



Center Area School District

SECTION: LOCAL BOARD PROCEDURES

TITLE: FUNCTIONS

ADOPTED: NOVEMBER 21, 1996

REVISED: FEBRUARY 15, 2001

003. FUNCTIONS

Section 1. Legislative

The Board shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the school system. They shall be recorded in writing.

The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the school system.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

In cases where action must be taken within the school system where the Board has provided no guides for administrative action, the Superintendent shall have the power to act, but his/her decisions shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

Section 2. Executive

The administration of the school system in all of its aspects shall be delegated to the Superintendent, who shall carry out his/her administrative functions in accord with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

The Board shall delegate to the Superintendent the functions of specifying required actions and designing the detailed arrangements under which the schools will be

operated within the framework of adopted policy. These rules and these detailed arrangements shall constitute the administrative regulations governing the schools. The Board itself shall formulate and adopt administrative regulations only when specific state laws, strong community attitudes, or probable staff reaction requires the Board to do so.

The Board shall require reports from its administrative staff concerning conditions of efficiency and needs of the schools. The Board shall take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system as may be determined by the Board.

Section 3. Board Superintendent Relations

The Board shall be responsible for the determination of policies, for the approval of educational programs, and for the approval of appointments and expenditures. A statement of administrative policies shall be in published form as adopted by the Board, available to employees and patrons, to serve as a basis for the administration of the school. It shall serve as a guide to the Board, the Superintendent and to other employees in performing their respective duties.

The Superintendent shall be designated to recommend and put into practice, subject to Board approval, plans for the development, administration, and supervision of the educational program, plans for the development, operation, and maintenance of the school plant, and a program for interpreting to the public the purposes, practices, accomplishments, and needs of the school system.

The respective building principal, although accountable to the Superintendent, is the responsible head and professional leader in the development of the educational program and the improvement of instruction in the school in which s/he is principal and in interpreting the school to the community. Auxiliary supervisory personnel and directors of instruction, whether members of the building staff or the central administration staff, shall work through the principal in the performance of their duties within his/her school.

The working relationships between the Board and the Superintendent, between the administrative-supervisory personnel and the principals, between the principals and their respective staffs shall be clarified in the official statement of policies. They shall be of such nature that they foster cooperative and effective administration. Administrative procedures shall be democratic, utilizing the appropriate abilities of staff members.

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<p>School Code 301, 407, 422, 508, 510, 511, 1001, 1126 et seq</p> <p>PA Statute 2 PA C.S. Sec. 551 et seq</p>	
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