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