

**Revised: April 17th, 2018**  
**Adopted:**

## **School Board Operating Procedures**

### **Procedures:**

The operating procedures for the School Board as described below, shall be adopted by a formal vote of the Board. Any changes made to the operating procedures, require formal adoption by the Board.

### **Board Office Correspondence/Email**

All correspondence that is addressed to individual Board members shall be opened, date stamped, and copied by the Board's Administrative Assistant. A copy will be filed, as a means to ensure proper record keeping relating to Florida's Public Records Law. Original copies will be placed in Board members' outgoing mail box.

Any individual Board member wishing to be exempt from this procedure, shall indicate to the Board Administrative Assistant in writing.

Correspondence (mail or fax) addressed to "School Board Members" is opened and copied for each School Board member with an appropriate notation. The original is filed by the Board's Administrative Assistant by month as incoming correspondence.

Caution should be exercised when responding to emails as an individual vs. the Board as a whole as it relates to Sunshine Laws. If it is obvious an email was sent to all Board Members, the chair shall acknowledge the email and respond on behalf of the Board, if appropriate, and refer the email to appropriate staff.

### **Phone Messages Received in Board Office**

Callers to the Board office will be asked if he/she wishes to leave a message with the Administrative Assistant. The caller may send an email if they prefer. If a message is left with the administrative assistant, it will be transmitted to the Board member according to their preference. Board Members' private numbers will not be given out without express permission of each Board Member.

### **Communication**

Situations that occur in the district that are of a serious nature will be reported to Board

members by phone or email. In addition, Board members will be made aware of potential media reports through the Communications office.

### **School Board Membership on Committees**

School Board members will participate in committees when it is required through statute or regulation. Committee membership will be reviewed prior to the end of the fiscal year. Membership rotation will occur at the beginning of the fiscal year. School Board members will NOT participate in any school district committee.

### **Equipment and Supplies**

The following equipment will be made available at a Board Member's residence after the individual takes office:

Computer or I-Pad, and Printer  
Four-Drawer File Cabinet  
Cell Phone

### **Individual Member's Budget Allocation:**

Each School Board member shall be allocated an expense allocation of an equal amount, within the School Board's budget, which shall be adopted at the beginning of the fiscal year.

The budget allocation may include, but is not limited to:

- \* Professional Association Dues
- \* Travel Expenses related to their individual profession development
- \* Community Events
- \* Mileage Reimbursement

Any expense that may cause a member to exceed their individual allotted funds, shall be presented to the Board for approval.

#### *Reimbursement Related Expense:*

Out of County Travel: Upon return, bring to the administrative assistant:

Hotel receipt showing \$-0- balance

Receipts for tolls, parking, taxi

Meal receipts are NOT necessary. Meals are paid flat rate according to the times of your trip. (Breakfast \$6.00, Lunch \$11.00, Dinner \$19.00)

Proof of attendance – i.e. copy of the agenda

All In-County mileage forms should be submitted monthly to the administrative assistant.

*Association Dues/Professional Development/Community Events:*

Receipts and a "Public Purpose Statement for School Board Members" form will be returned to the administrative assistant for approval by the Chair for reimbursement.

### **School Board Agenda**

The Friday after Agenda Review, the upcoming agenda is released internally to Board Members only for their preview before it is published to the web page the next Tuesday (one week before the Board meeting). If a Board Member desires to move an item to New Business or pull an item for comment, an email should be sent to the administrative assistant prior to publication. No changes are allowed after Friday before the upcoming Board Meeting.

If a Board Member desires to have an item placed on a School Board agenda, the best manner of doing this is to invoke the Board's authority to direct the Superintendent to provide it with a recommendation on a particular issue. This could also be done more informally at a monthly work session.

The Board therefore could vote to direct the Superintendent to bring it a recommendation on an issue at its next Board meeting which the Board could then adopt, reject, or modify. This process would give the Board the benefit of the Superintendent's opinion of the issue and also provide notice to the public that the issue will be discussed as it will be placed on a future public agenda.

Board Members wishing to address a certain topic raised during Hearing of Citizens, may do so at the completion of all speakers. The Chair can ask/direct the Superintendent to have appropriate staff follow up with the citizen, when appropriate.

### **Vacation/Leave of Absence**

aBoard Members should inform the administrative assistant well in advance if they are unable to attend a Board meeting. The administrative assistant will then notify the other Board Members and Superintendent.

As a courtesy, also inform the administrative assistant when you will be out of town so the Superintendent is aware, and to assure there will be a quorum of at least three Board Members present for school board meetings and/or work sessions.