

New

Revised: January 17, 2017

## **School Board Operating Procedures**

### **Procedures:**

The operating procedures for the School Board as described below may be revised as necessary with the agreement of the School Board members.

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

All correspondence that is addressed to individual Board members is placed unopened in the Board members' outgoing mail. 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 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**

A computer or tablet and printer will be made available to a Board Member after the individual takes office.

## **Travel**

Each School Board member shall be allocated within the School Board's budget, an amount for the purpose of travel expenses related to their individual professional development. If a School Board member wishes to participate in a professional development activity that exceeds their allotted funds, the request must come before the Board for approval.

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

1. Hotel receipt showing \$-0- balance
2. Receipts for tolls, parking, taxi
3. 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)
4. Proof of attendance – i.e. copy of the agenda

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

## **Membership in Professional Organizations-*Fees for Community Events***

Fees related to School Board membership in professional organizations and Community Events, shall be funded through the individual's monthly expense reimbursement (\$250 per month). 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 Meeting 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 should not respond to Hearing of Citizens. The Chair can ask/direct the Superintendent to have appropriate staff follow up with the citizen.

### **\*Monthly Work Session Agenda**

Work session topics are generally focused on issues that prepare Board Members for a vote.

An in-depth presentation on a certain subject or topic that requires staff time can be requested of the Superintendent with consensus of the Board Members.

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

Board Members should inform the administrative assistant well in advance if they are unable to attend a Board meeting. She 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.

**\*This paragraph was inadvertently left out when this was revised by Zoe on 1/17/17.**

OLD

Revised: October 27, 2015

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## **Equipment and Supplies**

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

- Computer and Printer
- Fax Machine
- Four-Drawer File Cabinet
- Cell Phone/Blackberry – *IPad*
- Hi Speed Connection for Internet

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