

Hampton City Schools
School Board and Superintendent
Agreements and General Operating Procedures
Revised 8/29/2018

Statement of Purpose: The procedures outlined below are the agreements between the School Board and Superintendent that will be used to assist the School Board and Superintendent in carrying out the day-to-day business affairs of the Division. These agreements are not intended to substitute and/or replace any statutory responsibilities governing either party.

1. **Day-to-Day Operations and Decision Making of the Organization (Hampton City Schools):** The Superintendent will provide direction and leadership that is consistent with section two of his contract (Duties), which outlines specific duties and responsibilities the Board has charged the Superintendent to perform, and others that may be assigned to him by the School Board from time to time. As such, he will maintain open lines of communication with the senior administrative staff and the School Board in carrying out such duties and responsibilities associated with the Office of Superintendent.
2. **School Board Meetings:** The school board chair and/or vice-chair, in consultation with the Superintendent, will prepare the School Board agenda to ensure a productive School Board meeting. The chair will contact members of the School Board prior to the meeting to determine if either additional information is needed to support an agenda item or if clarification is needed. The chair will continuously poll members regarding agenda or report items. If a patron addresses the Board during a meeting with requests for information, the Superintendent may refer the matter to the appropriate staff member. As necessary, the information that is provided to the patron will be provided to the School Board in a Weekly or Bi-Weekly Briefing.
3. **Consistent Superintendent Communication – Weekly or Bi-Weekly Briefings:** The Superintendent will forward to Board members a Weekly or Bi-Weekly Briefing, unless he is otherwise out of the office for several days. Unless a member of the Board desires to respond to a particular topic, the briefings do not require a response from Board members. The superintendent will schedule one-on-one meetings with the Board members, as needed.
4. **General Communications:** When necessary, the Superintendent will correspond with Board members through emails, texts, telephone, or in person in an effort to convey other important topics.
 - The chair will regularly communicate with board members as necessary.
5. **Emergency Communications:** The Superintendent or designee will contact the Board as soon as practical when an emergency (e.g. school safety threat, negative personnel issue, negative media attention) has occurred. Depending on the situation, the communication will take place via phone call, text or email.
6. **Parent and Community Concerns:** Unless it will compromise the impartiality of a student discipline hearing, Board members will listen to and refer parent and/or community concerns

to the appropriate staff member(s) e.g. teacher, principal, SAC administrator. As appropriate, the Board member will alert the Superintendent and the chair of the concern.

7. **Anonymous Concerns:** Such concerns will be referred to the Superintendent for informational purposes only. No action will be required unless additional information provides for an opportunity in which a specific response can be provided to a specific individual. In cases where the complaint involves a particular school or staff member, the principal and/or appropriate staff member will be informed of the concern as an “FYI”.
8. **Superintendent Communications with Board Members:** Superintendent will share information with the Board as a whole, except for cases where the topic requires either the protection of privacy of an individual or in cases where such information would adversely impact the Board’s response to the matter at the appropriate time. Then the Superintendent will inform Board members of the matter and may not discuss the particulars of the matter at that time.
9. **Faculty and Staff Concerns:** When either faculty or staff members contact Board members, unless it would compromise the impartiality of the Board member’s participation in a grievance hearing, the Board member will listen and encourage the staff member to contact the principal and/or immediate supervisor; advise the Superintendent and chair about the concern that was shared. When appropriate, the outcome will be reported to the Board.
10. **Board Request for Information from Central Office Staff:** When Board members need information from central office staff members, the request will be brought to the Superintendent’s attention by the Board member. Board members may directly contact staff members if seeking clarification on a Board report. When responding, the staff member will inform the Board chair and Superintendent. Informational items of a general nature regarding Board business will be routed through the Clerk of the Board.
11. **Request for Information from Principals and Staff:** If a Board member determines the need to request information that pertains to the operations of the organization from principals and/or staff, the request will be made through the Superintendent’s Office and he will contact the appropriate staff to follow up with the appropriate Board member. If appropriate, the information will be shared with the remainder of the Board.
12. **Strategic Planning:** The Superintendent and Board will engage in long-range planning with specific goals. The established goals from the Strategic Plan will become the basis for the Superintendent’s goals. (HCS is on a five-year cycle plan.)
13. **Media Relations:** Board members should refer formal media inquiries to the public relations office, who will contact the Board chair and the Superintendent to confer on the appropriate response, especially when the media is inquiring about personnel issues, legal issues, student discipline, and closed session discussion. Board members should communicate media inquiries to the chair, and utilize the public relations office as a resource prior to responding, if possible.