

Board Operating Procedures



The Mission of the West Seneca Central School District is to provide a diversified educational program which will produce literate, caring, ethical, responsible, and productive citizens who are capable of adapting to change.

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BOARD MEMBERS – DUTIES AND RESPONSIBILITIES

ESTABLISHING VISION, MISSION, AND GOALS

- Recognizing that a vision and/or mission statement and district goals are powerful governance tools, the board annually reviews the mission and vision statement and either affirms its continued value, or changes it to reflect a new direction.
- The board and the superintendent agree on a progressive review schedule that sets new or continuing district goals and achievements of the annual goals throughout the year.
- The board and superintendent agree on a progress report of current events. The superintendent will prepare a report two (2) times per month weekly report of district activities, meetings, updates, concerns, etc.
- The board president will also prepare a progress report of his/her current events on a monthly basis, or more if needed, for the entire board. This report may include:
 - Any actions taken as the president (i.e. signings) between meetings
 - Any topics of concerns for the board as a whole
 - Ongoing topics (litigations, contract negotiations, personnel matters)
 - Comments or concerns of the district, administrators or staff members
 - Comments or concerns from the community
- The board and superintendent shall agree on a progressive reporting schedule regarding achievements, concerns or topics of interest from all Curriculum Leaders, Shared Decision Making Team, and all district Committees with no less than four (4) per school year.
- The board reviews the status of progress made toward the annual goals at its final meeting in August.

DEVELOPING AND REVIEWING POLICIES

- Policy review is a continuous cyclical process.
- The board can enter into an agreement with an outside resource to review the policy manual.
- The board may take appropriate action on policy recommendations arising from this review. Policy manuals are adjusted to reflect the outcome of the review and board action.
- Emergent issue: unanticipated circumstances may prompt board action (changes in state or federal law, emerging technology, a new district initiative, unique circumstance/challenge in the district)
- The issue will be placed on a board meeting agenda and board members are provided with appropriate background information by the superintendent and/or administrative team. The superintendent consults the current policy manual for relevant policies to guide board discussion and provide those as part of the board packet.
- The board evaluates the agenda item and makes a decision. If the circumstances warrant an exception to the policy, the board may act accordingly. However, if the board believes changes in policy are appropriate, it may refer the issue to the policy committee or request that the superintendent take appropriate steps to develop and recommend revised policy for review.
- Routine governance in accordance with recurring annual cycles (budget development, recruiting and hiring, adoption of district goals and objectives):
 - Agenda items shall reference the appropriate policies and administrative processes underpinning the superintendent's recommendations.
 - The board makes its decisions with the framework of these policies. Hence, if changes in either policy or administrative procedures are desired before the next cycle, the board should request that the superintendent and/or policy committee take appropriate steps to develop and recommend revised policy for its review.

See Policy #1410

EVALUATING THE SUPERINTENDENT

- Although evaluation of the superintendent is an ongoing process, a formal annual evaluation is legally required. The board will schedule a meeting to conduct the evaluation in accordance with the superintendent's contract. The procedures to evaluate the superintendent will be pursuant to the current contract.
- In accordance with New York State requirements, the evaluation tool must be filed by September 10th of each year in the district office and made available for any member of the public if a request to review it is made.
- The board president distributes the evaluation instruments to each board member and the superintendent at least two weeks in advance of the evaluation meeting. Instructions for completion should be included. The instrument should be previously agreed upon by the board and the superintendent.
- The board directs the superintendent to perform a self-evaluation using the agreed upon evaluation instrument.
- According to the terms of the superintendent's contract the superintendent completes the self-assessment and sends it to all board members to consider when evaluating the superintendent's performance. This occurs before the formal evaluation meeting with the board.
- Board Members complete the evaluation instruments and return them to the president, or board designee, at least one week prior to the board's evaluation meeting.
- The president or board designee collects completed evaluations from each board member and prepares a composite summary of all board members' ratings and comments for each category.
- The summary of the evaluations is distributed to each board member at least three days prior to the evaluation meeting.
- Board members meet in a properly convened executive session, without the superintendent present, to discuss and with consensus determine the ratings. Board members will identify: agreement of areas of strength, agreement on areas that need improvement and specific improvements that the board would like to see
- For areas with consensus the board will prepare a summary evaluation that reflects the consensus rating and comments.
- The summary evaluation is shared with the superintendent prior to the board in a properly convened executive session. The superintendent should be prepared to discuss his/her self-evaluation and respond to and ask questions about the board's rating.
- In executive session, the board president asks individual members to share concerns or ratings that differ from the majority of the board. However, the president clearly distinguishes between those ratings and directives that represent a majority of the board, and those representing

