

Policies
And
Procedures

EXPECTATIONS OF FACULTY & STAFF

1. Loyalty is essential at all times. Be loyal to the administration, your supervisor, your co-workers, and your profession.
2. Be positive. If you cannot say something good about school affairs, do not say anything.
3. Discuss anything with your principal that you feel is detrimental to the school.
4. Identify yourself with the life of the community as much as possible.
5. Submit all verifications, emergency lesson plans, field trip request, and absence request reports on time.
6. **Be on time for work and assigned duties.**
7. **Student supervision is essential at all times.**
8. Our first responsibility is to the students: their education and safety. Therefore, proper planning, required time-on-task, and appropriate assessments/evaluations are essential.
9. Be tactful but fair in discussing with parents the work of the children you teach. The best public relations any school can have is an attitude on the part of the parents that the school staff is doing all that can possibly be done for their children.
10. **A positive attitude toward all students is essential. Sarcasm in the classroom is a negative approach to motivate learning and a poor substitute for good discipline.**
11. Plan to keep children interested and on task. This will eliminate most problems. Children inspired by the enthusiasm of the teacher will respond and problems will be few. Build an attitude of school pride with the children, lead them to feel that the school is their school, that it is a good one, and they have a responsibility in maintaining it. This needs to begin the first day of school and continue until the last day of school.
12. Create and maintain a canvas page that includes, at a minimum, class assignments, homework, projects, etc.
13. 15 minute rule. Do not allow students to leave the classroom in the first or the last 15 minutes of class.
14. Be willing to fail with technology. Try something new and show colleagues.
15. It is each teacher's responsibility to maintain current licensure. Please visit the MCSD website for current information regarding requirements and licensure status.

SIGNING IN/OUT

Please report to school by 7:45 a.m., and you may leave for the day at 3:45 p.m. **You must sign in and out each workday.** A teacher sign in/out sheet is located in the mailroom.

DUTY INSTRUCTIONS

Report for morning duty by 7:45 a.m. and afternoon duty immediately after the 3:20 bell sounds. **Please do not schedule make-up work for students on your duty day.** It is your responsibility to arrange for someone to cover your duty if you have a parent conference. Make sure your duty assignments are included in your substitute folder, and remind the substitute teacher of your duty day.

Morning

Report to your assigned area by 7:45 a.m. and remain on duty until the 8:15 a.m. bell. You will direct students to their assigned areas and monitor your duty area.

Break

Report to your assigned area as soon as possible when break begins and remain there until bell sounds.

Afternoon

Bus Rider Area

Report to the bus area immediately after the 3:20 p.m. bell sounds. Students should report directly to their bus and load immediately. **Once students get on the buses, they should not get off. Do not allow students to run or play. Never allow students to chase a moving bus.** If a bus is not here, stay with that group of students until the bus arrives or until an administrator releases you from duty.

Car Rider Area

Report to the car rider area immediately after the 3:20 p.m. bell sounds. Students should report directly to their pickup areas and begin loading under the supervision of the teachers on duty. **Do not allow students to run or play. Never allow students to chase a moving car.** Stay with any remaining students until they are picked up or until an administrator releases you from duty.

LUNCHROOM

Instruct students on the approved route to and from the cafeteria. Please establish a system in which several students a day wipe and clean the tables and sweep under the tables. **Prior to leaving the cafeteria, please inspect the table and the floor for cleanliness.**

HALLS AND RESTROOMS

Make sure you are posted outside your door between classes to help monitor students. If your class is near a bathroom, please enter the restrooms during the changing of classes and during break. You may be asked to monitor a restroom in between classes just prior to your planning period.

MATERIALS TO BE IN YOUR CLASSROOM AT ALL TIMES

1. Classroom Discipline Plan (posted)
2. Fire Evacuation Plan (posted)
3. Severe Weather Plan (posted)
4. Mississippi Curriculum Framework (easily accessible)
5. Lesson Plans

WHERE TO GET SUPPLIES

Supplies, such as dry erase markers, tape, staples, etc., can be obtained from the office for emergency purposes. Please be conservative in requesting supplies. Use EEF cards for classroom supplies. Teachers should not send students to the work rooms or mail room under any circumstances.

