

LAMPETER-STRASBURG SCHOOL DISTRICT

Lampeter, Pennsylvania 17537

BOARD WORKSHOP MEETING AGENDA

February 20, 2024

FOR BOARD WORKSHOP ACTION

MISCELLANEOUS

1. PRESENTATION ON HANS HERR ELEMENTARY SCHOOL INITIATIVES

Dr. Smecker will present information on Hans Herr Elementary School initiatives and progress toward comprehensive planning goals.

2. PRESENTATION ON THE PAWS PROGRAM

Ms. Kristin Glass and the PAWS team will present information on the PAWS program.

BUSINESS AND FINANCE COMMITTEE

3. RECOMMENDATION FOR APPROVAL OF CHANGE ORDERS FOR THE EARLY CHILDHOOD CENTER PROJECT

Recommend the approval of change orders for the Early Childhood Center project, as follows:

- | | | | | |
|----|------------------|---------------------|------------------|---|
| a. | eci Construction | Change Order GC #24 | Deduct \$8,092 | Credit to not replace the existing sills in eleven High School rooms. |
| b. | eci Construction | Change Order GC #25 | Deduct \$7,990 | Credit to not reinstall the existing window blinds at High School. |
| c. | eci Construction | Change Order GC #26 | Deduct \$3,725 | Credit to not reinstall the existing window blinds at Hans Herr. |
| d. | eci Construction | Change Order GC #27 | Deduct \$280,825 | Credit to delete gutter work at Hans Herr. |

4. RECOMMENDATION FOR APPROVAL OF AGREEMENT WITH EDULINK INC FOR AN ELECTRONIC TEACHER EVALUATION PORTAL

Recommend the approval of an agreement for an electronic teacher evaluation portal to help manage the evaluation process with EduLink Inc. for a three-year licensing fee of \$56,110, as posted.

MISCELLANEOUS

5. DISCUSSION/REVIEW OF BOARD POLICIES

Dr. Peart will lead a discussion reviewing Board Policies 000, 001, 002, and 003, as posted.

6. DISCUSSION OF PSBA PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Dr. Peart will lead a discussion concerning the PSBA Principles for Governance and Leadership, as posted.

PA-ETEP Agreement



PREPARED FOR:

Lampeter-Strasburg School District

Just **think**. In 1998, EduLink Inc. was inspired to **design** technology-based products and services to help make people's lives easier... to **create** a path of least resistance for clients to **perform** more efficiently and effectively. Our approach is based on **producing** a balance between the technology and the people who **implement** it every day. We welcome you to **explore** the possibilities we are presenting here so that you might **realize** how we can help you.

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Contact Us

Should you have any questions regarding this agreement,
please do not hesitate to contact Edulink.



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p. 724-553-9354

info@edulinksolutions.com
www.edulinksolutions.com

Agreement

This agreement dated as of _____, _____ (the "Effective Date") by and between the **Lampeter-Strasburg School District** and EduLink Inc. ("EduLink") is for PAETEP, an electronic teacher evaluation portal to be used by **Lampeter-Strasburg School District** to manage the teacher evaluation process for its teachers and supervisors. This agreement represents the licensing fee to access the system which **Lampeter-Strasburg School District** agrees to pay to EduLink upon receipt of invoice. Any additional customization outside of the scope of this agreement will be included under a separate agreement and billed at EduLink's hourly rates.

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Annual Licensing Fee

Below is the licensing fee, which is due and payable upon receipt of invoice.

Three Year Licensing Fee: \$ 56,110*

[Base Fee: \$10,601, Differentiated Module: \$3,534, Custom Forms Module: \$3,534]

Support Staff Licenses: Do you wish to add additional licenses in order to evaluate support staff? Yes ☒ No ☐

Number of Support Staff Licenses 202 X \$10 per license = \$2,020

***Includes a 5% multi-year discount**

This fee is based on 226 professional staff and 202 support staff users

Terms of Use for EduLink Web Sites

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TERM OF AGREEMENT: This agreement shall commence as of the Effective Date and continue for a period of three years (the "Initial Term"), and shall automatically renew for additional three year periods unless terminated by either party hereto (each a "Subsequent Year Term") upon written notice to the other party not less than thirty (30) days prior to the expiration of the Initial Term or Subsequent Year Term, as applicable. Any termination during the Initial Term or Subsequent Year Term shall be effective upon the expiration of the Initial Term or the Subsequent Year Term, as applicable.