individual members. The superintendent is not expected to take action based on individual comments.

- The board and superintendent discusses the evaluation that outlines the superintendent's performance objectives and identifies specific target results to review at the next evaluation.
- The board approves the final superintendent performance objectives and updates the superintendent evaluation instrument and files it in the superintendent's personnel record.
- The board may take action to extend or revise the superintendent's contract following the evaluation in accordance with the provisions of the superintendent's contract.
- Board members who have concerns about the superintendent's performance in between evaluation meetings may request that the president post an item for interim evaluation at a regular meeting agenda that allows the board to go into executive session to discuss concerns with the entire team.

See Policy #1540 and #4260

HIRING PROCESS FOR DISTRICT PERSONNEL

The Board of Education believes that the quality of the district's employees in large part determines the quality of the education offered to the district's students. As the employer for the school district, the Board will provide and maintain qualified and certified instructional and support personnel to carry out the educational programs of the district. The Assistant Superintendent of Administrative Operations shall implement and maintain a high-quality recruiting and hiring program to attract, secure and retain the best-qualified staff to meet the needs of students and the district.

New or Revised Positions

In the case of new hires, the Assistant Superintendent of Administrative Operations will develop recommended qualifications for all new positions in the district and review the qualifications for all existing positions as necessary. The Superintendent must approve all recommended qualifications for all new and existing positions. The Board must approve the qualifications for all new positions in the district and revisions of the qualifications for existing positions. For all promotions and transfers, the District will follow the current collective bargaining agreement.

The Assistant Superintendent of Administrative Operations shall refer all proposals for the creation or reclassification of all unclassified (non-instructional) positions and a statement of the duties for these positions to Erie County Civil Service for classification.

Recruiting

The district will seek the most qualified candidates for vacant positions by recruiting from a variety of sources, including present staff. District employees may apply for all positions for which they meet the certification and other stated qualifications. The Board and district employees will adhere to the practice of recruiting and hiring personnel without regard to any form of discrimination or bias to include but not limited to age, color, creed, disability, marital status, national origin, race, religion, sex or any other status protected by federal or state law.

Hiring

The Assistant Superintendent of Administrative Operations will ensure that candidates for district employment meet all the qualifications, certifications, degree and credentials as required for the position sought. The district will comply with all the requirements of the Education and Civil Service laws, including any fingerprinting requirements. The Superintendent must recommend all individuals for employment to the Board. The Board must approve all individuals to be employed by the school district.

Upon request, the Assistant Superintendent of Administrative Operations shall remit for review all applications and credentials received by the district to the Board of Education for any vacancies within

the district. (certified, certified administrative, classified, supervisory classified, and certified or classified Central Office administrative vacancies).

Confidentiality

In order to maintain the integrity of the hiring process and to respect the privacy of candidates, all persons participating in the interview process must consider all activities, conversations, and information to be confidential.

