

NEWPORT SCHOOL DISTRICT

TITLE: FUNCTIONS

ADOPTED: August 20, 2001

REVISED:

	<p style="text-align: center;">003. FUNCTIONS</p> <p>Section 1. <u>Legislative</u></p> <p>The Board shall exercise its rule-making power by adopting Board procedures and policies for the organization and operation of the school district. Those procedures and policies which are not dictated by the statutes, or regulations of the State Board, or ordered by a court of competent authority may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal has been proposed at a previous Board meeting and, has remained on the agenda of each succeeding Board meeting until approved or rejected.</p> <p>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 reading.</p> <p>The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.</p> <p>Board procedures shall be adopted, amended or repealed by a majority vote of the Board.</p> <p>Board policies shall be adopted, amended or repealed by a majority vote of the Board.</p> <p>The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board meeting. All current procedures and policies shall be maintained in the Board Policy Manual and disseminated appropriately.</p>
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SC 301, 407, 510,
511

Pol. 006

Pol. 007

<p>SC 508, 1001</p>	<p>Section 2. <u>Executive</u></p> <p>The Board shall exercise its executive power by the appointment of a district Superintendent, who shall enforce the statutes of the Commonwealth, the regulations of the State Board of Education, the policies of the Board, and all other applicable laws and regulations.</p> <p>The Superintendent shall be the chief executive officer of the school system and shall have, under the direction of the Board, general supervision of all of the public schools and of all personnel and various personnel departments of the school system. The Superintendent is responsible for the management of the schools under the Board policies, and is accountable to the Board.</p> <p>The Superintendent, in his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.</p>
<p>SC 510</p>	<p>The Superintendent shall be responsible for the preparation of administrative guidelines 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.</p> <p>The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy. The Superintendent's decisions, however, 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.</p>
<p>Act 170 of 1978 65 P.S. 404</p>	<p>The Superintendent shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law.</p> <p>Whenever responsibility is delegated to the Superintendent or other administrator, it is understood that such individual may designate a representative to act on his/her behalf.</p> <p>The Superintendent will also interpret, to the Board, reactions of school personnel and the public to the policies.</p>

The administrative staff of the Newport Schools has responsibility for supporting the policies established by the Board.

Board–Superintendent Relations

The School Board believes that the legislation of policies is the most important function of a School Board, and that the execution of the policies should be the function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies, and frees the Board to devote its time to policy making and appraisal functions.

The Board holds the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

In his/her efforts to keep the Board informed, the Superintendent will notify Board members as promptly as possible of any happenings of an emergency nature which occur in schools.

Line And Staff Relations

All personnel employed by the district shall be responsible to the Board through the Superintendent.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area. Administrative officers shall refer such matters to the next higher authority when necessary.

All personnel shall have the right to appeal any decision made by an administrative officer, through approved grievance procedures as defined by contract or by state law.

Within the broad framework of Board policy, other certified administrative personnel shall assist the person in charge as assigned.

All certified administrative personnel shall keep the person they are immediately responsible to informed of their activities by whatever means the person in charge deems appropriate.

<p>SC 510, 1126 et seq</p> <p>2 Pa. C.S.A. Sec. 551 et seq</p> <p>School Code 301, 407, 508, 510, 511, 1001, 1126 et seq</p> <p>Pa Statute 2 Pa C.S.A. Sec. 551 et seq</p> <p>PA Statute 65 P.S. 404</p> <p>Board Policy 006, 007</p>	<p>Section 3. <u>Review</u></p> <p>The Board may assume jurisdiction over controversies or disputes arising within this school district concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.</p> <p>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.</p>
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