

FY18 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; if it becomes evident that an issue needs extended time for discussion, it will be tabled for a future date.
- d. Keep student learning at the forefront of actions and decisions
- e. Strive to limit meetings to 4 hours; at 9:30 pm, review the remaining items on the agenda and prioritize, as needed.

2. Policy Development

- a. Establish a Board policy committee that meets regularly to review and bring forward policies as recommended by the Superintendent.

3. Fiscal Management/Budget Development

- a. Prepare and present a school budget to support student learning, while exercising fiscal responsibility.
- b. All aspects of the budget are understood and can be explained by all members.
- c. Budgets consider the priorities of the electorate.
- d. Budget process is transparent.
- e. Budget is thoroughly vetted.
- 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. 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.

5. Board Member Orientation/Development

- a. New Board members will be welcomed and provided a complete orientation packet.
- b. Training opportunities are offered and encouraged.
- c. New Board members will be mentored.

6. Board Officer Performance

- a. Come to each meeting ready to discuss, listen and allow expressions of all points of view related to all agenda items.
- b. Officers treat all members fairly.
- c. State laws and regulations regarding School Board operations are observed both during and outside of meetings.
- d. Board members speak with one voice.

7. Board-Superintendent - Staff Relationship

- a. Establish and maintain an open honest two-way communication between the Board and the Superintendent.

- b. The relationship is respectful with clear expectations of roles/responsibilities.
- c. The chain of command is understood and respected by all.
- d. The Board recognizes that they do not have a direct relationship with the staff except through the Superintendent.
- e. A quarterly review is conducted to ensure adherence to the guidelines.

8. Board-Community Relations

- a. Increase outreach to the community, through the use of technology and other cost-effective methods.
- b. The Board seeks input from the community about what it wants from the school prior to decision-making.
- c. The Board members make every attempt to attend significant school events.

9. Legislative and Government Relations

- a. The Board seeks meetings with State Legislators to explain the Board's issues and to get feedback on legislative issues as needed.
- b. The Board receives and reviews information and recommendations from the Superintendent about upcoming legislative changes and updates.

10. 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. An annual review of the safety plan will be completed.

11. Facility Management and Planning

- a. A Facilities Committee works with staff to review needs and proprieties.
- b. A long and short term facilities plan is developed, including cost analysis and budgeting recommendations.