

**Cumberland County Board of Education and Superintendent  
Standard Operating Procedures  
August 13, 2019**

**Statement of Purpose:** the following Standard Operating Procedures (SOP's) guide the day to day operation of the Cumberland County Schools and the Board of Education/Superintendent relationship, consistent with underlying Board policies and governing General Statutes. These SOPs are intended to address commonly occurring situations and issues, and provide a quick reference to important policy provisions and legal principles. They are not intended to replace or override existing Board policies or governing statutes. References are to the Board policies from which the SOP's are derived. The SOP's align with the Board's Strategic Plan Core Values of Collaboration and Integrity.

**1. Authority of the Board:**

The Board is the governing body of the school system and relies upon its Superintendent to carry out all of the day to day operations and administration of the school system. The Board establishes policy, acts on recommendations of its Superintendent and his/her staff, and when necessary, acts as a quasi-judicial body to decide student or personnel matters. The Board hires the Superintendent and the Board Attorney; all other staff are employed upon the Superintendent's recommendation and the Board's approval. (Policies 2010, 7100).

**2. Authority of Individual Board Members:**

The Board and its individual members can only act as a body in an official meeting. Individual Board members have no official authority to act for the Board outside of Board decisions made at an authorized and properly noticed meeting. (Policy 2100). The Board Chair and Vice-Chair are authorized to carry out certain official duties on behalf of the Board under Policy 2210.

**3. Authority of the Superintendent:**

The Superintendent is the chief executive officer of the school system, responsible for all of the day to day operations and administration of the school system and its staff, consistent with the Board's policies and applicable law. The Superintendent is authorized to organize, reorganize, and arrange school system personnel and may assign employees as he or she deems appropriate, consistent with legal requirements. (Policies 2010, 7440).

**4. School System Line of Authority:**

The Superintendent and the Board Attorney are the only school system staff who report directly to the Board. All other staff report to their supervisors and ultimately to the Superintendent. The Board recognizes that all employees are responsible to the Superintendent and that the Board will receive all reports from or regarding them through the Superintendent. Board members are not authorized to bypass the Superintendent or any member of his/her administrative team to direct, supervise, or investigate staff. (Policies 2010, 2100, 7303).

**5. Parent or Community Concerns Addressed to Board Members:**

Board members may listen to parent or community concerns but shall (1) refer the person sharing such concerns to the appropriate CCS staff member and (2) make the Superintendent aware of the concern. (Policy 2122).

**6. Faculty or Staff Concerns Addressed to Board Members:**

Board members may listen to faculty or staff concerns but shall (1) refer the person sharing such concerns to their appropriate supervisor or direct report and (2) make the Superintendent aware of the concern. (Policy 2122).

**7. Board Member Requests for Information:**

When Board members wish to request existing school system information, they shall direct their request to the Superintendent for assignment to the appropriate staff member(s). All Board members shall be provided with the requested information. Board members may directly contact staff only if seeking clarification of information already provided to them. Routine information requests pertaining to Board operations, scheduling, or meetings may be directed to the Board clerk. (Policies 2010, 7303).

**8. Board Member Request for New Reports or Information Not Currently Compiled:**

Any Board member request for a report or data or information not currently prepared, maintained, or computed by school system staff must be approved by the Board. If approved by the Board, all such requested information shall be provided to all Board members. (Policy 2100).

**9. Prohibition Upon Board Member Investigations:**

Individual Board members may not conduct investigations or inquiries regarding school system personnel, students, or operational matters. (Policy 2120).

**10. Board Member Acceptance of the Will of the Majority:**

Board members will accept the will of the majority vote in all cases involving Board business, and will give wholehearted support to the resulting decisions or policies. (Policy 2120).

Adopted upon a proper motion and a second and an affirmative vote in the majority, August 13, 2019.

CUMBERLAND COUNTY  
BOARD OF EDUCATION

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Donna Vann, Chair

Attest:

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Marvin Connelly, Jr., Superintendent  
And Secretary to the Cumberland  
County Board of Education