COPY MACHINES

Please contact Ms. Grovich for problems with the copiers. Do not wait until the last minute to copy your tests. Plan ahead and always have an extra assignment ready just in case. **Do not send a student to the copy rooms under any circumstances. No students will be allowed to operate the copy machines.** Make all attempts to avoid using the office copier. Your login for copier use is the last four digits of your social sec. #. Please do not give anyone else your code. Be conservative with copier paper. When possible, make 2-sided copies or use class sets. When copying from a book, put posterboard or something white behind the book to save toner. Anytime you have black corners or borders, you are wasting toner.

MAINTENANCE PROBLEMS

If you have any type of maintenance problem in your classroom, such as air conditioning/heating problems or simply housekeeping, email Mr. Cofield and copy Ms. Tyre.

ATTENDANCE

At the start of each block, enter daily attendance in SAM for your students. An absentee report will be provided to you during 1st and 5th blocks by e-mail or printed report.

TEACHER DRESS POLICY

As professionals, you are expected to dress accordingly. This means wearing business-like attire that will inspire public confidence. Please do not wear shorts, leggings, tights, or any other clothing that is inappropriate in the classroom. **Teachers may dress casually (tasteful blue jeans) on Fridays only.** These are considered spirit days where orange and blue are worn to support school spirit.

LEAVING CAMPUS

No one is allowed to leave campus during the day without signing the book and notifying Mr. Cofield or Mrs. King. You must also notify the front office of the time you are leaving and your expected time of return.

ROTATION

In case of an emergency, try to find someone in your department or someone who is off that block. The office will assign teachers to cover classes when subs are not available. This will be documented in the office on a rotation schedule. Periods will be divided between teachers when possible. Personal situations can be worked out between individual teachers. This will be considered a personal favor and will not be included in the rotation schedule. Please notify an administrator when a personal favor has been agreed upon. Realize that if you do personal favors, your name may still be next on the rotation list and you will be asked to cover. You will not be “skipped-over” on the rotation list for personal favors.

This procedure is not intended to cover known appointments or engagements. We are all afforded many days for such purposes with our leave.

PLANNING BLOCK

Your planning block is for educational purposes. This includes developing lesson plans, holding conferences, grading papers, and other school business. **If you need to leave campus, sign the leave book and notify Mr. Cofield or Mrs. King.**

COMPUTERS/TECHNOLOGY

During the instructional day, technology equipment (teacher computers) is intended to enhance classroom instruction and extend educational research. We are blessed with technology that many schools do not have. Include technology as much as possible during instruction. Develop a procedure to manage student technology.

EXTRA CURRICULAR ACTIVITES

Occasionally, we will have a school function that must take place after school hours. This might be an athletic event, a school sponsored dance, or Back to School/Parent Night. You may be asked to collect tickets or to chaperone. We ask that ALL of our teachers take an active part in these activities when called upon. You will be assigned extracurricular activities throughout the school year. If you have a conflict, work with other staff members to try and exchange duties before notifying an administrator. If another staff member does agree to cover your duty, please inform administration of the change.

Every staff member will be required to participate in some capacity at the homecoming dance and back to school night.

SUBSTITUTE FOLDER

Each teacher is required to compile a substitute folder and turn it in to the office at the beginning of the school year. The information and materials in this folder are to be updated as needed. Remember to reorganize your folder after an absence and return it to the office.

ITEMS TO INCLUDE IN YOUR SUBSTITUTE FOLDER

1. Copy of the bell schedule
2. Copy of your daily schedule
3. Copy of the lunch schedule (including special instructions)
4. Discipline procedures
5. Fire and storm drill information (be sure to tell the substitute to take the class roll with them as they exit the building.)
6. Class roll for each period (including any special seating arrangements)
7. Give them the name of a fellow teacher to have as a contact person.
8. Emergency lesson plans, including copies that would be needed. Please leave bulky materials at a designated place in your classroom instead of in your folder.

DO NOT LEAVE A CANVAS ASSIGNMENT!

**TURN YOUR COMPLETED SUBSTITUTE FOLDERS TO MRS. WARD NO LATER THAN AUGUST 30.
FOLDERS WILL BE KEPT IN THE FRONT OFFICE.**

Rosa Scott uses a call system for unexpected absences for teachers. You do not have to use this system, but it is designed to help you find a substitute quickly for unplanned absences. Please do not use this system for a planned absence unless you have tried to secure several substitutes by other means.