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periodically review the EduLink Web Site for changes to the Terms of Use.

ATTACHMENTS: Individual users within the client's portal will be able to upload standard documents (PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, TXT, RTF), images (JPG, PNG, JPEG, GIF), and audio files (WAV, M4A, MP3). Individual attachments will be limited to 20MB per attachment. Each non-supervising user will have 100MB of online storage to manage. Users with supervisory roles will be allotted 200MB of online storage. Attachments will be individually managed by users, adding and removing attachments as needed within the previously defined allotment of storage. It is recommended that users keep a copy of all attachments outside of the software as attachments are only temporarily stored within the software. When securing the Attachment Module, clients agree that their users will not upload viruses or other malicious code, will not post content that is hate speech, threatening, or pornographic; incites violence or could be reasonably interpreted as intended or likely to incite violence; or contains nudity or graphic or gratuitous violence, will not post content that infringes or violates someone else's rights or otherwise violates the law. EduLink reserves the right to remove, without notice, any attachment and/or content that violates this statement or our policies.

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Agreement and Authorization

IN WITNESS WHEREOF, this agreement has been executed as of the date first above written by each party's duly authorized representative.

Lampeter-Strasburg School District

Authorized Signature: _____

Name Printed: _____

Title: _____

Contact Information: (who will be the main point of contact for set up/training, etc.?)

Name: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Email Address of Contact Person: _____

Phone Number of Contact Person: _____

What Intermediate Unit is your district/school associated with? _____

Accounts Payable: (who should receive invoices?)

Name: _____

Phone: _____ Email Address: _____

EduLink, Inc.

Signature: _____

Name Printed: _____

Title: _____

8050 Rowan Road
Suite 600
Cranberry Twp, PA 16066
Sales Representative: Patrick Farrell

Referral: Please let us know if someone referred you to EduLink!






Name: _____ District: _____

Email: _____

About Edulink, Inc.

Since our very first software application was released in 1998, Edulink has been committed to creating professional software solutions for schools that are practical and easy to use. School districts, colleges and universities, intermediate units, charter and cyber schools that need a web application or have information (data) that they need to collect, track, and manage call on Edulink for help.

Here's what we do...

-  **Teacher Evaluation Software**
-  **Compliance Software**
-  **Solutions for Managing Act 48
Continuing Education Hours**
-  **Pre-Approval Request Software**
-  **Online Registration Systems**
-  **Learn more at www.edulinksolutions.com**

Our strength lies in our ability to create professional web-based applications and data-management systems that are practical and easy to use.

No matter how technical things may get, we always remember to think of the people that will be using our products and services. At Edulink, we offer a balance of non-technical and technical staff to our clients. If you are the person that will be using the software but are not necessarily tech-savvy, you certainly don't want to have too many conversations with computer programmers! On the other hand, if you are a technician, you probably will want to talk about the technology behind the software. This is the secret that has brought us our success. It is what we continue to focus on every day with every new client.

| | |
|---------|---|
| Book | Policy Manual |
| Section | 000 Local Board Procedures |
| Title | Board Policy/Procedure/Administrative Regulations |
| Code | 000 |
| Status | Active |
| Adopted | March 4, 2019 |

Authority

The policies and procedures adopted by the Board establish the general parameters within which the daily operations of the school district are to be governed. Administrative regulations for carrying out and implementing Board policies are developed and implemented by the administration, under the direction of the Superintendent. As applicable, all members of the school community are expected to comply with both Board policy and administrative regulations, subject to stated limitations and exceptions. However, failure of the Board or the administration to comply with policy or procedure shall not invalidate any lawful action taken.[\[1\]](#)[\[2\]](#)

Contents

The policies of the Board shall consist of the policies and procedures adopted by the Board and contained in the Policy Manual, and such other separate documents approved by the Board that are expressly incorporated by reference in particular policies and declared to constitute Board policy, such as the Code of Student Conduct.

Administrative regulations are not part of Board policy and may be altered by the administration without Board action. Administrative regulations may not conflict with Board policy or with applicable law.