Interview Committee

All interview committees should consist of no more than 10-15 members in addition to 1-2 board of education members upon their request. Central office administration will coordinate the administrative/supervisory interview committees, while building administrators and directors will coordinate committees for assistant principals and/or teaching positions. The building principal or department supervisor is responsible for coordinating interview committees for support staff positions. *For all promotions and transfers, the district will follow the current collective bargaining agreement.*

Board Approval

The Board must approve all individuals who are employed by the West Seneca Central School District. In the event that the Superintendent's recommendation is rejected by the Board, it is the duty of the Superintendent to make a new recommendation of an applicant not previously recommended for that position.

REQUESTING INFORMATION FOR NON-AGENDA ITEMS

- Board members should request information not related to a meeting agenda item directly from the superintendent and the entire board shall be copied. If the requested information can be provided from readily available data with no diversion of staff time, then it will be provided as soon as reasonably possible. In the event the request requires a special report, the superintendent will notify the board of this fact. The board president will place the request for the information on the next meeting agenda to determine if a majority of the board agrees the requested information is important for its future decision-making process. If the board agrees, then the Superintendent will direct that a report be developed and provide it to the board.
- All board members shall receive a copy of any report generated by a board member's request in accordance with this procedure.

DEVELOPING A BUDGET PROCESS

1. To meet the Board's statutory obligation to propose a budget in a timely fashion, the Board's involvement in developing and adopting a budget begins in October (late October budget work session suggested) when the Board meets with administration to review the District's draft of Budget Goals for the coming year. At this time, the Board will invite the community to offer comments on the current budget (at a regular meeting of the board or a special forum). The Board will offer general parameters (e.g. fiscal constraints, academic priorities, district goals) to the administration to guide budget development for the next school year. A draft Budget Calendar will be provided by the District to guide discussion on meetings and timelines. The District will also provide a Draft Fund Balance Plan for the current fiscal year, identifying, outlining and defining the current reserve use and structure.
2. In January, (late January budget work session suggested) the board, superintendent, and staff meet to discuss and agree on budget assumptions for the coming year. The administration will, given current information, prepare a report on the estimated impact of the tax cap, NYS Aid projections and other revenues, assuming such information is available from the state.
3. At this time, given public input and information about current fiscal conditions, the board also establishes relative funding priorities to guide further budget development, balancing earlier adopted district budget goals and any critical needs identified but not addressed in the district goals.
4. The board will also have discussions with administrative staff in areas such as the following:
 - a) Fund Balance
 - b) State Aid Projections
 - c) Tax Assessments
 - d) Other local revenue such as fees
 - e) Staffing Ratios (BEDS)
 - f) Specific budget categories such as salaries and benefits or other operating expense.
5. These discussions will shape the priorities and targets used by the superintendent and staff in developing district performance objectives, improvement plans, and the draft budget. The board ensures that the budget aligns with district goals.
6. During the budget development process, the board reviews periodic updates from the superintendent and administrative team including information such as the following:
 - a. Fiscal impact of district plans on the proposed budget, including proposals for major additions or deletions of programs.
 - b. Board-requested comparison or trend studies of various budget categories such as salaries, capital outlay, or other major spending categories.
 - c. Property Assessment estimates
 - d. Student enrollment data and/or trends
 - e. State aid estimates
 - f. New federal or state requirements that impact the budget
 - g. Other changes that occur following the establishment of funding priorities and targets that may affect budget assumptions

7. The first draft of the proposed budget package is presented to the board no later than March 1 and at a minimum, includes the following components:
 - a. A budget overview that provides a summary of revenue and expenditure by major object code for the previous three years, current year and upcoming year's current and projected student enrollment, and the town appraisal of district's estimated property values up which estimates are based.
 - b. An education plan that includes adopted district goals and a summary of major changes to the instructional programs, staffing and education support programs.
 - c. An expenditure plan that includes a list of the boards previously agreed upon funding properties, a brief narrative summary of funds included to support specific goals and priorities, and proposed expenditures compared to the current year projected actual expenditures.
 - d. A revenue plan that includes a list of revenue from all sources compared to expenditures and reflects the expected effect on the district fund balance. The revenue plan should also address whether the proposed budget is within the tax cap.
8. The board will hold at least one workshop in March to review the proposed budget and the superintendent's estimate of the tax rate required to fund it. The board may request additional information related to the proposed budget and make adjustments to balance estimated revenue and expenditures according to funding priorities. The board may also schedule additional meetings as needed to review changes requested by staff or other members of the school community.
9. The board shall adopt the budget in a timely manner which allows the district to comply with state law regarding the property tax report card and publication of budget notices.
10. The board then directs the superintendent to publish a summary of the Proposed adopted budget and the priorities it intends to fund for distribution to the public, in accordance with state law and regulation.
11. The board conducts a meeting in May to hear public comment on the proposed budget, in accordance with law and policy.

