



Book	Policy Manual
Section	000 Local Board Procedures
Title	Functions
Number	003
Status	Second Reading
Adopted	October 4, 1995
Last Revised	February 7, 1996
Last Reviewed	April 16, 2018

Legislative

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or ~~rules~~ regulations of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal has been proposed at a previous Board meeting and has remained on the agenda of each succeeding Board meeting until approved or rejected.[1][2][3][4]

Changes in a proposed Board procedure or policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading.

Board procedures and policies shall be adopted by a majority vote of the Board at a public meeting and shall be recognized as official procedure or policy in the operation of the district.

Board procedures or policies may be amended, suspended, or repealed by a majority vote of the Board at a public meeting provided the amendment, suspension, or repeal does not conflict with legal requirements and provided that the agenda, distributed to the Board in advance, has listed the proposed changes. Suspensions shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.

The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board meeting. Permanent changes shall be distributed to the Board and others for inclusion in the Board Policy Manual.[1, 2, 3, 4, 5, 6]

~~Policies and procedures of the Board shall be adopted, amended or repealed by a two-thirds vote of the full Board.~~ [5][6]

~~The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board meeting. All current procedures and policies shall be printed in the Board policy manual. Existing Board policy may be changed in any of its existing provisions, or may have elements added or deleted by Board action at regular Board Meetings through the following procedures:~~

Executive

The Pennsylvania Legislature, empowered by the State Constitution, has full control of education throughout the Commonwealth. By direction of the Legislature, the school district, acting through the School Board, as prescribed by state law, has jurisdiction for education of residents of Wilson.

The Board has the responsibility to formulate policy and to grant to the Superintendent such executive and administrative power and duties as are not required by law to be executed by the Board or some other officer. It is

evident that, if the district is to succeed in providing quality education, an effective, cordial, and candid working relationship between the Board and the Superintendent must be established.

The objective of this procedure is to clarify the roles and outline mutual responsibilities of both the Board and the Superintendent in order that an understanding and acceptance of respective functions may be reached. The Board does, however, recognize that mutual involvement in such respective functions in some instances is both necessary and desirable.

The Board shall differentiate as much as possible between the Board, as the body which establishes the policy, and the Superintendent as one who recommends, advises, and executes, recognizing that the ultimate responsibility for the district is in the Board. (24 P.S. 1001, 24 P.S. 1081).

<u>Board Responsibilities</u>	<u>Superintendent's Responsibilities</u>
1. Selects the Superintendent of Schools and advises and supports him/her in the discharge of his/her duties as chief school administrator of the district.	1. Acts as chief school administrator and chief professional advisor of the School Board, directly responsible to the Board for the effective and efficient operation of the school system.
2. Delegates to the Superintendent of Schools and advises and supports his/her duties as chief school administrator of the district.	2. Is responsible for the development of school procedures, plans and programs and by presentation of facts and explanations assists the Board in its duties. Shall give the Board his/her professional recommendations on all problems and issues under Board consideration. S/He shall be empowered to use discretionary judgment in situations not covered by Board policy or law but shall report any such significant decisions to the Board as soon as practical.
3. Appoints all school district personnel upon the recommendation of the Superintendent and issues all orders affecting employees through the Superintendent. The Board will provide sufficient personnel to conduct properly the school district educational program and its administration.	3. Recommends personnel appointments, assignments, promotions, transfers, terminations. While s/he may delegate authority, the Superintendent shall be held responsible for the actions of all subordinates.
4. Causes negotiations to be conducted and ratifies agreement with employee groups. Determines salaries and other personnel policies.	4. Serves as advisor to the Board on negotiations. Recommends salaries and personnel policies to the Board. Implements those policies adopted by the Board.
5. Adopts policies for operation of the schools, and assumes responsibility for keeping such policies up-to-date as community and school needs require.	5. Carries out all policies established by the Board and advises the Board in regard to adoption or modification of policy. Develops administrative rules, regulations and procedures as may be necessary to implement Board policies.
6. Adopts an annual budget as required by School Laws of Pennsylvania. Estimates the need for and levy of taxes. Receives and reviews financial reports.	6. Prepares an annual budget for Board consideration and approval. Prepares and submits to the Board annual financial reports on the operation of the schools.
7. Considers and approves expenditures as required by the School Laws of Pennsylvania.	7. Approves and directs all school district expenditures within the appropriations adopted by the Board within limits of law and school policy.
8. Requires from, and discusses with the Superintendent, regular reports concerning the progress of the schools including reports on the achievement of the pupils, teachers and supervisors.	8. Makes continuous studies of the progress and needs of the school and keeps the Board fully and accurately informed on the school program.

9. Advises the Superintendent and affords a group judgment on all recommendations for extension or readjustment of the scope of educational activities. Approves textbooks as required by the School Laws of Pennsylvania.	9. Provides leadership for the educational program of the schools and inservice training of professional employees. Recommends textbooks for Board approval. Keeps the Board informed on developments in the educational field. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
10. Considers recommendations for additional capital outlays, adopts plans for capital improvements, and determines means of financing them.	10. Develops plan for maintenance, improvements in or expansion of building and site facilities needed to provide properly for the educational program.
11. Assumes as a major responsibility representing the schools to the entire community and the entire community to the schools.	11. Takes the lead in establishing and maintaining good public and press relations for the schools.
12. Requires the Superintendent's presence at meetings of the Board except when the Superintendent's employment is under consideration or when the Board has authorized his/her absence.	12. Prepares agendas for Board meeting and attends all such meetings except when the Superintendent's employment is under consideration or when his/her absences has been authorized by the Board.
13. Refers and transmits to the Superintendent significant comments received from the public by Board members. Considers appeals from decisions of the Superintendent brought by members of the public.	13. Decisions of the Superintendent concerning the relationship of the schools with the public shall be final unless individuals or groups involved elect to appeal to the School Board, whereupon the Superintendent shall arrange time for a hearing.
14. Considers appeals of employees from decisions of the Superintendent when complaints pertain to the School Laws of Pennsylvania or to written policies or procedures of the school district.	14. Decisions of the Superintendent concerning employees shall be considered final except that appeals from such decisions may be considered by the Board when complaints pertain to the School Laws of Pennsylvania or to written school district policies or procedures.

Review

The Board of School Directors may assume jurisdiction over controversies or disputes arising within this school district and concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.[\[3\]](#)[\[Z\]](#)

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.[\[8\]](#)

- Legal
1. 24 P.S. 301
 2. 24 P.S. 407
 3. 24 P.S. 510
 4. 24 P.S. 511
 5. 24 P.S. 422
 6. 24 P.S. 508
 7. 24 P.S. 1126 et seq
 8. 2 Pa. C.S.A. 551 et seq

Last Modified by Mrs Regina Urso on April 4, 2018