Limitations

All Board policies and administrative regulations shall be interpreted and administered in a lawful manner. The Board shall make the final interpretation of its policies, and the administration shall make the final interpretation of its regulations.

Board policies and procedures and administrative regulations are limited by legal constraints, as are the rights of those to whom Board policies and administrative regulations apply, and are not intended to give an individual a cause of action not independently established in law.

Rules of Construction

In ascertaining the intent of the Board in adopting a policy or procedure, or of the administration in establishing a regulation, the following presumptions, among other legally applicable presumptions, may be used:

1. That neither the Board nor the administration intends a result that is absurd, impossible of execution, or unreasonable.

2. That neither the Board nor the administration intends to violate federal or state Constitutions or any other applicable law.

If any policy or procedure or administrative regulation can be given multiple interpretations, the Board and the administration intend that only constitutional and lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.

Legal 1. 24 P.S. 407
 2. 24 P.S. 510

| | |
|---------|----------------------------|
| Book | Policy Manual |
| Section | 000 Local Board Procedures |
| Title | Name and Classification |
| Code | 001 |
| Status | Active |
| Adopted | March 4, 2019 |

Name

The Board of School Directors shall be known officially as the Board of School Directors of Lampeter-Strasburg School District, hereinafter sometimes referred to as the "Board".[\[1\]](#)

Composition

Lampeter-Strasburg School District is comprised of all lands that lie within the municipal boundaries of the Borough of Strasburg, Strasburg Township and West Lampeter Township.

Purpose

Lampeter-Strasburg School District is organized for the purpose of providing a program of public education to serve the needs of the students of the Commonwealth.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Intermediate Unit

Lampeter-Strasburg School District is assigned to Lancaster-Lebanon Intermediate Unit No. 13.[\[6\]](#)[\[7\]](#)

Classification

Lampeter-Strasburg School District is classified as a school district of the third class.[\[8\]](#)

Address

The official address of the Board of School Directors of Lampeter-Strasburg School District shall be 1600 Book Road, PO Box 428, Lampeter, Pennsylvania 17537-0428.

| | |
|-------|---|
| Legal | 1. 24 P.S. 201 |
| | 2. PA Const. Art. III Sec. 14 |
| | 3. 24 P.S. 501 |
| | 4. 24 P.S. 502 |
| | 5. 24 P.S. 503 |
| | 6. 24 P.S. 901-A |
| | 7. 24 P.S. 902-A |
| | 8. 24 P.S. 202 |

| | |
|---------|----------------------------|
| Book | Policy Manual |
| Section | 000 Local Board Procedures |
| Title | Authority and Powers |
| Code | 002 |
| Status | Active |
| Adopted | March 4, 2019 |

Authority

The authority to establish, equip, furnish, operate and maintain the public schools of Lampeter-Strasburg School District is vested in the Board of School Directors, which is a body corporate and is constituted and governed by Title 24 of the Pennsylvania Statutes, the Public School Code of 1949 as amended, Article III of the Pennsylvania Constitution and applicable federal and state laws and regulations.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]](#)

Powers

The Board shall establish such schools as are required for the education of every student residing in Lampeter-Strasburg School District between the ages of six (6) and twenty-one (21) years who may attend school; shall equip, furnish, operate, and maintain the schools; shall adopt and enforce rules and regulations for the management of school affairs and the conduct and deportment of employees and students; and shall levy and collect taxes as may be necessary, in addition to the annual state appropriation, for the exercise of aforesaid powers.[\[2\]\[9\]\[4\]\[5\]\[6\]\[7\]\[8\]\[10\]\[11\]\[12\]\[13\]\[14\]\[15\]](#)

The Board shall act as the general agent of the residents of the school district in matters of public education. It shall establish educational goals and academic standards for district schools and govern an educational program designed to meet those goals and standards and to support student achievement. The Board shall be responsible for establishing, maintaining and evaluating the educational programs in district schools, and for enforcing mandatory laws and regulations.[\[3\]\[16\]\[17\]](#)

The Board, in accordance with its statutory mandate, shall adopt Board procedures for its own operation, and policies for the guidance of the Superintendent in the operation of the school district. Board procedures and policy shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this district. The proper function of the district is made possible by the establishment of clear policy.[\[9\]\[18\]](#)