To send a call to everyone on the call system, call 1-866-623-7525. Enter the phone ID 20152016 when asked followed by the # key. Enter the Pin 2016 when asked followed by the # key. Press 1 when asked to call everyone on the list. You then will be asked to record your message before sending it out. Please include your name, our school name, what you are asking the sub to do, and your personal number to call or text you if they want to sub for you. If you do not leave your number to call, then they will only call the school.

SICK LEAVE POLICY

Each teacher receives seven (7) sick leave days to be used in case of illness. If a teacher does not use all of those days in a school year, the remaining days will be carried over to the next school year.

If a teacher cannot be at school due to illness, **he/she is responsible** for notifying and securing a substitute teacher from the District approved substitute list. A copy of this list can be obtained from the front office. If every means of obtaining a sub has been exhausted, and you are still unsuccessful, please notify the school office by 7:55 a.m.

PERSONAL LEAVE POLICY

Each teacher has two (2) personal leave days, which must be pre-approved by the principal. If the principal approves the request, then you should **IMMEDIATELY** contact a substitute teacher from the approved list and schedule the upcoming absence.

SUBSTITUTE TEACHER PROCEDURE

Planned Absence

1. Fill out a Teacher Planned Absence Request form for personal as well as school related absences.
2. Either secure a substitute or work with another teacher or administrator for coverage.
3. Submit the form online for approval.

Unexpected Absence (evening before or day of absence)

1. If you are aware of your absence the evening before, email Mrs. Moseley. Inform her of your absence and the name of the substitute you have secured.
2. **It is important for you to keep a copy of these instructions as well as the list of substitute teachers at home.**
3. **Submit Absence Form upon return to work for unplanned absence.**
4. When you become aware that you will need to be out, email Mrs. Moseley, Mr. Cofield and Mrs. King. Include the name of the sub in your email. If you cannot find a sub, you must contact us by phone no later than 7:45.

INSTRUCTIONS FOR REQUESTING LEAVE IN ACTIVE RESOURCES

1. Log in to Active Resources
2. Move mouse over “EMPLOYEE” to activate drop down box, click “LEAVE”
3. Click on “MANAGE LEAVE REQUEST”
4. Go to drop down arrow for “REASON”, choose appropriate leave:
 - a. SICK
 - b. PERSONAL
 - c. VACATION
 - d. EXCUSED - This is Professional Leave, Jury Duty, Military, etc.
 - e. COMP – use for comp time earned (non-certified staff only)
 - f. Ignore all other choices, unless instructed by Central Office
5. COMMENTS: **YOU MUST TYPE YOUR SUB NAME IN HERE!!!** This is the only place to enter sub info. If you are out all day and sub is only working part of the day, put that info here also. If this is an excused absence, please enter info, i.e. field trip, PD.
6. DATE: This is the date you are going to be out, **NOT the date of the request**. Enter only one request for each occurrence, i.e. if you are out 3 PD days, enter the date of the first day, and enter the total number of days you will be out below. You may use comments for any explanation needed.
7. Match the choice in the bottom section to the choice you made under above. You may enter request in the following increments: **DO NOT ENTER HOURS; IT SHOWS UP AS DAYS**

<i>Amount Requested</i>		<i>Amount to enter</i>
0.15 minutes	=	.03
0.30 minutes	=	.06
0.45 minutes	=	.09
1.00 hour	=	0.12
1.15 (hr/min)	=	0.15
1.30 (hr/min)	=	0.18

<i>Amount Requested</i>		<i>Amount to enter</i>
1.45 (hr/min)	=	0.21
2 hours	=	0.25
3 hours	=	0.37
4 hours	=	0.50
6 hours	=	0.75
8 hours	=	1.00

8. Excused will always be **UDF2**.
9. Click “REQUEST LEAVE.” An email will be sent to the principal and the bookkeeper alerting them of a request for leave. You will receive a return email when your leave has been approved.

TEACHER PLANNED ABSENCE REQUEST

ROSA SCOTT SCHOOL

This form should be completed and submitted to Mr. Cofield at least 48 hours prior to the date of a planned absence. If you are unable to provide this information as requested due to illness or emergency, please submit as soon as possible. This is required for every absence.

