



Book	Policy Manual
Section	000 Local Board Procedures
Title	Functions
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Legislative

The principal statutory duties of the Board of Public Education shall be:

1. To define the general policies of the School District.
2. To legislate upon all matters pertaining to the School District.
3. To determine and direct all expenditures for the maintenance and improvement of the School District.
4. To appoint the officers herein prescribed and define their duties.
5. To appoint teachers.
6. To grant and award scholarships on a merit basis.

The Board shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the School District. Board procedures and policies shall be adopted, modified, repealed or suspended in accordance with applicable statutes, regulations and Board policies and procedures.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

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 printed in the Board's policy manual.

Executive

The Board shall exercise its executive power by the appointment of a Superintendent who shall enforce the statutes of the Commonwealth, the rules of the State Board of Education, and the policies of the Board.[\[6\]](#)

The Superintendent shall be hired for a specified period of time which shall be evidenced by a written contract between the Superintendent and the Board. The term of employment shall not exceed six (6) years, and the contract may be modified either as to the terms and conditions of employment or the salary, by the mutual agreement of the Superintendent and at least five (5) of nine (9) Board members.

The Superintendent is the chief administrative officer of the Board. As such, they shall:

1. Have administrative responsibility for the operation of all departments of the school district except the departments of School Treasurer and School Controller.
2. Be the conduit through which the Board communicates to the staff and the staff communicates to the Board relative to the operation of the School District.
3. Communicate effectively with the Board information related to matters of importance regarding the operation of the School District.
4. Be the spokesperson for the School District to members of the media relative to the operation of the School District.

Governance and Leadership

The Board recognizes that the legal authority of the Board lies with the collective body, not with individual members. Therefore, the Board members will work collaboratively to make good policy decisions. The Board shall lead by assuming the governance roles and work involved in the following six (6) major areas:

1. Planning – The Board shall:
 - a. Work with the Superintendent and the community to establish objective student outcome Goals and executive limitations known as Guardrails. The Goals should be grounded in the community’s vision for the School District and the Guardrails should protect community values. The Board will review the strategic direction for the District outlined in the Pittsburgh School District Comprehensive Plan as directed by the Pennsylvania Department of Education (hereafter referring to a the “District Comprehensive Plan”) and the district’s strategic plan to ensure alignment with achieving the district’s Goals.
 - b. Adopt an annual budget plan that is aligned with achieving the District’s Goals as described in the Comprehensive Plan.
2. Policymaking – The Board shall authorize the Policy Committee to:
 - a. Establish and regularly review all Board policies at least once every four years to determine if they are still need or should be removed or updated.

3. Monitoring – The Board shall:

- a. Establish objective criteria for assessing the performance of the Superintendent in managing District operations and conduct regular performance reviews that is aligned to the accomplishment of the district's Goals.
- b. Receive regular progress reports at public meetings on progress towards achievement of district Goals.
- c.
- d. Maintain fiscal oversight by routinely reviewing reports on income and expenditures, audits, and financial planning documents. Accomplishment of the Goals should be the district's first priority for resource allocation.
- e. Monitor its own performance through the establishment of performance priorities and regular self-assessment, including improvement strategies such as Board professional development.

4. Communicating – The Board shall:

- a. Establish and honor procedures for public and staff input into Board policy decisions.
- b. Encourage public input.
- c. Maintain open and honest communications among all members of the Board and Superintendent, and with the public.
- d. Establish and monitor procedures for regular reporting of student achievement data and progress on District Goals to parents/guardians and the general public.
- e. Create partnerships with other community service providers, when appropriate, to support the success of all children.

5. Advocating – The Board shall:

- a. Serve as a public advocate for the District and the children and youth who live in the District.
- b. Maintain communications with other federal, state and local policymakers in regard to public policies that impact education and children.

6. Facilitating Leadership And Accountability – Board Covenants:

- a. The Board acknowledges that in order to provide effective leadership for the District and to accomplish the District goals and priorities, the Superintendent must have a leadership and administrative team compatible and aligned with their vision of reform and therefore must have authority over staff.
- b. In order to facilitate effective leadership and accountability, the Board will not be involved in personnel supervision or evaluation or other personnel matters except as

requested by the Superintendent, and the Board acknowledges the Superintendent's responsibility and accountability for these matters. Similarly, the Superintendent will establish the procedures for interviewing, recommending, and hiring building principals and other management staff, and the Board will not hire or terminate employment of any school principal or other management staff except in accordance with procedures established by the Superintendent and with the Superintendent's recommendation. The procedures established by the Superintendent will conform to the School Code and other applicable law. The recommendations will be based in part on the frequent and open communication with Board members.

Evaluation of Board Functions

The Board shall be responsible for reviewing and evaluating its functions pursuant to this policy on an annual basis or upon assuming the duties of office in any partial year in office, as may be applicable.

Legal

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

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

[3. 24 P.S. 508](#)

[4. 24 P.S. 510](#)

[5. 24 P.S. 511](#)

[6. 24 P.S. 1001](#)

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