



BCSSSD/BCIT

BOARD AGENDA STANDARD OPERATING PROCEDURE

1. PURPOSE

To establish a standardized process for developing and handling the school district board agenda, including ensuring the confidentiality of all agenda-related information.

2. SCOPE

This SOP applies to all individuals involved in preparing, reviewing, and distributing the school district board agenda, including board members, administrative staff, and other stakeholders. At no point should the agenda be shared with other employees.

3. DEFINITIONS

- **Board Agenda:** A document outlining the topics and items to be discussed during a board meeting.
- **Confidential Information:** Any agenda-related information not intended for public disclosure must be protected to maintain the integrity and confidentiality of board discussions and decisions.
- **Executive Approval:** This refers to the formal authorization given by the superintendent to proceed with a specific agenda item occurring prior to the scheduled board meeting. **Executive approval is only for emergency purposes and must be submitted with the required executive approval documents before being added to the agenda.**
- **Amended:** A change from the previous agenda submission.
- **Prorated Salary:** If an employee works for only part of a pay period or joins/leaves a company mid-month, their salary is adjusted proportionally.
- **Prorated Rate:** This applies to hourly or daily rates. If an employee is hired for a specific project or task but only works for the expected time, their payment is adjusted accordingly.
- **Addendum:** An addition to a board meeting agenda that is distributed after the agenda has been made public. **An addendum is for emergency purposes only and is created by the board office.**

4. PROCEDURE

Step 1: Identify Agenda Items

☐ Actions:

- ☐ Determine if the item is relevant and necessary for the board's consideration.
- ☐ Ensure the item aligns with the board's goals and policies.
- ☐ Necessary approvals from the department head or the relevant authority.
- ☐ Review previous agendas for structure and consistency.

Step 2: Prepare the Agenda Item Submission

☐ Timeline:

- ☐ An email will be sent from the board office when next month's agenda opens. To search for the agenda in your drive, search for the agenda date under "shared with me".
- ☐ Unless otherwise notified, the campus is to submit items by 3:00 pm on the Wednesday of the week before the board meeting. An email reminder will be sent.
- ☐ The Central Office is to submit items prior to the board agenda review.

- ☐ Once the review meeting is completed, please follow up with your supervisor to add any additional items to the agenda. The agenda will officially be closed about an hour after the Central Office review meeting.
- ☐ **Actions:**
 - ☐ Formatting agenda submission:
 - ☐ Identify proper placement on the agenda.
 - ☐ Confirm that all submissions are in Arial, font size 10, unless otherwise noted.
 - ☐ If a title needs to be added (either to a table or paragraph), add the agenda item title in bold, Arial font size 10.
 - ☐ When adding a table, paragraph, or any item to the agenda, be mindful of keeping the agenda in numerical order. All numbers to determine number order are bold, Arial font size 10.
 - ☐ Description and background information are placed on the agenda or in the designated table.
 - ☐ Subtitles (e.g., "executive approval, amended, prorated") in Arial font size 10, not bolded and all lowercase, are placed next to the table's title and marked with an asterisk(s) *.
 - ☐ The information added to the agenda is marked accordingly with subtitle asterisk(s) *.
 - ☐ Executive approval asterisk(s) (*) is marked after the date.
 - ☐ Additional information is added with the item description in parentheses () with Arial font 8, not bolded (e.g., previously approved, max hours).
 - ☐ The date is formatted mm/dd/yy. If an item is for a date range, the date range is formatted mm/dd-dd/yy. If an item is for a school year, the date is formatted yy-yy SY.
 - ☐ Conference/Professional workshops have a location (e.g., virtual, city, and state).
 - ☐ Ensure the use of full proper names in the specified format (Last Name, First Name).
 - ☐ Ensure the employee's position is not abbreviated and matches their hired position
 - ☐ For Extra Pay/Volunteer Positions/Resignations, ensure the title for the activity is consistent with what is listed in the relevant contract
 - ☐ Ensure employees placed under the appropriate district based on their payroll assigned, regardless of where the activity or services is being performed. Example if BCIT Nurse is doing a BCSSSD Trip, they should be listed under BCIT.
 - ☐ Tables with the instructions to list in alphabetical order.
 - ☐ Extra Pay/Volunteer Positions/Resignations
 - ☐ Mentors (name of the person being mentored)
 - ☐ Student Teacher/Internship/Observation
 - ☐ Course Approvals/Reimbursements
 - ☐ Conference/Professional Workshops
 - ☐ Donations
 - ☐ Tables with the instructions to list in chronological order by date.

