

LEBANON SCHOOL DISTRICT

POLICY: 003
TITLE: FUNCTIONS
ADOPTED: JULY 18, 1994
REVISED: FEBRUARY 20, 2018

003. 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 district¹. 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by the statutes, or rules of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal shall have been proposed at a previous Board meeting and, once proposed, shall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. 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 reading².

The Board may upon a vote cause to suspend at any time the operation of a procedure or policy herein contained, if necessary, provided the suspension does not conflict with legal requirements, and such suspension shall be effective until the next meeting of the Board unless an earlier time is specified in the motion to suspend³.

From time to time, emergency situations might arise which would call for immediate and decisive action by the Superintendent or his/her designee, which, under more normal situations, would clearly be beyond the scope of his/her duty and authority. It shall be the policy of the Board that the Superintendent or his/her designee shall act in emergency situations so as to preserve and protect the lives and property of pupils and staff personnel.

In those situations which arise within the schools where the Board has provided no guides for administrative action, the Superintendent or his/her designee shall have 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

¹ SC 301, 407, 510, 511

² SC 508, 1001, 1126, 1081

³ 2 Pa. CSA 551 et. seq; 65 Pa. CSA 1101 et. seq

the Superintendent or his/her designee to inform the Board promptly of such action and of the need for policy.

Procedures of the Board shall be adopted, amended, suspended or repealed by a majority vote of the full Board. Policies shall be adopted, amended, suspended, or repealed by a two-third vote of the full Board⁴.

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 and disseminated appropriately.

Section 2. Executive

The Board shall delegate to the Superintendent or his/her designee the administration of all policies. As the chief administrative officer, the Superintendent shall be responsible for the proper interpretation and enforcement of such policies and in turn s/he shall delegate to his/her assistants, the staff, and others responsible to him/her, such portion of the policies which pertain to the various activities of the school program. The proper functioning of a school system can be achieved most advantageously when all persons concerned, under the leadership of the Superintendent, understand the policies which have been adopted by the Board.

The Superintendent shall serve as the executive officer of the school district. As such, s/he shall attend all meetings of the Board, including executive sessions⁵.

The Superintendent shall have a seat on the Board and the right to speak on all matters before the Board, but not to vote.

The Superintendent shall be considered as the instructional leader of the school system. S/He shall provide instructional leadership to the professional staff through in-service education, pre-and post-school workshops, dissemination of new knowledge on the methods and content of instruction, and the distribution of professional literature to the staff.

The Board, through the Superintendent and the administrative staff shall endeavor to establish and maintain effective channels of communications to and from all staff members.

⁴ SC 422, 508

⁵ SC 1081

To this end, all staff members shall be made aware of their respective immediate superiors and the proper chain of command. Lines of communication shall flow through this chain of command so that clear understandings and communications are constantly maintained.

The Superintendent or his/her designee shall be responsible for the preparation of administrative guidelines or procedures 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 regulation⁶.

The Superintendent or his/her designee shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law⁷.

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 policies⁸.

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 matter⁹.

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 district¹⁰.

⁶ SC 510

⁷ 65 Pa. CSA 1101 et. seq

⁸ SC 510, 1126 et. seq.

⁹ 2 Pa. CSA 551 et. seq

¹⁰ SC 301, 407, 422, 508, 510, 511, 1001, 1126 et. seq; 2 Pa. CSA 551 et. seq