See Policy #1610 and #5540

CONDUCTING SELF-EVALUATIONS

- The board should conduct an annual evaluation of its own performance in governing, overseeing district management, and conducting its business. The instrument should be agreed upon on an annual basis.
- The board president, or designee, facilitates the distribution of the selected instrument, with instructions, to each board member a week in advance of a work session (or retreat) scheduled for board self-assessment. Board members complete the instrument in accordance with the instructions and either bring it to the work session (or retreat) or send it to an identified point of contact for scoring prior to the work session
- Depending on the results of the survey, the board considers whether it would be advantageous to have the work session (or retreat) facilitated by a consultant. The process of conducting a board self-assessment and discussing the path forward may require outside assistance. If the board determines it is necessary to request assistance from experts, such as staff from BOCES, ECASB, NYSSBA, the school attorney or other resources, they may do so.
- During the work session (or retreat), the board focuses its discussion on those items in the instrument where responses indicate either a comparatively weak performance or there is disagreement about the board's current performance. The intent of the discussion is to identify areas requiring additional attention to improve board performance.
- Based upon the results of the self-assessment work session (or retreat), the board may identify goals for improvement. The board should schedule a review of the progress toward self-improvement goals quarterly. The board should schedule a self-assessment one time a year as part of a regularly scheduled meeting or work session. The dates for the reviews are entered in the board activity calendar.

See Policy #2340

BOARD OF EDUCATION - BOARD MEMBERS

ORIENTING NEW BOARD MEMBERS

- New board members are provided the opportunity to fulfill the legally mandated training with the first year of holding office. Erie 1 BOCES provides this training (there is also the opportunity for Online training through New York State Association of School Boards (NYSSBA)), as well as the option to participate in other training opportunities to enhance boardsmanship.
- New board member district orientation should ideally take place in June. Orientation includes but is not limited to (all available electronically):
 - Meetings will be held with the Superintendent, the Board Officers and the District Clerk
 - Geographic district information, such as, campus attendance boundaries, number of campuses and enrollment numbers
 - Number of students, teachers, and other employees
 - Student demographics, including trend data
 - Administrative structure and directory of key personnel
 - Ongoing issues of interest to residents
 - Organization chart
 - Copies of Union Contracts with copies of any Memorandums of Agreement
 - Copy of the Board Operating Procedures
- Overview of district programs and operations, such as:
 - District vision, mission, goals, and plans including:
 - Most recent school reports, report cards and district annual financial report
 - District planning and evaluation process and board activity calendar
 - District budget overview including:
 - Current adopted budget summary
 - Recent trends in revenue, appropriations, tax rates, property taxes

- Overview of district curriculum objectives, standards, and instructional programs
- Copy of the policy manual or link to online access
- Superintendent performance goals, current superintendent evaluation instrument, process and calendar.
- Copy of district's strategic plan
- Information about board operations, including:
 - Overview of roles and responsibilities of the board and superintendent
 - Calendar of training opportunities
 - Current board goals
 - Calendar of district events
 - Current team operating procedures, meeting norms and ground rules