- ☐ Guest Speakers
- ☐ Use of Facilities
- ☐ Tables with instructions for listing campus and chronological date order.
 - ☐ Student Activities
 - ☐ Fundraisers
 - ☐ Field Trips (Adult Ed is just by date)
 - ☐ Overnight Field Trips
- ☐ Identify the need for a new table.
 - ☐ Future school year submissions require a new table created with the same title used for the current year, but have the future school year date (e.g., Extra Pay/Volunteer Positions YY-YY SY).
- ☐ Formatting the Table:
 - ☐ Identify a table within the document that closely matches the format and layout you need for the new table.
 - ☐ Select the entire table by highlighting the table. Right-click and select "copy" or use the keyboard shortcut (Ctrl+C).
 - ☐ Navigate to the location in the document where you want to insert the new table.
 - ☐ Paste the table by right-clicking and selecting "paste" or use the keyboard shortcut (Ctrl+V).
 - ☐ Ensure that the cell padding of the new table matches that of the original table. If adjustments are needed: Right-click the table, select "Table Properties," and adjust the Cell Padding settings to 0.03.
 - ☐ Follow the agenda submission formatting.

Step 3: Review Agenda Submissions

- ☐ **Actions:**
 - ☐ Manually review the text for any spelling or grammatical issues and template directions were followed.
 - ☐ Ensure that the formatting (e.g., font size, style) remains consistent with the rest of the document.

Board Agenda Items and Corresponding Departments * See chart below

BOARD ITEM	RESPONSIBLE DEPARTMENT
I. PERSONNEL/HR Burlington County Special Services School District/Burlington County Institute of Technology	
• Job Descriptions • Resignation/Retirements • Employment Full Time/Hourly • Status Change Full Time/Degree • Transfers • Leave of absences with/without pay • Approval for Sick Day Donation • Salary Adjustments Unpaid Absence •	Personnel Department
• Extra Pay/Volunteer Positions	Campus Administration/Assistant Superintendents
• Mentor • Student Teacher/Internship Observation • Course Approvals • Course Reimbursements • Conferences/Professional Workshops • Professional Development/Administrative Assignment Registrations • Work Study Students	Assistant Superintendents
II. PROGRAMS Burlington County Special Services School District/Burlington County Institute of Technology	
• Policies/Regulations • Statement of Assurance Approvals • NJDOE Approvals • QSAC Approvals • Executive Approvals • School District Calendars • Organization Charts	Superintendent
• Articulation/Affiliation Agreements • Guest Speakers • Nursing Services Plans	Assistant Superintendents
• Grants • Curriculum	Curriculum & Instruction Director/Asst. Superintendents

• Handbooks/Blueprints	Personnel
• Presentations	Business Administrator/Board Secretary
III. STUDENT ACTIVITIES Burlington County Special Services School District/Burlington County Institute of Technology	
• Harassment, Intimidation and Bullying (HIB)	Superintendent
• Suspensions/Transfers/Dropouts/Withdrawals/Homebound	Campus Administration
• Activities • Fundraisers • Field Trips/Overnight	Assistant Superintendents
IV. BUSINESS/FINANCIAL Burlington County Special Services School District/Burlington County Institute of Technology	
• Board Secretary's Monthly Certifications • Use of Facilities • Appointment • Financial documentation	Business Administrator/Board Secretary
• Donations	Assistant Superintendent
V. ENTERPRISE Burlington County Special Services School District: ESU	
• Resignation/Retirements Full Time/Hourly • Employment Full Time/Hourly • Status Change, Degree • Leaves	Personnel
• Professional Services Agreements	ESU Office
• Conferences • Course: Approvals • Course: Reimbursements	Assistant Superintendent
• Transportation Agreements	Transportation Department
Burlington County Institute of Technology: Adult Education	
• Resignation/Retirements Full Time/Hourly • Employment Full Time/Hourly • Status Change, Degree • Leaves	Personnel
• Field Trips • Guest Speakers • Extra Pay • Articulation/Affiliation Agreements	Assistant Superintendent
• Tuition	Adult Education Office

Burlington County Institute of Technology: Fire School	
1. Appointments Hourly Staff	Personnel