TEACHER: _____

PROJECTED DATE(S) OF ABSENCE: _____

FULL DAY _____ HALF DAY _____ (Circle One) A.M. (until 11:45)
P.M. (after 11:45)

REASON FOR ABSENCE: _____

PERSONAL DAY _____ PROFESSIONAL DAY _____ SICK DAY _____

Signature of Employee

Date of Request

Signature of Principal

Date Approved

SUBSTITUTE _____

PHONE #: _____

SPECIAL INSTRUCTIONS:

FIELD TRIP REQUEST FORM

ROSA SCOTT SCHOOL

1. Complete this form. This should be completed 3 – 4 weeks before the trip.
2. Submit the completed form to Mr. Cofield for approval.
3. Submit the approved copy to Mrs. Tyre in order for her to secure bus permits for transportation. You will also need to see her regarding the fees to be charged for buses.
4. Send out permission letter (which has first been approved by Mr. Cofield) to parents.
5. Provide field trip information, including a list of all students participating to Mrs. Tyre and Mrs. Ward.

SPONSOR (TEACHER): _____

ORGANIZATION: _____

DATE OF TRIP: _____

NUMBER OF STUDENTS TO BE TRANSPORTED: _____

APPROXIMATE DEPARTURE TIME: _____

APPROXIMATE RETURN TIME: _____

DESTINATION: _____

DRIVER NAME: _____

Approved: _____

Not Approved: _____

(Principal)

Rosa Scott School
Student Activities
Field Trip Permission Form

Name: _____ Date: _____

Date of Trip: _____ Departure Time: _____ Return Time: _____

Field Trip Coordinator: _____ Contact #: _____

Nature of Field Trip (please describe): _____

Parents: Your child will be participating in a field trip to: (City) _____ (State) _____

Place to be visited: _____

and will be traveling by: _____
_____ School Bus _____ Charter Bus _____ District Car _____ Other _____

I give permission for my child to participate in the field trip.

Parent/Guardian's Signature: _____ Date: _____

MEDICAL PERMISSION FOR TREATMENT

If injury, emergency, or illness occurs to the student listed below while the student is under the supervision of Rosa Scott School personnel, every attempt will be made to notify the parent or guardian immediately. However, if the parent or guardian is not available and it is felt that emergency treatment is indicated, the signature below by parent/guardian will allow the student to be transferred and treated in a timely fashion. The intention of this form is to grant authority to administer emergency treatment of any and all medical conditions.

_____ Date: _____

Student's Name: _____ Parent/Guardian Signature: _____ Date: _____

Parent Phone Number: _____

Please supply the following information, if applicable:

Medical Conditions: _____

Medications: _____

Name and Phone Number of person to contact if parent cannot be reached: _____

FIRE DRILL PROCEDURE

1. A fire or fire drill will be signaled by a fire alarm tone (continuous tone).
2. Teachers should escort their class to the designated exit with his/her attendance book in hand, and once clear from the building, check roll and keep students together.

STORM DRILL PROCEDURE

1. A storm or storm drill will be signaled by a storm alarm tone (continuous tone.)
2. Teachers should escort students into the hallway nearest their classroom or to the location designated by an administrator and instruct students into their proper positioning.
3. Students should remain quiet and listen for further instructions.

INCLEMENT WEATHER PLAN MEDIA RELATIONS

If it becomes necessary to initiate the inclement weather plan and damages are sustained to Rosa Scott School, Mr. Brewer, will be the only person authorized to give information to the media representatives. In the event he is unavailable, Dr. McGehee, or his designee will handle all media contact. Teachers are advised to direct any questions to the appropriate school representative or designee.

Facility Scheduling Request Form

Today's Date _____

Type of Program or Activity _____

Facility Requested Dining Hall _____

 Gym/Stage _____

 Classroom _____

(Give specific room numbers)

Organization _____

Representative _____ Phone _____

Actual Time of Event _____

Date(s) _____

Requested _____ Time _____

_____ Time _____

_____ Time _____

_____ Time _____

(If you require practice or set-up time, this must be reserved also.)

Request Approved _____

(Principal in charge of facilities)

Date Approved _____

Date Noted on School Calendar _____

Rosa Scott School

Textbook Issuance/Collection Procedure

Please use the following procedure to issue textbooks to students:

1. Textbooks should be assigned as soon as possible. Write each student's name in the textbook. **DO NOT ALLOW A STUDENT TO WRITE HIS/HER OWN NAME. The name should be in your handwriting to avoid problems.**
2. The Student Textbook/Textbook Fines Sheet should be used to keep track of textbooks issued to students.
3. The last columns of the form are to be used at the end of school when textbooks are taken up.

