

FOX CHAPEL AREA  
SCHOOL DISTRICT

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Book	Policy Manual
Section	000 Local Board Procedures
Title	Board Guidelines/Responsibilities
Number	005.1
Status	Active
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Last Revised	August 13, 2018

**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, 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 Board members may not represent the Board as a whole unless a specific responsibility has been delegated to a Board member 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 Board members 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. Make 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 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. Be Available annually to review with the Superintendent the results of the Superintendent's evaluation.

### **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.

### **Beattie Board**

Two (2) members of the Fox Chapel Area School District Board of School Directors shall be appointed to represent Fox Chapel Area on the Beattie Board of Directors. Representatives will keep the Fox Chapel Area Directors and Superintendent informed of pending actions by the Beattie Board 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 impact the Fox Chapel Area School District financially.

### **Committee of the Whole**

The Fox Chapel Board of School Directors believes that it is best when all Board members receive the same information upon which to base decisions. Therefore, 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]

### **Board Agenda Chairs**

Annually, the Board President shall appoint a Director to present agenda items during meetings of the Board of School Directors. The Director appointed to chair an agenda area may, when necessary, contact the Superintendent to obtain additional information on the topic of an agenda item or to request a Committee of the Whole Meeting to discuss the item or topic. 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 supervisor of the Business Manager.

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| Legal | 1. Pol. 004                    |
|       | 2. Pol. 302                    |
|       | 3. Pol. 312                    |
|       | 4. Pol. 002                    |
|       | 5. Pol. 003                    |
|       | <a href="#">6. 24 P.S. 427</a> |
|       | 7. Pol. 006                    |

Last Modified by Donna Beley on September 6, 2018