

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

302-AR-1. COMMISSIONS

The School Code states that a district Superintendent and Assistant Superintendent will be commissioned by the Secretary of Education. A commission will be issued under the following circumstances:

1. Election of a properly qualified person.
2. Re-election of a properly qualified person.
3. Extension of an incumbent's term.

Elections may be held when a position is established or a vacancy exists. A resignation, dismissal, retirement or death of the incumbent would create a vacancy.

Re-elections may be held in the last year of an incumbent's term. In this situation, the Board may retain the incumbent for a further term of three (3) to five (5) years.

Occasionally, the Board will extend an incumbent's term. An extension would not allow the original term to exceed five (5) years. Example: a term is valid from July 1, 2010, to June 30, 2013. An extension would allow the term to be extended through June 30, 2015. In effect, the term is extended from a three-year term to a five-year term.

Changes

All changes concerning commissioned officers and officials in acting or substitute status require written notice, which is a copy of the Board resolution, to the Pennsylvania Department of Education School Services Unit. When changes occur, the following procedures will be followed:

1. New/Renewal of Superintendent – When the Board appoints a Superintendent, the Board will promptly complete the required application, and include a copy of the Superintendent's Letter of Eligibility. If the change occurred prior to the fulfillment of the previous officer's term, the Board must submit evidence of the vacancy, which is a copy of the Board resolution.

2. New/Renewal of Assistant Superintendent – When the Board appoints an Assistant Superintendent, the Board will promptly complete the required application and include a copy of the Letter of Eligibility. If the change occurred prior to the fulfillment of the previous officer's term, the Board must submit evidence of the vacancy, which is a copy of the Board resolution.
3. Acting Superintendent/Assistant Superintendent – When the Board appoints an Acting Superintendent or Acting Assistant Superintendent, the Board will promptly forward written notification to the School Services Unit. The notification will include: the appointment, its effective date, its termination date, and a copy of the Board resolution. If an incumbent's resignation, retirement or death required the appointment, the notification will state that fact.

The term of an Acting Superintendent or Acting Assistant Superintendent will be no longer than one (1) year from the time of appointment. A commission is not issued.

4. Substitute Superintendent/Assistant Superintendent – When the Board appoints a Substitute Superintendent or Substitute Assistant Superintendent, the Board will promptly forward written notification to the School Services Unit. The notification will include: the appointment, its effective date, its termination date, and a copy of the Board resolution.

The Board may appoint a Substitute Superintendent or Substitute Assistant Superintendent to serve for such period of time as the regular Superintendent or Assistant Superintendent is absent on leave. The notification must include a copy of the appointee's Letter of Eligibility. A commission is not issued.