

CAPITAL AREA  
SCHOOL FOR THE  
ARTS CHARTER  
SCHOOL (CASA  
CHARTER SCHOOL)

SECTION: LOCAL BOARD PROCEDURES

TITLE: FUNCTIONS

ADOPTED: 7/8/2013

REVISED:

<p>PA Const. PSC of 1949 SC - Art. XVII-A</p>	<p style="text-align: center;">003. FUNCTIONS</p> <p>Section 1. <u>Legislative</u></p> <p>The Capital Area School for the Arts (CASA) Charter School Board of Trustees (Board) shall exercise its rule-making power by adopting Board procedures and policies for the organization and operation of the charter school. 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statutes, or regulations of the State Board, or ordered by a court of competent authority may be adopted, amended or repealed at any meeting of the Board.</p> <p>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.</p> <p>Board policies shall be adopted, amended or repealed by a majority vote of the Board.</p> <p>Board procedures shall be adopted, amended or repealed by a majority vote of the Board.</p> <p>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.</p> <p>Section 2. <u>Executive</u></p> <p>The legislation of policies and the functions required by the laws are the most important functions of the Board. The execution of the Board's policies is the function of the Principal.</p>
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<p>65 P.S. 1101 et seq</p> <p>PA Const. PSC of 1949 Art. XVII-A</p> <p>2 Pa. C.S.A. Sec. 551 et seq</p>	<p>Delegation by the Board of its executive powers to the Principal provides freedom for the Principal to manage the charter school within the scope of the Board's policies, and provides time for the Board to accomplish its policy making and appraisal functions.</p> <p>The Board holds the Principal responsible for carrying out its policies within established guidelines, and for keeping the Board informed about the operation of the charter school.</p> <p>The Principal shall be responsible for the preparation of administrative guidelines for the operation of the charter school that are not inconsistent with state and federal statutes or regulations; are dictated by the policies of this Board; are binding on charter school 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 guideline.</p> <p>The Principal shall assist the Board in developing policy, and shall be the chief agent in implementing the policies, rules and regulations of the Board. In situations not covered by policies, the Principal shall use discretion within the limits established by law.</p> <p>The Principal shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law.</p> <p>Whenever responsibility is delegated to the Principal or other administrator, it is understood that such individual may designate a representative to act on his/her behalf.</p> <p>Section 3. <u>Review</u></p> <p>The Board may assume jurisdiction over controversies or disputes arising within this charter school concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.</p> <p>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.</p> <p>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 charter school.</p>
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Section 4. Emergency Powers

During the course of the school year, emergency situations may come up which call for immediate and decisive action by the Principal, which under normal circumstances would not be in the scope of his/her outlined duty and authority. During such times it will be the policy of the Board to grant the Principal the power to act in the best interests of the safety and protection of students, personnel, and property under the jurisdiction of the charter school. The Principal shall report such events to the Board Chair immediately.