Please use the following procedure for collecting textbooks at the end of the term:

1. When the book check days are announced, use your Student Textbook/Textbook Fines Sheet to verify that the student is still in possession of the book that he/she was issued.
2. If the student loses a book, you should collect the money for the lost book. Money should be receipted on the Teachers Receipt List/Money Collection Form and turned in on a daily basis to Mrs. Moseley.
3. If any student turns in a book that has been damaged, a fine should be charged. You should collect these fines. Money should be receipted on the Teachers Receipt List/Money Collection Form and turned in on a daily basis to Mrs. Moseley.

Teacher Textbook Closeout Procedure

At the end of the school year, each teacher should do the following:

1. Collect all textbooks that were issued to their students. If fines are collected, these should be turned in promptly. Money should be receipted on the Teachers Receipt List/Money Collection Form and turned in on a daily basis to Mrs. Moseley.
2. Complete the Textbook Closeout Form and submit to Mrs. King.
3. Leave all books in your classroom.
4. Complete Textbook Fine Form and submit to Mrs. King.

Please keep an accurate account of textbooks (lost and/or damaged). Books will be inventoried at the end of the year. Fines will be collected on textbooks. Encourage students to take good care of books. If a student loses a new book or if the book is completely ruined, he/she pays the replacement price. Textbook fines are to be submitted to Mrs. Moseley along with a money collection form and designated as textbook fines.

As soon as you know what textbook and/or workbook you need, submit a Textbook/Workbook Request Form to Mrs. King.

For other instructional supplies, such as science equipment, maps, etc., contact your subject area chairperson.

Complete Student Textbook/Textbook Fines Sheet for each class.

ROSA SCOTT SCHOOL
TEXTBOOK CLOSE OUT FORM

Complete a form for each textbook used. Please copy this form as needed.

Teacher's Name: _____ Course/Subject: _____

Summer Telephone #: _____

Title: _____

ISBN #: _____

Copyright Year: _____

Publisher's Name: _____

Number of books received this year: _____

Number of books placed in storage: _____

Explain any difference in beginning and ending numbers: _____

Number of teacher's editions: _____

Location of teacher's editions: _____ Locked in my classroom
_____ At home
_____ Other (specify exact location): _____

MONEY COLLECTIONS

You will be responsible for collecting money from many different events throughout the school year. The Teacher's Receipt List and Money Collection Form are designed to make this process easier for you and the bookkeeper.

Teachers who collect money from students must account for and document the funds collected. Teachers are required, at a minimum, to list those students that have paid money and the amount of money paid by the students on the Teacher's Receipt List, as well as a completed Money Collection Form. A copy of each must be submitted by the teacher to the bookkeeper, along with the money collected from the students, each day. The bookkeeper will issue a receipt to the teacher.

Club or activity sponsors are required to remit all money collected, along with a Money Collection Form, to the bookkeeper on a daily basis. UNDER NO CIRCUMSTANCES is money to be left in the classroom or taken to a sponsor's home. ABSOLUTELY NO EXCEPTIONS TO THIS POLICY.

This is copied from the Madison County School District Policy DK-1, Student Activities Fund Management.

Please date the forms and write your name at the top of each Money Collection Form. Please indicate what the money was collected for, i.e. lab fees, book fines, etc. Once the money has been verified, you will receive a copy of the form, along with a receipt for the money from the bookkeeper.

It is very important that money for different activities be kept separate.

For example:

1. If you are collecting money for a field trip, the ticket money must be kept separate from the money you collect for the bus.
2. Money collected for lab fees must be kept separate from money collected for book fines.

It is very important that you **NEVER** leave money in your classroom or take it home with you. Turn in receipt books when fee collection is 100% or at the end of the semester/year.

COLLECTING / REPORTING FUNDS

When a teacher or club sponsor collects money for school purposes, this must be deposited into the school account. You should make sure that a receipt is given to each student for the amount collected.

