

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

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.

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.

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 office of Public Information.

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. Membership on committees that are related to the school district, but are not required in statute or other regulations, is permitted upon agreement by the Board.

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
- Hi Speed Connection for Internet

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.

Membership in Professional Organizations

Fees related to School Board membership in professional organizations, shall be funded through the individual's monthly expense reimbursement.