See Policy #2110

SELECTING AND OPERATING BOARD COMMITTEES

- The board may establish a committee any time an issue arises that requires more time and attention than the board feels can be provided during the course of a board meeting. They are established in response to a successful motion to refer the issue to a committee.
- When appointing the committee, the board president provides the following guidance to the committee and ensures it is recorded in the meeting minutes. He or she will:
 - Designate the committee as either a standing or special (ad hoc) committee. Standing committees are ongoing and special committees dissolve upon completion of their appointed task.
 - Designate a committee chairperson and specify the committee membership.
 - Define the committee's fact-finding, deliberation, or advisory role and outline the outcome of the committee.
 - Provide a general timeline for the committee's work and for reporting to the board.
- The board votes to approve the purpose and composition of the committee. At the discretion of the current board, the membership of the committee may be comprised of board members only, board members and other (staff and/or community members), or only others (with or without board representatives).
- The superintendent will provide appropriate staff and/or data support to permit the effective functioning of the committee.
- The committee chair will extend an invitation by letter or phone to those members of the community whose service is desired.
- Committee meeting will be conducted in the following manner:
 - The committee chair, with the assistance of assigned district staff, is responsible for setting a meeting time, preparing the agenda, arranging for a meeting site with necessary equipment, and notifying all members of the time and place for the meeting.
 - Meetings will generally be conducted in accordance with Robert's Rules of Order using it as a guideline for the meeting.
 - The committee chair will coordinate with the superintendent to obtain district information required to complete the committee's task. The chair may designate committee members to obtain information that the committee needs to complete its job.
 - The chair will notify the board president when committee recommendations or reports are ready and arrange to deliver a final report in the format and time determined when the committee was formed.

- The board receives the report and may ask clarifying questions, but no motion to accept or approve the report is required. Typically, boards will make a motion to receive the report so it is noted in the minutes.
 - If the report contains committee recommendations, the board will discuss and take action to accept any or all the recommendations.
- Members of standing committees will be appointed annually at the re-organizational meeting.
- Meetings of a committees or subcommittees consisting solely of board members that discuss or conduct public business are subject to the Open Meetings Law, meetings of advisory committees that do not consist exclusively of board members, and are created solely to advise and make recommendations to the board are not subject to the Open Meetings Law because they have no authority to take final action. An exception would exist if the core membership of the advisory group consists of board members. The board may choose to conduct committee meetings as open meetings even if it is not legally required. If the board is not sure if the Open Meetings Law applies, consultation with the school attorney should be sought.

See Policy #2210 and #4250

BOARD MEMBER PERFORMANCE – EXPRESSING OPINIONS

- A board member who has an issue with a colleague's performance is encouraged to express those concerns directly to that individual. If the concern involves the board president, a member may discuss the issue with the board vice president.
- If addressing the issue directly with the member does not resolve the concern, then discussion with the board president is appropriate. During such discussions:
 - The board president shall discuss the concern with the individual in question on behalf of the board member or shall moderate a discussion between the members.
- Members should not take concerns about fellow board members to the superintendent for purposes of attempting to resolve disputes.
- In order to preserve the integrity, respect and credibility of the school district as a whole, members shall not speak negatively (i.e. personal attacks, character assassination) about another member, superintendent, or staff in the community. If a member has an opinion of a specific matter or a topic that is not aligned with the majority of the board, the member has the right to respectfully express their opinion.
- If the issue affects the board member's ability to serve, the whole board may consult with the school attorney to determine if removal proceedings should be considered.

BOARD MEETINGS, RETREATS AND WORK SESSIONS

PREPARING FOR THE MEETING

- All board members are required to thoroughly review the board agenda and supporting materials on BoardDocs.
- Board members who have questions or concerns will be encouraged to ask agenda item related questions of the superintendent at least one business day prior to the scheduled board meeting when possible. The board member shall make the request via email to the superintendent and the whole board shall be included.
- Board members maintain the right to ask questions or have discussion at the board table. After being properly recognized by the president the board member may discuss the provided information or ask additional questions as they arise during the meeting.
- Board members shall be respectful of all decisions made at the board table.

