

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	000 Local Board Procedures
Title	Board Guidelines/Responsibilities
Code	005.1
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Purpose

This policy clarifies guidelines and responsibilities for the Board, its officers, committees and agenda chairs.

Board of School Directors

The Board of School Directors is made up of nine (9) duly elected or appointed members plus the Superintendent who sits on the Board and recommends items to the Board for approval but does not vote.[1]

The Board of School Directors has authority as a body of nine (9). Individual school directors may not represent the Board as a whole unless a specific responsibility has been delegated to a school director through a vote of the Board.

The Board represents the community. It is important that each member know the concerns of his/her constituents and communicates any concerns to the Superintendent. It is not the responsibility of individual school directors to problem-solve; it is their responsibility to communicate the needs that exist so that the Superintendent and his/her staff can problem-solve.

The responsibilities of the Board include:

1. Appoint a Superintendent, evaluate the Superintendent annually based on the Superintendent's contract goals, not individual criteria, recommend compensation for the Superintendent, and act on contract renewal.[2][3]
2. Ensure certain finances are available to meet the set goals of the district.
3. Adopt policy that is in alignment with laws set by the Commonwealth of Pennsylvania and authorize the Superintendent, through policy, to set administrative regulations based on the adopted policy.[4][5]

Board President

The duties of the President of the Board of School Directors under the laws of the Commonwealth are as follows:[6]

1. Shall preside at all meetings.
2. May call special meetings at any time.
3. Shall call special meetings whenever requested, in writing, by any three (3) members of the Board of School Directors.
4. Execute all deeds, contracts, warrants to tax collectors, reports, and other papers pertaining to the business of the Board, requiring the signature of the President, as authorized by the full Board of School Directors.
5. Other duties as the full Board may direct and as pertain to the office.

In addition to those duties, the Board President must be able to fulfill the following obligations:

1. Meet with the Superintendent to review agenda items each month.
2. Be available to attend meetings during the day or evening when Board representation is recommended.
3. Stay current on legislative action at the state level.
4. Be available during the workday to sign documents as needed.
5. Attend and lead all meetings of the Board of School Directors with limited absenteeism.
6. Annually review the results of the Superintendent's evaluation with the Superintendent.

Board Vice-President

The Board Vice-President must be available to perform the duties of the President in his/her absence.

Other Officers

Other officers, such as the Assistant Board Secretary and Treasurer, shall be elected by majority vote of the Board and shall perform, in accordance with the law, those duties and obligations as assigned by the Board.

A.W. Beattie Joint Operating Committee

Two (2) members of the Fox Chapel Area School District Board of School Directors shall be appointed to represent Fox Chapel Area on the A. W. Beattie Joint Operating Committee. Representatives will keep the Fox Chapel Area school directors and Superintendent informed of pending actions by the A. W. Beattie Joint Operating Committee that could impact operations of the Fox Chapel Area School District and the education of Fox Chapel Area youth.

Representatives shall vote representing the view of the full Board when such issues financially impact the Fox Chapel Area School District.

Committee of the Whole

The Fox Chapel Area Board of School Directors may determine that it is better for certain topics when all school directors receive the same information upon which to base decisions. In these cases, the Board of School Directors generally acts and convenes as a Committee of the Whole. Any requests for information to vote on Board items should be communicated through the Superintendent's Office. The Superintendent or Board President may, with proper notice, convene a Committee of the Whole meeting. All requests for special meetings should be made according to Policy 006.[7]

Standing Board Committees

The Fox Chapel Area Board of School Directors may determine that it is better for certain topics for school directors to work in standing Board committees. In these cases, the school directors who are members of a designated committee will act and convene as a committee. Standing Board committees shall not include a majority of the membership of the Board and will include an ex-officio administrative liaison. The Board President, Superintendent, or Board committee chairperson may, with proper notice, convene a standing Board committee meeting.

Board Agenda Chairs

Annually, the Board President shall appoint a school director to present agenda items during meetings of the Board of School Directors. The school director appointed to chair an agenda area may, when necessary, contact the Superintendent to obtain additional information on the agenda item or to request a Committee of the Whole Meeting to discuss the item. These agenda areas are:

1. Facilities/Transportation.

General maintenance and safety of school district facilities. Safe transportation of students to and from school and extracurricular activities. Other areas under the responsibility of the Director of Ancillary Services.

2. Finance.

The annual budget, regular and special expenditures, and the financing of construction or other capital projects.

3. Instruction.

Curriculum and related concerns, including student assessment measures.

4. Legislation/Policy.

Federal, state, or local legislation impacting public schools or the district; revision or addition of district policy.

5. Activities/Athletics/Personnel.

Hiring, evaluating, and discharge of staff. Student extracurricular activities and all athletic programs and related matters.

6. Operations/Cooperative Services.

Administrative matters and other concerns generally under the supervision of the Business Manager.

Legal	1. Pol. 004
	2. Pol. 302
	3. Pol. 312
	4. Pol. 002
	5. Pol. 003
	6. 24 P.S. 427
	7. Pol. 006

