



# Board Operating Procedures

Review and Finalize Recommendation

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# Let's Review

## ✧ Authority

- ✓ Only at a legally called meeting at which a quorum is present
- ✓ May not direct anyone as a board other than the superintendent

# Types of School Board Meetings

- ✓ Regular
- ✓ Work Sessions
- ✓ Special Called
- ✓ Emergency
- ✓ VFOIA says a meeting is comprised of 3 or more School Board Members gathering to receive or discuss information about school business
- ✓ “Events to Which Three or More Board Members May Have Been Invited”

# Agenda

## ✧ Development

- ✓ Chair and Superintendent
- ✓ Requests submitted to Chair
- ✓ If Chair does not acknowledge, an item may be placed if a majority of board members request it
- ✓ At meeting, vote to add item

Any supporting meeting materials need to be posted at least 3 working days before Regular School Board Meeting

# Public Meetings

- ✓ Held in Public but not a Public Meeting
- ✓ Public comments are not required
- ✓ Members of the audience may not speak unless acknowledged by Chair
- ✓ School Board Members take no action on public comment, but may request information
- ✓ No comments or complaints about an employee or student shall be heard

# Voting

- ✓ Vote is expected on all issues by each board member
- ✓ The Chair will vote when action is required
- ✓ Tie defeats the motion
- ✓ Abstention = conflict of interest, not difficult vote

# Closed Session

- ✓ Limited to Discussion of items allowed by law
- ✓ Voting is held in public
- ✓ Closed session is confidential – no exceptions

# Officer Selection

- ✓ Chair and Vice Chair elected annually in January at a school board meeting
- ✓ Superintendent recommends Clerk, Dep. Clerk and Sup. Designee
- ✓ Vacancy – school board fills at next regular or special called meeting



# New School Board Member

- ✓ Hold orientation meeting
- ✓ Copy given and review of board operating procedures
- ✓ School Board Training

# Requests for Information

- ✓ Requests made for existing information at a school board meetings will be made available to all School Board Members
- ✓ Requests made for information to be generated require a majority of board members and all receive information

# Visits with Superintendent

- ✓ Encouraged to maintain a professional relationship
- ✓ One-on-One meeting with each school board member on a quarterly basis
- ✓ School Board Members request a call to discuss items on meeting agendas

# Meeting Preparation

- ✓ Superintendent and staff will provide supporting meeting documents for agenda items
- ✓ School Board Members will be prepared for each meeting
- ✓ School Board Members will contact Superintendent far in advance of questions so staff can have adequate time to respond – no surprises

# Campus Visits

- ✓ Encouraged to attend school activities
- ✓ Notify principal prior to visit, even a scheduled activity
- ✓ Cannot go unannounced to a campus or classroom

# School Board and Superintendent Communication

- ✓ School Board Members will keep superintendent informed as appropriate
- ✓ Superintendent will communicate in a timely manner to School Board Members
- ✓ Individual School Board Members shall not speak in an official capacity without permission from School Board

# School Board and Staff Communication

- ✓ Shall avoid communicating directly without permission of Superintendent
- ✓ Staff shall communicate through the Superintendent to School Board Members

# School Board and Community Communication

- ✓ Involvement is encouraged
- ✓ When participating, notify clerk (speaking, campus visits, forums, etc.) If clerk receives 3 notifications, it will be posted on the ACPS website



# School Board and City Council Communication

- ✓ Each School Board Member will be assigned a City Council Member to keep apprised of division information
- ✓ Talking points will be developed for specific issues
- ✓ City Council Member concerns will be submitted to Superintendent, Chair and Vice Chair
- ✓ Written communication will be directed to Chair
- ✓ Joint meetings will be conducted on a regular basis

# Email and Social Media

- ✓ All email should be used responsibly – possibly subject to open records requests
- ✓ May be held liable for defamatory, offensive, racist or obscene
- ✓ Do not forward confidential information
- ✓ ACPS email is open to public records

# Employee Performance

- ✓ Speak directly to the Superintendent and Chair
- ✓ School Board oversees Superintendent position and not other personnel

# Complaints

- ✓ Listen to problem – being unbiased
- ✓ Refer them to Superintendent or appropriate staff member – organizational chart
- ✓ Discuss due process and School Board Members must remain impartial
- ✓ Anonymous complaints will not be acknowledged
- ✓ Superintendent will keep School Board informed as needed for complaints received

# Media

- ✓ Chair is official spokesperson
- ✓ Calls to School Board Members – must state personal position on an issue and not the spokesperson
- ✓ Team concept

# Liaison

- ✓ Regularly communicate information about the Division
- ✓ Report campus issues to Superintendent

# School Board Evaluation

- ✓ Self-evaluation in December
- ✓ Individual completion of assessment document
- ✓ School Board shall meet to review and discuss results
- ✓ Strategies will be completed based on results

# Superintendent Evaluation

- ✓ Evaluation instrument developed in advance and shared with Superintendent
- ✓ School Board members complete instrument individually
- ✓ Evaluation conducted in closed session
- ✓ Annual exercise



# Accountability

- ✓ School Board holds members accountable to Board Operating Procedures and Policies
- ✓ What is process is Board Operating Procedures are not followed?

# Thoughts

- ✓ Pain Points to be Discussed prior to April
- ✓ Reception – Introduction to Community
- ✓ When you are on the ledge – rely on each other
- ✓ Onboarding Superintendent