ADDING AGENDA ITEMS

- An agenda will be mutually developed by the superintendent and board officers in sufficient time to allow the full board to receive it three (3) business days prior to meeting.
- Any board member may request that an item be placed on the agenda for consideration six (6) business days prior to the meeting via an email request to the entire board. Any questions shall be directed to the president directly. The president will then discuss the proposal with the superintendent to determine whether to include the item. It should be noted that a board member has the right to bring up any item under new business on the agenda.
- In the event that exigent circumstances require that an item be added to an agenda after its distribution, the superintendent in consultation with the board president will distribute an updated agenda and appropriate supporting materials will be provided as soon as possible.
- The agenda is available to the public the day of the meeting in compliance with the Open Meetings Law, except for those documents made confidential or not subject to release by law.
- A list of future board of education agenda items can be discussed at the annual re-organizational meeting. The board will periodically assess the status of the list.

See Policy #1510

PARTICIPATING IN DISCUSSION AND VOTING

- The board shall generally observe the parliamentary procedures in Robert's Rules of Order using it as a guideline in the conduct of the meeting, unless it conflicts with state law. A copy of Robert's Rules of Order is available by contacting the district clerk.
- Generally, board members shall make comments solely on the business currently under deliberation.
- Individuals wishing to speak during the board meeting must first be recognized by the board president. Furthermore, all communications throughout the meeting should be directed to the board president.
- The board president will allow:
 - Each board member to speak on each issue being considered for a reasonable time
 - Opposing viewpoint to be heard in turn
 - Ensure that before a board member speaks to an issue for a second time, each member who has not spoken is provided an opportunity
 - Ensure that discussion pertains to the current agenda item being addressed and halt discussion that does not apply to the business at hand
 - Generally halt discussions on issues raised that are not on the agenda. The president will ask if the issue should be place on future agenda for discussion and, if so, direct the district clerk to make a note to do so.
- Voting will be by voice, raise of hand, or a roll call
- Generally each board member will exercise his or her right and obligation as an elected official to participate in deliberations and vote on each item brought before the board unless a conflict of interest exists.
- Board members will bear in mind that it is not helpful to repeat points that have already been made. Reasonable effort will be made to balance the need to express one's opinion with the goal of conducting an efficient and effective public meeting.

See Policy #1510

MANAGING PUBLIC COMMENT SESSION

- Persons wishing to address the board during open public comment will comply with the provisions of board policy and procedure that outlines the specific times and procedures applicable to public comments during board meetings. The board president will explain the rules for public participation prior to each session (i.e. caution that personnel matters and individual student matters are not proper subject matter for public comments).
- During the public comment section of the meeting, board members will listen to comments, but only the president and/or the superintendent may respond if a response is necessary. The president should always notify the community member of the proper follow up process, if necessary. If a response is indicated, it should be limited to:
 - Correcting misstatements of fact present by the speaker
 - Referring the speaker to applicable board policy and/or appropriate school official which relates to his or her comments
 - Considering the items for a future board agenda item for discussion, if the board agrees.
- With board approval, the president may direct the superintendent to investigate matters brought forward during public comment and report findings to the board at a later meeting.

ELECTING BOARD OFFICERS

- The election of the positions of president and vice president will be held at the annual re-organizational meeting in accordance with board policy.
- Generally, board members nominated for office are encouraged to have served at least one year on the board. Board members are encouraged to announce their interest in holding office. The opportunity to discuss the positions will be at the work session (including all board member(s) elect) that has been scheduled in June.
- Board members must avoid violating the Open Meeting Law by informally gathering a quorum of members to discuss member qualifications in preparation for the election of officers.
- Elections will be conducted in accordance with the parliamentary procedures in place, most commonly, Robert's Rules of Order
 - Any board member may make a nomination
 - The board member nominated then has the opportunity to accept or decline the nomination
 - Nominations will not be closed until all who wish to make a nomination have done so
 - More than one person may be nominated for a given office
- The vote for officers must occur in open session; no vote will be taken by secret ballot. The candidate may offer a public statement in support of their nomination.

