of material shall constitute each issue. The PAPSA News shall be distributed to all active members and to liaison persons in state and national organizations with which PAPSA maintains contact.

Content shall include, but not be limited to, the following:

- President's Letter (Each issue)
- Executive Director's Editorial (Each issue)
- Conference Report (June)
- New Executive Board (June)
- Revised Bylaws (June of those years in which it is revised)
- List of Paid Members (Each Issue)
- PDE Update (Each Issue)
- State Board Update (Each Issue)
- Liaison Activities (Each Issue)
- NAPSA Activities (Each Issue)

Manual

The PAPSA Pupil Services Administrators Manual shall be updated on a quarterly basis and mailed along with the PAPSA News. It shall consist of a minimum of 48 pages annually. Copies of the full manual will be available to the membership at a price to be set by the Executive Board.

Pupil Services Position Paper

The Position Paper represents the philosophical and organizational basis for Pupil Services as defined by the Executive Board. It shall be reviewed on a five-year cycle (or sooner if determined by the Board) and revised copies shall be circulated to all active members. The most recent update was completed in 2016.

Other Publications

Other publications may be authorized by the Executive Board as provided for in the organizational budget.

### Editorial Aspects

The Executive Director shall serve as editor of the various publications unless otherwise determined by the Executive Board. As editor he/she shall represent the views of the organization or the factual basis of the topic in all articles with the single exception of the editorial column contained in the PAPSA News. The editorial column may represent personal opinion as long as it is clearly stated to be such and published over the editor's name.

### Budgeting for Publications

Annually the Executive Director shall present a proposed budget for publication costs to the Board for inclusion in the organization's general budget. Included will be costs of materials, printing and postage associated with the production of the various publications.

**Pennsylvania Association of Pupil Services Administrators**  
**STANDARD OPERATING PROCEDURES**

**RELATIONS WITH OTHER ORGANIZATIONS**

PAPSA seeks to establish liaison with other organizations for the purpose of disseminating information and the profession of pupil services and the issues and concerns pertinent to it. The organization also desires to develop cooperative relations with those organizations to facilitate legislative action and public relations relevant to the issues. This does not imply that PAPSA should agree with those organizations on all issues or even all components of a single issue.

*Procedures for Establishing Relations*

The Executive Director shall mail the Association's newsletters and position papers to representatives of key organizations identified by himself/herself or the Executive Board.

Members of the Executive Board shall seek opportunities to appear on panels, programs, or as conference speakers before groups whose interests are similar to those of PAPSA.

PAPSA will obtain membership in coalitions of organizations with similar interests.

PAPSA members will seek appointment to taskforces, advisory councils, and commissions established by state government when those positions will bring them into contact with representatives of other organizations.

*Organizations with Whom Relations Are Desirable*

The following organizations are exemplary of those with whom PAPSA should strive to maintain liaison:

- Pennsylvania State Education Association
- Pennsylvania Federation of Teachers
- Pennsylvania School Counselors Association
- Pennsylvania Psychological Association
- Pennsylvania Association of School Nurses and Practitioners
- Pennsylvania Association of Student Assistance Professionals
- Pennsylvania Association of School Social Work Professionals
- Pennsylvania Association for Supervision and Curriculum Development
- Pennsylvania Federation Council for Exceptional Children
- Pennsylvania School Boards Association
- Pennsylvania Association of Elementary and Secondary School Principals
- Pennsylvania Association of School Administrators
- National Association of Pupil Services Administrators
- National Alliance of Pupil Services Organizations