The powers of the Board of School Directors are not vested in the individual Board member. No such individual is authorized to act on behalf of the Board to carry out any of the Board's authorized powers, except for those acts stated in law.[\[3\]](#)

No member of the Board of School Directors shall have the power to act in the name of the Board outside a regular or special Board meeting unless authorized by action of the Board or by operation of the Public School Code. Consistent with the provisions of the Pennsylvania Sunshine Act, the Board shall only meet as a body at a regular or special Board meeting to which the public is invited, an executive session authorized by the

Pennsylvania Sunshine Act, a Board committee meeting, and an informal work session. Unless permitted by the Pennsylvania Sunshine Law, the Board shall not meet as a Board outside of these meetings. Individual Board members cannot speak on behalf of the Board unless properly designated to do so. When any group wishes the involvement of the majority of the Board members, such involvement shall be at a regularly scheduled Board meeting, special meeting, or executive session as permitted by law.

Legal 1. PA Const. Art. III Sec. 14

2. 24 P.S. 211

3. 24 P.S. 301

4. 24 P.S. 501

5. 24 P.S. 502

6. 24 P.S. 503

7. 24 P.S. 507

8. 24 P.S. 510

9. 24 P.S. 407

10. 24 P.S. 511

11. 24 P.S. 801

12. 24 P.S. 803

13. 24 P.S. 1301

14. 24 P.S. 1302

15. 24 P.S. 1411

16. Pol. 100

17. Pol. 102

18. Pol. 000

| | |
|---------|----------------------------|
| Book | Policy Manual |
| Section | 000 Local Board Procedures |
| Title | Functions |
| Code | 003 |
| Status | Active |
| Adopted | March 4, 2019 |

Legislative

The Board shall exercise leadership through 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.[\[1\]\[2\]\[3\]\[4\]\[5\]](#)

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.[\[2\]](#)

The Board may, upon a majority vote, cause to suspend at any time the operation of a Board procedure or policy, provided the suspension does not conflict with legal requirements. Such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.[\[2\]](#)

Board procedures and policies shall be adopted, amended or repealed by a majority vote of the Board.[\[6\]](#)

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.[\[7\]](#)

Executive

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

The Superintendent shall be responsible for implementing Board policies and establishing administrative regulations 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 administrative regulation.[\[3\]\[5\]](#)

The Board reserves the right to review and to direct revisions of administrative regulations when it considers the regulations to be inconsistent with Board policy or district practices. However, the Board shall not adopt administrative regulations unless required by law or

requested by the Superintendent. Such adoption and/or amendment of administrative regulations shall adhere to the policy for adoption and amendment of Board procedures and policies.

The Board delegates authority to the Superintendent to take necessary action in circumstances not provided for in Board policy. The Superintendent shall promptly inform the Board of such action. The Superintendent's decision may be subject to review by the Board.

The Superintendent shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law.[\[11\]](#)

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.

Review

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.[\[3\]](#)

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.[\[12\]](#)

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 district.[\[12\]](#)

Evaluation of Board Procedures

The Board shall plan an annual evaluation of its functions as a Board. The Board may evaluate Board procedures, relationships, or activities, or focus on a particular area or issue.

The Board President, working with the Superintendent, shall develop an annual plan.

| | |
|-------|---|
| Legal | 1. 24 P.S. 301 |
| | 2. 24 P.S. 407 |
| | 3. 24 P.S. 510 |
| | 4. 24 P.S. 511 |
| | 5. Pol. 000 |
| | 6. Pol. 006 |
| | 7. Pol. 007 |
| | 8. 24 P.S. 508 |
| | 9. 24 P.S. 1001 |
| | 10. 24 P.S. 1081 |
| | 11. 65 Pa. C.S.A. 1101 et seq |
| | 12. 2 Pa. C.S.A. 551 et seq |

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-0. 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 for reviewing policies.

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.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-1. BOARD PROCEDURE/POLICY DEVELOPMENT PROCESS

Board procedures and policy guide the actions of the Board, administration, district employees, students, parents/guardians, community members, and others. Therefore, the process for developing Board procedures and policy should include opportunities for input from Board members, administrators, and those affected by a policy, as well as providing opportunities for the Board members to study and consider potential implications of a proposed Board procedure or policy.

