

# GREENSBURG SALEM SCHOOL DISTRICT

## FUNCTIONS

### 000 LOCAL BOARD PROCEDURES

CODE: 003

#### SECTION 1. PURPOSE

The Board shall exercise leadership through its rule-making power by adopting 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or rules of the State Board of Education, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Board.

The Board may, upon a majority vote of those voting, cause to suspend at any time the operation of a policy herein contained, if necessary, provided the suspension does not conflict with legal requirements. The vote shall indicate the length of time the suspension shall be in effect.

Policies of the Board shall be adopted, amended or repealed by a majority vote of the Board. All policies shall be printed in the Board policy manual.

The Board shall appoint a district Superintendent who shall ensure the enforcement of the statutes of the Commonwealth, the rules of the State Board of Education and the policies of the Board of School Directors.

The Board shall also, individually and collectively, according to appropriate Board procedure or policy:

- a. Assist in presenting to the public the needs of the educational system, and to adopt a budget which will aid in satisfying these needs.
- b. Strive continuously to develop further and improve the scope and quality of educational opportunities for all children and youth in the district.
- c. Create policies that will attract and retain professional and other personnel needed to realize educational objectives.
- d. Keep the people of the district informed and aware of status, progress, and issues in district schools.
- e. Evaluate activities of the district in light of its objectives.

- f. Study all reports submitted by or through the Superintendent.
- g. Refer recommendations and complaints from district employees and citizenry to the Superintendent, and recognize that appeals made from decisions of the Superintendent are to be made only to the Board as a whole.

## **SECTION 2. EXECUTIVE**

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.

The Superintendent shall be responsible for implementing Board policies and establishing administrative 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 administrative regulation.

The Board delegates authority to the Superintendent to take necessary action in circumstances not provided for in Board policy. The Superintendent shall inform the Board of such action. The Superintendent's decision may be subject to review by the Board.

The Superintendent shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law.

To guide the Superintendent in determining the pattern of his/her administrative operations, the Board offers the following statements of intent:

- a. The Board will devote its major effort to clarifying and establishing goals for the district, to weighing and adopting policies to guide the professional staff, to evaluating results achieved in relation to district goals, and to performing such ministerial functions as required by state and federal laws and regulations.
- b. The Board values the freest possible interchange of ideas as preeminently desirable in the district. Nothing should be allowed to interrupt the free and open flow of ideas among personnel at every

level, or between and among the Board or district residents, parents/guardians, students and staff.

- c. The execution of Board policy is administered directly through the Superintendent and his/her administrative team. There is general agreement that the Superintendent is the executive officer and the Board's professional advisor; basic to this concept is a clear understanding that the Superintendent is obligated to executive policies approved by the Board and that s/he is entitled to Board support when s/he consciously seeks to carry out the Board's policies and directives.

### **SECTION 3. REVIEW**

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.

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.

Beyond the basic requirements of due process, a hearing 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.

### **SECTION 4. EVALUATION OF BOARD PROCEDURES**

The Board shall plan an annual evaluation of its functions as a Board. The Board may evaluate Board procedures, relationships, or activities, or focus on a particular area or issue.

The Board President, working with the Superintendent, shall develop an annual plan.

### **SECTION 5. INDIVIDUAL SCHOOL DIRECTORS**

Away from a board meeting the individual member has no more authority

over school policies or school personal than any other citizen. The member has no right to speak for the Board unless specifically authorized to do so by action of the Board. The law assigns powers, duties, and responsibilities to the school board as a whole but not to individual members.

**SECTION 6. INFORMATION DISSEMINATION**

Any information requested from the administration by one or more Board Members will be made available to all Board Members, if they so desire.

**SECTION 7. REPRESENTATIVES TO OTHER COMMITTEES AND BOARDS**

A Board member and, if appropriate, an alternate, may be appointed by the president or elected by the Board, where such elections are required by the organization, to the following organizations or program areas:

- Act 48 Liaison
- Central Westmoreland Career and Technology Center
- Negotiating Committee
- Strategic Plan
- Westmoreland Intermediate Unit #7
- Westmoreland Intermediate Unit Legislative

The president may appoint additional representatives when necessary and appropriate and all appointments are posted annually.

**Board Policy 003 incorporates, and thereby replaces/eliminates old Board Policy 100.19 Information Dissemination Policy**

References:

School Code – 24 P.S. Sections 201, 407, 508, 510, 511, 1001, 1081

Local Agency Law – 2 Pa. C.S.A. Section 551 et seq.

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Section 1101 et seq.

State Board of Education Regulations – 22 Pennsylvania Code Section 4.13

Board Policy – 000, 006, 007

**Policy Adopted: April 9, 2014**