

FY17 School Board Operational Procedures

1. Board Meetings
 - a. Start on time
 - b. All members are encouraged to speak freely though civilly
 - c. Discussion stays on topic
 - d. Keep student learning at the forefront of actions and decisions
 - e. Strive to limit meetings to 4 hours
2. Policy Development
 - a. Have a Board policy committee that meets regularly to review and bring forward policies as recommended by the Superintendent.
3. Fiscal Management
 - a. All aspects are understood and can be explained by all members.
 - b. Budgets consider the priorities of the electorate.
 - c. Budget process is transparent.
 - d. Budget is thoroughly vetted.
 - e. To support student learning while being fiscally responsible.
 - f. Board review of financials is based on data, reports and auditor feedback.
 - g. The Board will review monthly financial reports including Balance Sheet, Expenditure Report, Revenue Report and will review Grant Reports and Applications on a biannual basis.
 - h. Manifest Review and Payroll Review will occur in a timely manner.
 - i. The Board will oversee that the policy regarding the Transfer of Funds is being followed.
4. Educational Program Development
 - a. Where appropriate the School Board ensures curriculum supports community values and meets the school mission and goals.
 - b. The Board receives regularly scheduled presentations of the programs as they are being developed and implemented into the District through the Superintendent in order to review and revise as necessary to support student learning goals.
5. Board Member Orientation
 - a. A complete orientation packet given to new members.
 - b. Training opportunities are offered.
 - c. New Board members are made to feel welcome.
 - d. NHSBA New School Board Member Orientation Workshop attendance.
 - e. Read "Becoming a Better School Board Member".
6. Board Member Development
 - a. Attend locally offered training as time allows.
 - b. Board members are made aware of training opportunities and a multitude is offered.
 - c. Speak as one voice.
 - d. Board will mentor new members.
7. Board Officer Performance
 - a. Come to each meeting ready to discuss all agenda items
 - b. Come to each meeting ready to listen and allow expression of all points of view.
 - c. Officers treat all members fairly.
 - d. State laws and regulations regarding School Board operations are observed both during and outside of meetings.

8. Board-Superintendent Relationship
 - a. To have an open honest two-way communication between the Board and the Superintendent.
 - b. The relationship is respectful and forthright.
 - c. Expectations are clear.
 - d. Strengths are recognized and built on.
 - e. Collaborative, professional and focused on the successful implementation of the Mission and Goals of the District
 - f. Follow the chain of command.
 - g. Conduct annual review
9. Board-Staff Relationship
 - a. The Board recognizes that it does not have a direct relationship with staff except through the Superintendent.
 - b. Follow the chain of command
 - c. Maintain the integrity of the Labor Management Committee.
10. Board-Community Relationship
 - a. Publish a newsletter twice a year.
 - b. The Board makes every attempt to know and understand what the community wants from the school prior to decision-making.
 - c. The Board members make every attempt to attend significant school events.
11. Legislative and Government Relations
 - a. The Board seeks regular and scheduled meetings with State Legislators to explain the Board's issues and to get feedback on legislative issues throughout the year.
 - b. The Board accepts information and recommendations from the Superintendent about upcoming legislative changes and updates.
12. Risk Management
 - a. The Board ensures that issues are properly dealt with according to established procedures.
 - b. Safety issues are brought to the attention of the Board and dealt with effectively.
 - c. The Board has adequate training in risk management.
 - d. Conduct an annual review of the safety plan.