

FITZGERALD PUBLIC SCHOOLS

BOARD OF EDUCATION PROCEDURES

Procedures are established to supplement the bylaws of the Board of Education.

POWERS OF THE BOARD

1. **Setting Vision:** Long-term goals and Vision and Mission Statements.
2. **Structure:** Empower the Superintendent, and the administration, to create management infrastructure and support the staff.
3. **Accountability:** Communicate and align goals with budgeting and student achievement.
4. **Advocate:** Be informed about legislation that affects the students and public education.
5. **Hire and Evaluate the Superintendent:** Our only employee.
6. **Setting Policy:** Provide direction, consistency and compliance with the laws of the State of Michigan for the administration.
7. **Works with and listens:** To students, parents, citizens and community groups.
8. **Prepare the Annual Budget:** With staff, monitor ongoing budget concerns.
9. **Work together as a team:** Once a decision is made, support that decision.
10. **Function as an appellate court in student disciplinary matters.**
11. **Adopting a plan for student assignment:** Curriculum needs and requirements.

IMPROPER BOARD ROLES:

- Administer day to day affairs of the system
- Directly supervise anyone other than the Superintendent
- Micromanage
- Attempt to “Unofficially” influence or provide guidance to system personnel
- Have legal authority as individuals or outside board meetings
- Meetings/discussions/correspondence that violates the Open Meetings Laws
- Discuss confidential information from executive sessions
- Minority circumvention of the will of the majority
- Comment on rumors

BOARD MEETING AGENDA: The board meeting agenda is typically developed the week before the meeting. A Board Member may request that the Board President add any item that he/she wishes to have considered for placement on the agenda. The President works with the Superintendent on the agenda, based on items that are required and items on which the board has been working. Board packets will be delivered via email to all Board Members approximately 72 hours prior the board meeting.

BOARD MEETING AGENDA FORMAT: The agenda is formatted to include citizen’s comments, a consent agenda, discussion items, action items and information items as outlined in the Board Bylaws.

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MEETING PROCEDURES: The President will recognize each Board Member prior to any question or discussion on agenda topics. The order in which posted agenda items are taken may be changed by consensus of Board Members.

ADDRESSING THE BOARD: Citizens may address the Board during the Public Comments section of the agenda. Individuals will be limited to 3 minutes, and groups of 5 or more shall select a spokesperson to present the issue. All comments should be addressed to the Board President. The Board shall not enter into discussion; however statements of fact or policy may be provided. The Board may not hear comments on individual staff or students in open session. The Board President may reasonably extend the total time allocated for public comments, but may not extend an individual's time limit of 3 minutes. Unused time may not be given to another individual speaker.

BOARD ORGANIZATION: When a new Board Member is elected or appointed, the Board will supply the member with a packet with the following information:

- Board Procedures
- Board Bylaws
- On Board Center for New Board Member
- Board of Education Governance Standards/Expectations
- A School Board Member's Resource Guide: A First Year Orientation
- A Primer on the Open Meetings Laws
- Current Budget
- School Calendar
- Board of Education Members' Contact Information
- Login to Email
- Computer
- Badges
- MASB Enrollment
- Credit Card
- Meeting Dates
- Social Media Policy
- Acceptable Use of Technology and Internet Safety Policy

COMMUNICATING AS A BOARD: The Superintendent speaks for the District; the Board President speaks for the Board.

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COMMUNICATING AS AN INDIVIDUAL BOARD MEMBER:

- **DISCUSSION OF SCHOOL BUSINESS:** Individual Board Members shall not initiate any form of discussion with a quorum of the Board except at a legally called meeting of the Board. The Superintendent will communicate with all Board Members via telephone and e-mail. The Superintendent will meet on a regular basis with the President of the Board to discuss issues of the District. All communications with legal counsel by the Board shall be through the President or Superintendent.
- **SOCIAL MEDIA:** Board members shall not have any form of discussion with a quorum, including group texts and or messenger. Don't comment on rumors, don't discuss confidential information and don't share privileged information.
- **BE A GOOD LISTENER:** Remember that you must temper your individual views on school matters with the knowledge that you can't speak or make commitments for the whole board and accept that your only legal power as a board member lies when you cast your vote in the boardroom.
- **VISITING SCHOOLS:** Don't arrive unannounced. Have the Superintendent arrange and clear your visit with the building principal. Remember your status. You are just one member of the Board. Don't try to throw your weight around. Don't disrupt school activities or take faculty and staff members away from their work. Ask the principal to arrange a meeting with staff members that you would like to speak with. Don't spy and don't pry. Attend announced school events as often as possible.
- **CITIZEN'S COMPLAINTS:** When a staff or community member contacts an individual Board Member, the member will follow certain procedures.
 - Listen to the concern.
 - Refer to the appropriate school official to contact the person.
 - Inform the individual of the appropriate policies and channels regarding complaints.
 - Assist by informing the complainant of the correct procedures in resolving the issue. (Example: Teacher complaint by parent; refer parent to principal and teacher)
 - Continue to channel the individual to the new immediate local level if the issue is unresolved.
 - Contact the Superintendent to inform her of the situation and what procedure has been explained to the complainant. The Superintendent will then issue a directive for follow-up as necessary.
- **COMMUNICATING WITH REPORTERS:** Refer all questions to the Superintendent who speaks for the district.
- **COMMUNICATING IN A CRISIS:** The Board must allow the school safety committee time to do their job. Addressing rumors and emotional responses should follow the chain of command.

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CONFLICT OF INTEREST:

- Take no private action that will compromise the school system, the board, or the administration, and avoid being placed in a position of conflict of interest.
- Base decisions on the available facts and independent judgment, refusing to surrender that judgement to individuals or special interest groups.
- Know the difference between personal influence and factual persuasion.
- Board members should not personally engage in any business dealings with, or for, the District. The District should not employ board members, either directly or indirectly. Board Members shall not vote on any employment issue that includes an immediate family member. State Laws prevent board members from voting on union contracts if they have a family member who is a member of the bargaining unit.

EVALUATIONS: The Board shall evaluate the Superintendent's performance once a year as stated in contract. The Board shall establish the goals for the District and the Superintendent and those goals shall be considered in the Superintendent's evaluation process.

BADGES AND CREDIT CARDS:

- Each Trustee will be issued a Board of Education photo ID card with access to buildings housing administrative offices and the Board room, if requested. This access should be used with great discretion for board business only.
- Each Trustee will be issued a credit card to be used only for board business; receipts are mandatory and will be approved only after approval by the Board President and one other board member.

TRAVEL: All travel is subject to full Board discussion. Only Board members are covered for travel expenses including transportation, meals and housing.

TRUSTEE'S CODE OF CONDUCT: As a Trustee, I shall do my utmost to ensure that every child has the opportunity to receive a quality education by:

- Serving district-wide constituents honestly and equally
- Avoiding use of my board position and data supplied to me for personal gain.
- Recognizing that decisions can be made only by a majority vote at a Board Meeting and respecting the majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels
- Respecting the confidentiality of privileged data; and
- Abiding by these Board Operating Procedures