



**Section:** *Local Board Procedures*

**Title:** *Board Functions*

**Adopted:** *March 16, 2000*

**Revised:**

**003** *Board Functions*

**Section 1.** *Legislative*

*The Board shall exercise 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by the statutes, or rules of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected.*

*These 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 rule 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 the pupils or employees of the district.*

*The policies of the Board shall be subject to amendment only upon a majority vote of the members of the Board present at two (2) regularly scheduled meetings.*

*The policies of the Board shall be subject to suspension only upon a two-thirds majority vote of all the members of the Board.*

*The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board. All current procedures and policies shall be printed in the Board policy manual.*

**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 rules of the State Board of Education and the policies of the Board of School Directors.*

*The administration of the school system in all of its aspects shall be delegated to the Superintendent who shall carry out his 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 Superintendent is responsible for furnishing such reports as are required by the State Department of Education or other governmental agencies.*

*The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in board policy, provided that such action shall be reported to the Board at the meeting next following such action.*

**Section 3. 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.*

*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 vary in form and content in line with the severity of the consequences which 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. Outside Consultants**

*Consultants (whether they be temporary, part-time, or full-time workers) shall exercise no administrative authority over the work of employees in the district, but shall perform such service and act as advisors in those fields in which they are qualified to offer expert assistance.*

**Section:** Local Board Procedures  
**Title:** Board Functions  
**Adopted:** 3.16.00  
**Revised:**