



Book	Policy Manual
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## Major Functions of the Board of School Directors

### **Policy Development and Evaluation –**

The Board of School Directors (“Board”) of Springfield School District (“District”) 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by the statutes, or rules of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Board.[1][2][3][4]

As a means of properly informing the public and other interested groups about new or revised Board policy, all such actions shall be accomplished over the span of two (2) public meetings.

1. Policies shall be introduced initially at a public meeting. Following presentation and discussion per Board Policy No. 006, the Board may approve such policies "on first reading." [5]
2. Policies will be reconsidered by the Board at a second public meeting at which final adoption may occur.[5]

Procedures of the Board shall be adopted, amended, or repealed by a two-thirds vote of the full Board. Policies shall be adopted, amended or repealed by a majority vote of the full Board.[5]

The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board. Policies will be available to the public.[6]

The Board is responsible for the continuous evaluation of the effectiveness of its policies and of their implementation by the administration.

### **Fiscal Support –**

The Board shall provide a program of adequate fiscal support capable of providing revenue necessary to implement authorized educational and support services within state requirements.

### **Board Operation –**

Board operational procedures require the constant attention of the Board to ensure maximum effectiveness. This includes the machinery and process of carrying on Board business including the scheduling of meetings, election of officers, voting on motions, adoption of policies, and recording of Board actions.

### **Planning –**

The continuing effectiveness of the educational program in all its ramifications, including the adequacy of its facilities and the improvements necessary to assure maximum services in meeting student needs, require careful and continuous Board planning.

## **Review –**

The Board may assume jurisdiction over controversies or disputes arising within this 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.[\[3\]](#)[\[7\]](#)

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.

## Major Functions of the Administration

### **District Administration –**

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.[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Superintendent may prepare guidelines for the administration of the School District which are consistent with statutes or regulations of the State Board and are dictated by the policies of this Board and which will be binding on the employees and the students in the schools of this District when used.

The carrying out of Board policies involves the administration of the District in the following major areas of operation:

#### *Personnel*

The Superintendent of Schools is responsible to the Board for employment, transfer and discharge of all District personnel except those employees who are required by law to be directly responsible to the Board. S/He shall also be responsible to establish a system of performance evaluation for District certificated and non-certificated personnel. The Superintendent shall also advise the Board and participate to the extent practicable in labor relations matters.

#### *Education Program*

It is the responsibility of the Superintendent to maintain the highest quality of education program possible, consistent with available finances, for the students of the District. S/He is responsible for the improvement of instruction in the District through the assessment of existing programs, the study and initiation of new programs, and through the evaluation and elimination of programs which no longer are effective. S/He shall establish programs of performance evaluation for all certificated personnel and administer the same in accordance with state and local regulations.[\[11\]](#)[\[12\]](#)[\[13\]](#)

#### *Business Affairs*

One of the most important documents of the District is the annual budget. It is the responsibility of the Executive Director of Operations to prepare a proposed annual budget for consideration by the Board. Upon adoption of this budget, the Superintendent is responsible for its administration, keeping the Board informed at all times of any developments which are not properly provided for in the adopted budget document.

#### *School Plant*

The Executive Director of Operations is responsible for recommending and implementing plans for the development, operation and maintenance of school plant and facilities.

#### *Public and Staff Relations*

The Board has a responsibility for informing the public of the various purposes, practices, accomplishments, and needs of the District. This involves interpreting programs and accomplishments of the schools. The Superintendent also has the responsibility for keeping the staff informed in these areas. S/He shall develop and administer programs necessary to carry out this function.

## Building Administration –

The Superintendent and administration has the responsibility for providing Board members, individually and collectively, with information and data essential to the conduct of Board operation. The following shall serve as guidelines to the administration in accomplishing this important function:

1. Unless specifically directed to the contrary by the Board, all requests to the administration for information shall be considered as information available to the entire Board. At no time shall the distribution of notices, agenda, reports, etc. be restricted to individual Directors.
2. Board members should at any time feel free to request available information from the Superintendent as it pertains to Board operations. If a request for unavailable information necessitates considerable compilation time, the member requesting information should obtain Board approval.
3. Confidential Information - Recent civil rights legislation and related judicial decisions pertaining to the confidentiality of information severely restricts accessibility to and dissemination of personnel information pertaining to individual students and employees. Therefore, to avoid possible legal involvement of the school district and Board members, individual Directors, shall not have access to student records, personnel files, employee evaluations, medical records, individual test data, psychological referral materials, etc. (This does not preclude the sharing of confidential information with the Board or its appropriate committees when such information is essential to the accomplishment of a Board function, i.e. student or employee hearing, complaint appeals, promotions, demotions, etc.) (Refer to Board Policy No. 216 for further clarification.)

A spirit of cooperation and a unified sense of purpose among all Board members and administration will support effective administrative leadership. It is the intention of the Board that administrative procedures be democratic, utilizing the appropriate abilities of all staff members involved in the administration of the District.

**SUPERSEDES:** Policy No. 2421.2 & Policy No. 8401,  
Board/Administration Functions  
Policy No. 8101.1, Misc. Board Operating Procedures

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Legal

[1. 24 P.S. 301](#)

[2. 24 P.S. 407](#)

[3. 24 P.S. 510](#)

[4. 24 P.S. 511](#)

5. Pol. 006

6. Pol. 007

[7. 24 P.S. 1126 et seq](#)

[8. 24 P.S. 508](#)

[9. 24 P.S. 1001](#)

[10. 24 P.S. 1081](#)

11. Pol. 312

12. Pol. 313

13. Pol. 412

[2 Pa. C.S.A. 551 et seq](#)