You are then responsible for counting this receipted amount and completing the appropriate forms before turning in any funds to the bookkeeper. See sample forms on the following page. We are required by law to have these forms for backup. Any amount of money collected **must** be turned in with both forms. You will be issued a receipt for the total amount and the money will be deposited in the appropriate account, which you have indicated on the initial form.

REMEMBER... Any and all fundraisers must have prior administrative and board approval.

MONEY COLLECTION FORM

Amount	#	Total	Date _____
\$1	_____	_____	Teacher _____
\$5	_____	_____	
\$10	_____	_____	
\$20	_____	_____	
\$50	_____	_____	
\$100	_____	_____	

Total checks _____

Total coins _____

TOTAL _____

Collected for: _____

-----**FOR OFFICE USE ONLY**-----

Date received: _____ By: _____

Receipt #: _____

****Teachers – Please Note: This is a 2-part form. You may pick them up in the office or workroom.**

PURCHASING PROCEDURES

PLEASE REMEMBER: Do not purchase **anything** without a **purchase order or with the EEF card**. To obtain a purchase order you must complete a purchase requisition.

The following steps **MUST** be followed to the letter in order to follow proper procedures for requisitioning items and supplies from the Central Office:

1. Complete the requisition. Any purchase over \$5,000 requires that bids be taken. See the principal for the proper procedure. Quotes may now be taken by email.
2. Turn in the requisition to the principal for coding prior to submission to the school bookkeeper. Please be sure you have filled out the form completely (your name, the date, etc.) to avoid questions later. **Shipping and handling charges must be added**. If there are no S&H charges, note that also on the requisition.
3. The bookkeeper will then process your requisition, submit to the Central Office, and they will return your purchase order to the school.
4. After you have received your purchase order, you may then mail, phone, or fax your order to the vendor, along with a copy of the P.O.
5. And, finally, this is VERY important, be sure to notify the bookkeeper once your order has been delivered and all your items have been received.
6. Remember, backorders are not accepted.
7. When using the EEF card, turn in a copy of the receipt to Mrs. Moseley.
8. All teachers are subject to audit of purchases by state auditors.

Please do not purchase **ANYTHING** “out of your own pocket” expecting to be reimbursed. The system at Central Office is not set up to work that way. If you have any questions, please see one of the administrators or the bookkeeper.

WAL-MART PURCHASES

In order to purchase classroom supplies from Wal-Mart, you must first obtain a purchase order. When you go to make your purchase at Wal-Mart you must have the following:

1. **Purchase Order** – Issued by Central Office with the credit card number on it.
2. **Proof of Identity** – The person listed on the purchase order must make the purchase and be able to present either a school ID card or driver’s license with your picture on it.

When you have gathered all your items to be purchased, you may go to any register. **BEFORE ANY ITEMS ARE SCANNED**, notify the cashier that you are using a purchase order and the items are all tax-exempt. If you do not tell them before they begin scanning, you will have to start over.

YOU MUST RETURN THE RECEIPT TO MRS. MOSELEY AS SOON AS YOU HAVE MADE THE PURCHASE AT WAL-MART. This is very important. If we fail to send receipts back to Central Office in a timely manner, we might lose our “Wal-Mart privilege”. Thanks for your help and cooperation.

EEF PROCEDURES AND GUIDELINES

This year's EEF per teacher allotment will be announced as soon as we are notified that we have received the funds from the state.

There are restrictions on what items can be purchased with EEF money. Basically, any item that is purchased with EEF funds must be for instructional purposes. For example, if you teach Speech, a podium is considered a legitimate EEF expense because the student will use the podium in presenting speeches. If you do not teach Speech, a podium is not a legitimate EEF expense. Check with Mrs. Moseley if you have a question. If the expense is questionable, you must complete the "Description of Instructional Use" form and have it approved by Mr. Cofield. These guidelines apply to card purchases just like P.O.s.

If you wish to pool your money with another teacher, the EEF pool form must be completed. Each teacher must sign the form and indicate how much of their EEF money they are using for that particular purchase.

FUNDRAISING

Fundraising is a vital part of every school institution. Rosa Scott students usually participate in several fundraisers each year. Before any fundraiser can begin, it must have approval from the school board. The district has added a worksheet that must be completed and submitted to the district and then board before any plans for fundraising can move forward. Please complete the worksheet and submit to administration for approval well before any fundraising plans are put in motion. The board approves these requests each month, but the board only meets monthly.