See Policy #1320 and #1620

COMMUNICATION

BOARD MEMBERS – BETWEEN MEETINGS

- The superintendent will provide the board with a weekly. (*see Establish, Mission and Goals*)
- The superintendent will communicate with the board president directly to inform him or her of district issues that may need to come before the board for information or action. The board president will then notify the other board members of these issues.
- Consistent with the provisions of the Open Meetings Law, board members may not communicate with each other to secure or influence votes in support of, or opposition to, make decisions of items of business that may come before the board. This would include the use of email or social media to secure votes or influence fellow board members. This does not preclude board members from socializing together.

See Policy #4320

MEDIA

- The board president (or specified designee) will serve as the board spokesperson for the media on issues regarding board actions.
- The superintendent (or specified designee) shall be the official district spokesperson to the media on district administrative matters.
- Any board member receiving a call from the media requesting information, comments or an interview regarding board action or administrative matters will direct the media representative to the superintendent or to the board president, as applicable.
- When speaking to a media representative the board member will remind media representatives of the official position or action already taken on the issue by the Board of Education and refer them to the spokesperson for further information.
- If a board member wishes to speak to a media representative, but the board member is not the designated spokesperson, the board member should clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representative of the Board of Education.
- Board members are also free to participate in social media; however, it is essential that board members take care not to reveal confidential information or to appear to be speaking on behalf of the full board. Before posting on a social media site, board members should consider the impact of their posts on the school community and fellow board members.

SCHOOL ATTORNEYS

- The school attorney will be consulted regarding activities, such as contracts, employee discipline, litigation, review of policies and other matters that would benefit from legal guidance consistent with appointments made at the annual re-organizational meeting. Contact with the school attorney will be initiated by the superintendent or the board president.
- If a member of the board other than the board president has a question or concern that member believes warrants the input of the school attorney the member shall make the request to the board as a whole who can then determine if the school attorney should be contacted. This procedure shall be discussed in executive session.

See Policy #1330

DISCLOSING CONFIDENTIAL INFORMATION

- Board members should not disclose confidential information that is either:
 - Provided in a confidential memorandum
 - Discussed with the school attorney
 - Properly discussed in an executive session
- Board members may only confirm that the board discussed a particular topic during executive session if that topic was listed on the agenda and the presiding officer announced the board would discuss it in executive session as allowed by law.
- In explaining a board member's inability to answer questions, members may state that the board is restricted by both law and its Code of Ethics from disclosing information, such as:
 - Medical situations
 - Student records
 - Personal identifiable data
 - Personnel-related issues, including specific staff member evaluations and discipline
 - Investigations
 - Preparation, grading, or administration of exams
 - Proposed, pending, or current litigation
 - Real estate transactions where publicity would affect the value
- Members should be familiar with the requirements of the Open Meetings Law so that they can explain to constituents the limitations on information that can appropriately be shared.
- Members should be aware that public disclosure of information shared at a meeting with the school attorney may result in violating attorney-client privilege and open the board to liability. Disclosure of information from executive session may be grounds for removal.
- If a member feels that a topic that is non-executive session material should not be discussed, the topic shall be postponed until the proper call for executive has been made.

RESPONDING TO COMPLAINTS

- A board member who is approached with a complaint outside of a board meeting is expected to listen respectfully. The board member will refer the complainant to the chain of command (Building Principal – Union Representative - Superintendent). In the event the complainant persists the board member shall refer the matter to the board president.

