

## Blairsville-Saltsburg School District

**Section:** Policy No. 008  
**Title:** 000 - School Board  
**Adopted:** Operational Procedures  
**Revised:** 1/19/98

### 008 - Operational Procedures

#### 1. Purpose

In meeting and talking with both their constituents and various members of the staffs, Board members are often presented with scenarios or issues about the organization. This policy establishes a protocol as to how those issues can be adequately addressed while still maintaining the integrity of the school administration in operating the school district. Notwithstanding, the Board of Directors recognizes the importance of maintaining an effective administrative team to strengthen the educational programs of the school district and the implementation of this policy is in an effort to strengthen the District's operational efficiency.

#### 2. Authority

While the administration is charged with carrying out the policies and regulations of the district, the ultimate responsibility still resides with the Board as prescribed by law.

#### 3. Guidelines

When a concern is presented to a member of the Board, in which he believes that some validity exists about the issue, the Board member should take one of the following steps to address the issue:

1. If a staff member or concerned parent contacts a Board member regarding an issue, the Board member should ascertain if the building principal or appropriate supervisor has been alerted to the problem by the individual making the contact. If there has been no communication with the building principal or appropriate supervisor, the Board member should redirect the individual to contact the appropriate administrator. The Board member should take the issue no further.

If the concerned individual has contacted the building principal and has not reached satisfaction, the Board member should redirect the individual to the Director of Education, Business Manager or Superintendent depending upon the issue. The Board member should take the issue no further.

If the issue has been presented to one of the central office administrators and the concerned individual has not reached satisfaction, the Board member should contact either the Chairman of the appropriate standing committee or the Board president. The standing

committee chairman, at their discretion, may contact the appropriate administrator for action or have the item placed on the standing committee's agenda.

2. Once the standing committee has reviewed the issue, they will make a determination if the item should be moved forward to the full Board workshop agenda, tabled at that level, or moved to the appropriate administrator for action. The current standing committees are as follows:

- Personnel
- Student Activities
- Liaison
- Curriculum
- Audit
- Finance
- Facilities
- Policy

3. If a Board member requests specific information about an issue and contacts a building principal, the business manager or the superintendent for such information, it will be necessary for the administration to forward the same information to all Board members with a brief note explaining the details of the request.

To help insure consistency with this policy, all administrators are directed to advise Board members of this policy and to reinforce the steps that are to be followed in the event an issue comes to their attention.