The following process will be used for development/revision, approval and implementation of a Board procedure or policy:

1. Recognition of Need – Board and/or administration determines existing/identified circumstances or requirements for new or revised Board procedure or policy and the relationship to Board goals.
2. Collection of Data – Administration gathers information, research, and data needed for the Board to make a good decision, such as reason for the Board procedure or policy, facts surrounding the issue, statutory requirements, alternatives and rationale.
3. Formulation of Draft – Administration prepares a written draft copy of proposed Board procedure or policy.
4. Review of Draft – Administration reviews content, wording, intent, implications; consults with solicitor and other resources as necessary.
5. Formalization of Policy – Administration prepares proposed Board procedure or policy in the established format, with rationale and relevant information. Policy is reviewed by appropriate standing committee, if one exists.
6. Presentation to Board – Administration includes proposed Board procedure or policy in Board meeting packet, with rationale and pertinent information for review by individual Board members.
7. Presentation at Board Meeting – Proposed Board procedure or policy is listed on agenda and presented and discussed at a public Board meeting.
8. Official Action by Board – Board adopts, amends, rejects or tables proposed Board procedure or policy, in accordance with Board Policy 003, for first reading. Policy is listed

on agenda for discussion at Board Workshop. A second/final reading then occurs at the next regularly scheduled Board meeting.

9. Dissemination of Policy – Administration appropriately promulgates policies to those affected by them, such as publication in student handbooks, employee handbooks, letters to parents/guardians, community publications, and on the district website. Administration shall ensure all Policy Manuals are updated appropriately.
10. Development and Implementation of Administrative Regulations – Superintendent and administrative team develop, disseminate and participate in training on specific administrative regulations that implement the Board policy.
11. Evaluation of Policy – Administration provides feedback to Board on implementation and effectiveness of policy, and suggestions for revisions when needed for Board consideration.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-2. POLICY DELIBERATION QUESTIONS

The following is a checklist of questions that the Board may ask as it reviews a proposed policy prior to making a decision:

1. What is the issue before the Board and why was it initiated?
2. Is this a governance issue that requires a written Board policy, or is it an administrative matter?
3. Do we need to develop a new policy or revise an existing policy?
4. What is the legal authority and are there specific requirements for the policy's content?
5. What research, information, data and administrative reports are available on this topic?
6. What options are available to the Board regarding this issue?
7. Does the proposed policy clearly and concisely communicate the Board's intent?
8. Is the policy aligned with the Board's goals, action plans and Mission Statement developed through the comprehensive planning process?
9. How does this policy impact student achievement?
10. What are the budgetary implications?
11. Is the policy unduly prescriptive, restrictive or reactive?
12. Have we received input from those who will be affected by the policy?
13. Does the policy reflect the values of our community?
14. Is the proposed policy consistent with adopted Board policies, and should any other policies be cross referenced or reviewed?
15. Who is responsible for implementing this policy?

16. How and when will the policy be disseminated? To whom will it be distributed?
17. How will the Board measure the effectiveness of and compliance with this policy?

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-3. EXCEPTION TO BOARD POLICY/ADMINISTRATIVE REGULATION

Policy

Requested exceptions to any policy or its application may be granted when recommended in accordance with the established guidelines.

The individual requesting the exception will submit a written request to the Superintendent or designee. The request will identify:

1. Name, address and telephone number of person making the request.
2. Policy and policy number for which the exception is being requested.
3. Action that the individual is requesting.
4. Rationale supporting the need for the exception.

Rationale that supports an exception may include but not be limited to:

1. Legal necessity.
2. Hardship.
3. Inapplicability of the policy to the circumstances.
4. Compelling interests of the school district.
5. Emergency reasons.

The Superintendent will conduct a review of the request and formulate a recommendation for the Board. The Superintendent may evaluate such factors as:

1. Relevant facts related to the request.
2. Rationale of both the policy and the request for exception.
3. Disposition of prior requests for exceptions to the same or similar policies.

4. Special interest of individual or group making the request.

When the request for an exception has legal implications, the Superintendent will consult with the district solicitor.

