

## **SCHOOL BOARD AND SUPERINTENDENT GENERAL OPERATING PROCEDURES**

The Albemarle County School Board and the Superintendent are bound in a partnership of mutual trust and vision. Together, the Superintendent and School Board take primary responsibility for ensuring that Albemarle County Public Schools (“ACPS”) are an effective school division. The School Board establishes the vision, mission, core values, goal(s), and strategic objectives for the School Division and develops policies in alignment with division objectives and the Virginia Code. The Superintendent is the official representative of the School Board as its Chief Administrative Officer and carries out the day-to-day business affairs of ACPS. These procedures facilitate the collaborative relationship between the School Board and Superintendent while maintaining the policy focus of the School Board and the operational focus of the Superintendent.

1. **Day-to-Day Operations and Decision- Making of the Organization (ACPS):** The Superintendent will provide direction and leadership 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 Board from time to time. As such, he will maintain open lines of communication with the Division's senior administrative staff and the Board in carrying out such duties and responsibilities associated with the Office of the Superintendent.
2. **School Board Meetings:** In consultation with the Superintendent, the Board Chair will prepare the Board agendas. To assist the Board Chair in the facilitation of a productive Board meeting with appropriate decorum, the Superintendent will contact members of the Board (as needed) prior to the meeting to determine whether additional information is needed to support an agenda item or clarification is needed. The intent is to facilitate informed discussion and decision-making. If a person addresses the Board during Public Comment with requests for specific information, the Superintendent will ensure the question is referred to the appropriate staff member. Information that is provided to the patron pursuant to such request will also be provided to the Board in the Superintendent’s Letter to the Board.
3. **General Communications:** When necessary, the Superintendent will correspond with Board members through emails, texts, telephone, or in person in an effort to convey important topics.
4. **Emergency Communications:** The Superintendent or designee will contact Board members as soon as practical when an emergency (e.g., school safety threat, negative personnel issues, negative media attention) has occurred. Depending on the situation, the communication will take place via telephone, text, or email.
5. **Parent and Community Concerns:** Unless it will compromise the impartiality of a student discipline hearing, Board members will listen to and/or review email communications from parents and/or community members and refer these concerns to the appropriate staff member(s); e.g., teacher, principal, Student Advisory Council, or

administrator. As appropriate, the Board member also will alert the Superintendent of the concern.

6. **Anonymous Concerns:** Occasionally, concerns are raised anonymously to a Board member. Such concerns will be referred to the Superintendent for informational purposes; however, no action will be required unless additional information is forthcoming that will allow for the prepared response 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 for informational purposes.
7. **Superintendent Communications with Board Members:** The Superintendent will share information to all Board members, except in cases where the topic requires the protection of privacy of an individual Board member.
8. **Faculty and Staff Concerns:** Unless it would compromise the impartiality of the Board's or individual Board member's participation in a grievance hearing, the Board member will listen to and encourage the staff member to contact the principal and/or immediate supervisor. Further, the Board will advise the Superintendent about the concern that was shared. When faculty/staff contact a Board member via email or letter, the Board member should send a brief response that references the concern and advises the individual that he/she will look into the matter. In the event of an email or letter addressed to the entire Board, the Board Chair should send such a response or appoint a specific Board member to respond. When appropriate, the Superintendent will report the outcome to the Board. [Individual School Board members do not have directive authority with regard to employees.](#)
9. **Request for Information from Principals and Staff:** If a Board member determines that he or she needs information that pertains to the operations of the organization from principals and/or staff, the Board member ~~will submit a request to the Superintendent's Office, and the Superintendent will~~ [may](#) contact appropriate staff [for information, to respond to the Board member.](#) If appropriate, the information will be shared with the full Board [and cabinet for open channels of communication and shared knowledge.](#) Requests for information that require 30 minutes or less of preparation time by staff (i.e., information that already is assembled and available) should be handled in a timely fashion by the office receiving the request. Any request for information that requires more than 30 minutes of preparation time by staff must first have the approval of the Superintendent or be supported by School Board consensus.
10. **Strategic Planning:** From time to time, the Superintendent and Board will engage in long-range planning and the development of specific goals for the Division. These strategic planning goals will become the basis for the Superintendent's goals.
11. **Media [and Constituent](#) Relations:** Board members frequently receive requests for information or interviews from constituents and the media. In general, the Board Chair, in consultation with the Office of Strategic Communications and appropriate Division senior staff, will respond to [the media and](#) constituents. Board members ~~may should~~

refer the media [and constituents](#) to the Office of Strategic Communications, which will contact the Board Chair and the Superintendent to develop the appropriate response, especially when the media is inquiring about personnel issues, legal issues, student discipline, or closed session discussion. As appropriate, Board members should utilize the Office of Strategic Communications as a resource prior to responding to their constituents, both to ensure they have the correct information and to alert the Division's senior staff of community concerns. [Board members may respond individually to media and constituent communications while making it clear that when doing so they are responding as an individual and not on behalf of the Board. Only the Chair or a delegate of the Chair may respond on behalf of the whole Board.](#)

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Cross Ref: BG, *Board-Staff Communications*  
KBA, *Freedom of Information Act Requests*  
GA, *Employee Relations Principles between the Board and its Employees*

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