

PENN MANOR SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED:

003-BOG. DEVELOPMENT OF BOARD PROCEDURES/POLICY

School Board governance requires written Board procedures and policies. The formulation, adoption and revision of written policies is the primary manner in which the Board exerts its leadership in the governance and operation of the school district.

Written and codified Board procedures and policies ensure legal compliance, establish Board processes, articulate district ends, delegate authority, and define operating limits. Board procedures and policies also provide the means to monitor progress toward district goals.

The Board establishes the following goals to consider when developing and adopting Board procedure and policy:

1. To interpret the educational needs and aspirations of the school community and to stimulate the learner and the learning process.
2. To manage the school district in accordance with federal and state laws and regulations and court decisions.
3. To provide the leadership that will ensure that the district's established goals and objectives are effectively implemented.
4. To maintain two-way communication with the various communities served by the schools in order to consider public attitudes, inform the public about Board policies and district practices, and encourage community involvement with and understanding of the schools.
5. To develop and provide the data appropriate for the management functions of planning, organizing, operations, staffing and evaluation.

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

After implementation of policies, the administration will review the impact of Board policies and submit reports to the Board for its evaluation and action.

Based on changing conditions, needs and goals, the Board will periodically review existent Board procedures and policies and revise as necessary. The Board will establish a calendar and appoint a committee for reviewing policies. The Board President will appoint a committee which will establish a calendar for reviewing policies. The committee will recommend to the Board any changes based upon the review.

Proposals for new and revised Board procedures and policies may be initiated by any Board member, the Superintendent or designated administrator.

The Board recognizes that it is a policy-making body, and it properly delegates the execution and implementation of policy to the administrative staff.

Superintendent's Role

The Superintendent will be responsible for:

1. Consulting with the administrative team regarding the research and study of a policy issue, policy language, policy implications, etc.
2. Drafting policy recommendations into written form for Board deliberation.
3. Providing relevant information, research and data to the Board.
4. Notifying those groups who will be affected by a policy and obtaining their input and feedback.
5. Consulting the district's solicitor when appropriate.
6. Developing and implementing administrative regulations required to support a Board policy.

Community Involvement

When the Board considers it advisable, it may seek the input and feedback of members of the community or community groups in the formulation of a policy, with the understanding that community involvement is advisory only.

Staff Involvement

When developing policies affecting district employees, the Board may seek the input of appropriate staff regarding an issue in order to gain information on which to base decisions. Staff may submit policy suggestions through the administrative channels to the Superintendent. The Board may consider such staff suggestions when deemed appropriate.

Student Involvement

The Board recognizes that students have a vested interest in decisions that affect them and that students can be an important resource for improving student achievement and school climate. The Board encourages students to submit feedback regarding policy issues to the Board through the established channels in the schools.