At the first regularly scheduled Board meeting after the Superintendent's review, the Superintendent will place the request for exception on the agenda; report the circumstances surrounding the request; and recommend action. The individual requesting the exception will be given an opportunity to address the Board before the Board determines whether to grant or deny the request.

The Board has final and exclusive authority to determine whether to grant or deny a request, considering the Superintendent's recommendation.

Granting of exceptions in the same or similar cases will not constitute binding precedent or practice.

The Superintendent will keep a record of exceptions to policies granted by the Board. The record will state the facts and rationale for granting the exception.

Administrative Regulations

Exceptions to administrative regulations will be made at the recommendation of the administration, subject to approval by the Superintendent.

All requests for exceptions to administrative regulations initiated or received by district administrators will be submitted to the Superintendent for review, along with the administrator's recommendation. The Superintendent may evaluate such factors as:

1. Relevant facts related to the request.
2. Rationale of both the administrative regulation and the request for exception.
3. Disposition of prior request for exceptions to the same or similar administrative regulations.
4. Special interest of individual or group making the request.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-4. REQUEST FOR EXCEPTION TO BOARD POLICY

| | | |
|-------------|------------------------------------|----------------------|
| _____ | _____ | _____ |
| <i>Date</i> | <i>Name of Policy to be Waived</i> | <i>Policy Number</i> |

Proposal:

Rationale:

Requester's Name, Address, and Telephone Number:

(Area below this line is to be completed by the Superintendent)

Board Decision: _____

Rationale: _____

Signature of Superintendent

Date

Signature of Board President

Date

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-5. REQUEST FOR EXCEPTION TO ADMINISTRATIVE REGULATION

| <i>Date</i> | <i>Name of Administrative Regulation to be Waived</i> | <i>AR Number</i> |
|-------------|---|------------------|
|-------------|---|------------------|

Proposal:

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Rationale:

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Requester's Name, Address, and Telephone Number:

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(Area below this line is to be completed by the Superintendent)

Superintendent's Decision: _____

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Rationale: _____

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Signature of Superintendent

Date



Pennsylvania School Boards Association PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Pennsylvania school boards are committed to providing **every** student the opportunity to grow and achieve. Our actions, as elected and appointed board members, ultimately have both short- and long-term impact in the classroom. Therefore, we pledge that we will...



LEAD RESPONSIBLY

- Prepare for, attend and actively participate in board meetings
- Work together with civility and cooperation, respecting that individuals hold differing opinions and ideas
- Participate in professional development, training and board retreats
- Collaborate with the superintendent, acknowledging their role as the 10th member of the board and commissioned officer of the commonwealth



ACT ETHICALLY

- Never use the position for improper benefit to self or others
- Avoid actual or perceived conflicts of interest
- Recognize school directors do not possess any authority outside of the collective board
- Accept that when a board has made a decision, it is time to move forward collectively and constructively



PLAN THOUGHTFULLY

- Implement a collaborative strategic planning process
- Set annual goals that are aligned with comprehensive plans, recognizing the need to adapt as situations change
- Develop a comprehensive financial plan and master facilities plan that anticipates short- and long-term needs
- Allocate resources to effectively impact student success



EVALUATE CONTINUOUSLY

- Make data-informed decisions
- Evaluate the superintendent annually
- Conduct a board self-assessment on a recurring basis
- Focus on student growth and achievement
- Review effectiveness of all comprehensive and strategic plans



COMMUNICATE CLEARLY

- Promote open, honest and respectful dialogue among the board, staff and community
- Acknowledge and listen to varied input from all stakeholders
- Promote transparency while protecting necessary confidential matters
- Set expectations and guidelines for individual board member communication



ADVOCATE EARNESTLY

- Promote public education as a keystone of our commonwealth
- Engage the community by seeking input, building support networks and generating action
- Champion public education by engaging local, state and federal officials



GOVERN EFFECTIVELY

- Establish and adhere to rules and procedures for board operations
- Develop, adopt, revise and review policy routinely
- Align board decisions to policy, ensuring compliance with the PA School Code and other local, state and federal laws
- Remain focused on the role of governance, effectively delegating management tasks to the administration

Represented by the signatures below, adoption of these principles assures the school board and individual school directors adhere to the same principles across our commonwealth.

Adopted on: _____