See Policy #3230, #4210 and #4211

CONFERENCES, WORKSHOPS AND OTHER EVENTS

PLANNING PROFESSIONAL DEVELOPMENT

- On an annual basis, the board will assess and will identify its current professional needs and consider the following in the context of budget constraints.
 - How will mandated training requirements for new board members be met?
 - What kind of professional development activity or subjects are most beneficial to the board or board-superintendent team? Professional development opportunities can be scheduled either as team activities or for individual members.
 - When should professional development activities and workshops be scheduled?
 - What is the best source or location for the training?
 - Who will be responsible for scheduling the professional development activities and workshops or making travel arrangements if the workshops are not local?
- The board may choose to send at least one member to a training with the expectation that the information gathered will be shared with the full team after attending the session.
- The board will ensure:
 - Selected professional development workshops are entered on the activity calendar. If exact dates are unknown, they will be added to the calendar as soon as dates are confirmed.
 - A list of all team and individual professional development activities for the year is compiled and furnished to each board member and filed for future reference. This list constitutes the board's professional development plan for the year.
- As the year progresses, the superintendent advises the board regarding the availability of funds for board training being considered and provides supporting information the board needs to decide whether to continue as planned.
- The district pays reasonable and necessary expenses, in accordance with board policy for mileage, commercial transportation, parking, lodging, meals, tuition and other incidental expenses but will not reimburse for items prohibited in the policy. Reimbursement of reasonable expenses occurs when attendance is authorized either as part of the budget approval process or as an unplanned exception to meet a specific training need that was recognized after budget approval.
- Members requesting to attend continuing education events not reflected in the budget will need to seek prior approval from the board before registering with the estimate of costs associated. The board will discuss and vote whether to provide the additional funds to support the request. Once approved by the board, the member shall contact the district clerk to make arrangements.
- Expense reports, along with receipts, shall be submitted in a timely manner in accordance with district policy.

- Board members are expected to be in attendance at training events for which they are registered, barring a family emergency. Every effort should be made to find a replacement to attend the session in those emergent events.
- The board is the final authority for resolving any dispute regarding expenses related to professional development and or events.

See Policy #2320, #2330 and #5323

CREATING AN ACTIVITY CALENDAR

- Annually, following board reorganization, the board will meet with the superintendent and establish a tentative board activity calendar. The purpose of the board activity calendar is to identify, in an organized format, all important board tasks and schedule them at appropriate times during the year.
- Tasks included on the activity calendar may include, but are not limited to, the following board activities and actions:
 - Review of district vision/mission statement
 - Approval of district & board goals
 - Public meeting on district report card from the state
 - Superintendent evaluation
 - Approval of superintendent performance goals
 - Curriculum updates
 - Grants update
 - Renewal of administrative or staff contracts
 - Budget meetings, workshops, & hearings
 - Review of annual district audit
 - New board member orientation,
 - Review of policies that require annual examination (code of conduct, investment and purchasing policies)
 - Professional development plans, professional performance review plans
 - Board work sessions
 - District goals progress sessions
 - Board professional development opportunities
 - Board presence at school events.
- Dates and events entered on the annual board calendar may be modified during the year by a majority vote of the board.

See Policy #1610 and #2320

ACCESS TO BUILDINGS

VISITING SCHOOLS

- Board members are encouraged to attend as many school events as their time permits. Board members are required to follow the board policy for visitors.
- When board members in their official capacity plan to visit any school building or athletic field at times other than special events, they are required to notify the principal and the superintendent of their intentions prior to arrival.
- Unless the visit is board sanctioned, board members may interact with any staff member or student in the same manner as any other visitor.
- If the visit is board sanctioned then all members present will make every effort to manage interactions so they do not dispute the learning process.
- Board members may not give any directive to staff or students.

See Policy #3210

The Board Operating Procedures handbook has been developed as a general guideline to assist the Board of Education in carrying out its duties and responsibilities as a governing body. All efforts will be made to adhere to the timeframes and deadlines listed within the handbook but adjustments may be made under certain circumstances.

Adopted: April 30, 2019

Revised: October 8, 2019, April 20, 2021, August 1, 2023