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.