

SECTION: LOCAL BOARD PROCEDURES

TITLE: FUNCTIONS

ADOPTED: January 14, 2008

REVISED:

PENN-TRAFFORD SCHOOL DISTRICT

	003. FUNCTIONS
	Section 1. <u>Legislative</u>
SC 301, 407, 510, 511 Pol. 000	The Board shall exercise its rule-making power by adopting Board procedures and policies for the organization and operation of the school district. Those procedures and policies which are not dictated by the statutes, or regulations of the State Board, or ordered by a court of competent authority may be adopted, amended or repealed at any meeting of the Board.
SC 407	The Board may, upon a majority vote, temporarily suspend at a Board meeting the operation of a Board procedure or policy, provided the suspension does not conflict with legal requirements; such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend. The Board shall regularly review its procedures, and as the need develops, add, delete, or modify Board policies.
	Board procedure or policy requiring action by the Board shall be presented at meetings of the Board as items on the agenda.
Pol. 006	Board procedures shall be adopted, amended or repealed by a majority vote of the Board.
Pol. 006	Board policies shall be adopted, amended or repealed by a majority vote of the Board. The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board meeting. Only those procedures or policies that have been adopted and recorded shall be regarded as official Board procedure or policy.

Pol. 007	<p>The Board Secretary or designee shall be responsible for making current procedures and policies available to all Board members and appropriate administrative personnel for inclusion in the Board Policy Manual.</p>
	<p>Section 2. <u>Executive</u></p>
	<p>The Board believes that the legislation of policies is an important function of the Board, and that the execution of those policies is the function of the Superintendent.</p>
	<p>Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies, and frees the Board to devote its time to policy-making and appraisal functions.</p>
SC 508, 1001, 1081	<p>The Board shall exercise its executive power by the appointment of a district Superintendent, who shall enforce the statutes of the Commonwealth, the regulations of the State Board of Education, the policies of the Board, and all other applicable laws and regulations.</p>
SC 510 Pol. 000	<p>The Superintendent shall be responsible for the preparation of administrative guidelines or regulations for the operation of the school district that are not inconsistent with state and federal statutes or regulations; are dictated by the policies of this Board; are binding on district employees and students when issued; and shall be submitted to the Board for review. The Board reserves the right to alter or rescind any such guideline or regulation.</p>
	<p>The Board holds the Superintendent responsible for carrying out its policies within the established framework and for keeping the Board informed about school operations.</p>
Pol. 009	<p>When action must be taken on a matter for which Board policy provides no direction for administrative action, the Superintendent shall have the power to act. His/Her actions in such matters, however, shall be subject to review by the Board, and s/he shall inform the Board of such action and of the probable need for the development of policy.</p>
65 Pa. C.S.A. Sec. 1101 et seq	<p>The Superintendent shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law.</p>
	<p>Whenever responsibility is delegated to the Superintendent or other administrator, it is understood that such individual may designate a representative to act on his/her behalf.</p>

<p>SC 510</p> <p>2 Pa. C.S.A. Sec. 551 et seq</p> <p>2 Pa. C.S.A. Sec. 551 et seq</p>	<p>Section 3. <u>Review</u></p> <p>The Board may assume jurisdiction over controversies or disputes arising within this school district concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.</p> <p>In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.</p> <p>Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences that may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the school district.</p> <p>Section 4. <u>Official School Spokespersons</u></p> <p>The official spokespersons of the district shall be the Board President or his/her designee and the Superintendent or his/her designee. Any person speaking in official capacity shall conduct his/her assignment from the standpoint of the best interests of the Board, the school district, and the community, and not as a representative of his/her own personal ideas and feelings.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 301, 407, 508, 510, 511, 1001, 1081</p> <p>Public Official and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Board Policy – 000, 006, 007, 009</p>
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