

SECTION: LOCAL BOARD PROCEDURES

TITLE: FUNCTIONS

ADOPTED: February 26, 2008

REVISED: December 9, 2014

UNITED 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statutes, or regulations of the State Board, or ordered by a court of competent authority may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal has been proposed at a previous Board meeting and has remained on the agenda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.
SC 407	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.
SC 407	The Board may, upon a majority vote, cause to suspend at any time 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.
	Board procedures and policies may be adopted or amended at a single meeting of the Board in an emergency. An emergency shall be defined for purposes of this policy as any situation or set of circumstances which the Board has reason to believe will close the schools or jeopardize the safety or welfare of district students or employees.
Pol. 006	Board procedures shall be adopted, amended or repealed by a two-thirds (2/3) vote of the Board.
Pol. 006	Board policies shall be adopted, amended or repealed by a majority vote of the Board.

<p>Pol. 007</p>	<p>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 maintained in the Board Policy Manual and disseminated appropriately.</p> <p>Section 2. <u>Executive</u></p>
<p>SC 508, 1001, 1081</p>	<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>
<p>Pol. 000 SC 510</p>	<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 Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action be reported to the Board at the next meeting.</p> <p>The Superintendent of the United School District and/or his designee is authorized by the Board of Education to officially accept the resignation of any employee and set its effective date.</p> <p>Such resignation shall be effective at the time of receipt by the Superintendent or designee, unless the employee and the Superintendent or designee agree that the resignation will be effective at a mutually agreed upon date not later than the close of the school year during which the resignation is received.</p>
<p>65 Pa. C.S.A. Sec. 1101 et seq</p>	<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>References:</p> <p>School Code – 24 P.S. Sec. 301, 407, 508, 510, 511, 1001, 1081</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.</p> <p>Board Policy – 000, 006, 007</p>
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