

## ELCO Policy Manual Review: Summary of Revisions to Section 000, Local Board Operations and Procedures

The following policies are recommended for a first read during the October 2, 2017 Committee of the Whole Board Meeting. A summary of the recommended revisions is listed after each policy:

### 000 Board /Policy / Procedure / Administrative Regulations

- \*NEW\* Policy recommended by PSBA; not currently in the ELCO Policy Manual.
- Outlines the authority, contents, limitations and rules of construction for Board Policy, Procedures and Administrative Regulations.

### 001 Name and Classification; Last update, November 12, 2007

- Recommended addition of language to clarify the purpose of the School District.

### 002 Authority and Powers; Last update, November 12, 2007

- Recommended minor wording changes for better clarity; and
- Recommended language clarifies that the authority of the ELCO Board of School Directors is 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.

### 003 Functions; Last update, November 12, 2007

- Recommended language for the suspension of a Board procedure or policy, provided it does not conflict with legal requirements;
- Recommended language on the implementation of policy and the establishment of administrative regulations by the Superintendent, with the provision that the Board maintains certain rights to review and direct revisions to the administrative regulations;
- Recommended language to clarify the actions that take place when the Superintendent takes action for circumstances not provided for in Board policy, the notification made to employees and Board members in regard to their responsibility under the Ethics Law, and the Superintendent's right to designate a representative to act on his/her behalf; and
- Recommended language for the evaluation of Board procedures.

### 004 Membership; Last update, November 12, 2007

- Recommended language on temporary vacancies being filled due to active military service in accordance with the law;
- Recommended language for additional documents provided to Board members as a part of orientation;
- Recommended language regarding in-service education and training for Board members;
- Recommended additional provisions on conference attendance;

- Language will be included outlining procedures for filling a Board member vacancy; and
- Recommended language replacement regarding reimbursement of expenses for attendance at meetings/conventions to better align with School Code.

#### 005 Organization; Last update, October 17, 2011

- Recommended language clarifying the Board’s authority to appoint committees and the committee’s duty to operate in accordance with the Sunshine Act;
- Recommended removing language outlining the specific functions of each committee; this language is more procedural and better suited as a board operating guideline;
- Recommended removing language defining the specific duties of officers and the solicitor; this language is more procedural and better suited as a board operating guideline; and
- Recommended additional language on the use of consultants.

#### 006 Meetings; Last update, November 12, 2007

- Recommended language revisions throughout the policy for clarification purposes such as:
  - Recommended language on providing 24-hour notice of rescheduled or special meetings to the Board;
  - Clarifying language regarding special meetings in accordance with the Sunshine Act and School Code;
  - Voting requirements for the transfer of funds and incurring debt in accordance with the School Code; and
  - Recommended language on notations and recordings of Board meetings.
- Recommended language regarding work sessions;
- Updated provisions regarding the operation of standing committee meetings for improved clarity;
- Recommended replacement of district language regarding quorums from 5 school directors to “majority of the members of the Board” for accuracy, in accordance with School Code;
- The regular order of procedure (or Board agenda) will be maintained in policy; and
- Recommended replacement of district language on adjournment to reflect more accurate terminology on recessed/reconvened meetings, in accordance with the Sunshine Act.

#### 006.1 Attendance at Meetings via Electronic Communications; Last update, November 12, 2007

- Recommended language revisions throughout the policy for clarification purposes and conciseness.

#### 007 Distribution; Last Update, November 12, 2007

- Recommended policy title change from “Distribution” to “Policy Manual Access”; and
- Recommended replacement of district language to account for electronic access and dissemination of policy.