

**L'ANSE CREUSE PUBLIC SCHOOLS
BOARD OF EDUCATION OPERATING PROCEDURES**



**Harry L. Wheeler Community Center and Administrative Offices
24076 Frederick V. Pankow Boulevard, Clinton Township, Michigan 48036**

**L'ANSE CREUSE PUBLIC SCHOOLS
BOARD OF EDUCATION
OPERATING PROCEDURES**

Mission Statement:

**To create a challenging collaborative learning community which
prepares all students for success in a global society.**

Vision Statement:

L'Anse Creuse Public Schools prides itself on being a place where:

- ❖ **Students are challenged to be innovative and critical thinkers while being celebrated for their diversity and individual contributions**
- ❖ **Staff strives to build relationships with students while promoting a safe nurturing environment for all to learn and grow. Teachers support problem solving and higher level thinking while engaging students in technology**
- ❖ **Community members, businesses, and alumni partner to provide real world experiences for our students**
- ❖ **Parents collaborate with staff to help students achieve their full potential by supporting lifelong learning**

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Board of Education Operating Procedures L'Anse Creuse Public Schools

Introduction

Operating Procedures, contained herein, are a set of established guidelines, forms or methods for conducting the affairs of the Board of Education and set forth a common understanding of such procedures.

These procedures have been agreed, by majority, to:

- 1) Insure all Board members are a part of an effective Board team
- 2) Improve the communication, trust and respect among Board members
- 3) Insure orientation of new Board members
- 4) Insure the use of best practices in governance leadership

Adopted, written procedures are to be used to enhance the implementation of By-Laws and Policies. Any procedure written herein may not be implemented if determined to be in conflict with applicable law, rule, regulation or Board Policy, however the remaining procedures and parts of procedures, not in conflict, shall remain in full effect.

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0.0 BOARD DISTRICT OVERSIGHT

0.1 District Vision and Mission

- A. The Superintendent and stakeholders shall develop district vision and mission statements.
- B. District vision and mission statement shall be presented to the Board by the Superintendent.

0.2 District Goals

- A. The Superintendent shall facilitate the development of district goals.
- B. District goals shall be presented to the Board by the Superintendent and approved by the Board.

0.3 District and Building Performance Objectives

The Administration will provide the Board with benchmark evaluation and other available data to demonstrate progress toward achievement of the academic goals as measured by current forms of assessment or an appropriate alternative assessment. Where possible, this information will be presented in a format that is disaggregated by building, subject matter, and population group. In addition, to the extent possible, the information should include year-over-year comparisons of each grade level as well as longitudinal tracking of students from grade-to-grade.

0.4 District and Building Improvement Plans

Building improvement plans are available on the district website on an annual basis.

0.5 District Progress Toward Goals Accomplishments

- A. Board members will be continually guided by what is best for all students in the district.
- B. The Board will annually review the district goals.
- C. Each Board Member will be provided with a copy of the districts progress towards goals four days prior to the review meeting, when possible.

0.6 Development and Adoption of the District Budget (full cycle)

- A. The administration shall present to the Board an annual budget for approval every spring. Documents will be provided four days prior when possible.
- B. The Superintendent shall report to the Board regularly as to the budget status and changes, if any.

1.0 POLICY / PROCEDURES

1.1 Review of Board Policy

All L'Anse Creuse Public Schools policies/administrative guidelines will be adhered to by all district employees and Board members alike. All policies and administrative guidelines will be reviewed on an annual basis. Board members will sign their acknowledgment annually.

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1.2 Adherence to Board Policy

All Board members shall be knowledgeable with and adhere to Board of Education Policy.

1.3 Policy Adoption and Amendment of Bylaws or Policies

The process that the Board shall use for adoption of policies shall be as follows:

First Reading

New policy, or amendment of an existing policy, shall be introduced for a first reading by the Superintendent or the Board Policy Committee by placing the new policy or amendment to existing policy with track-changes into the board packet for a regular meeting. The policy or policy amendments will be reviewed by the Board of Education at the regular meeting. No vote is required at this time.

Second Reading

Once the Board has conducted a first reading, using the process above, on a policy or policy amendments, any revisions arising out of the first reading shall be made by the Superintendent or the Board Policy Committee and thereafter the final policy, in the form to be adopted, shall be presented to the Board in the packet for a subsequent regular meeting.

The Board shall receive the policy or policy amendments at the regular meeting and, upon verifying that changes suggested to the Superintendent or Policy Committee from the first reading have been faithfully transcribed, or upon receiving a rationale for why a change was not made, the Board shall vote to adopt the policy or policy amendments.

2.0 BOARD FUNCTIONS

2.1 New Member Orientation

The Superintendent and the President of the Board shall arrange an orientation meeting with the Board members and district leaders to review department functions and Board Operating Procedures. New Board Members are strongly encouraged to participate.

2.2 Code of Ethics

The Board of Education strives to adopt the basic concepts and fundamental principles of decent human conduct.

Students Matter Most. Board Members will model strong character traits, perseverance, honesty, respect, lawfulness, patience, fairness, responsibility and unity.

Commitment to the Duties. Board Members will commit to the duties and task at hand of a Board Member.

Keep Learning. Board Members will continue to educate and develop as members

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through personal development.

Healthy Relationships. Board Members will foster healthy relationships with students, teachers, staff, parents, colleagues in the community and each other.

2.3 Board Organization

2.3.1 Election of Officers

A. Prior to the annual organizational meeting the Board President shall:

- 1) Forward a written survey to all Board members for interest in officer positions.
- 2) Inform Board members as to the names of those who have interest in officer positions.

See Attachment 1.

B. The meeting structure shall permit additional nominations to be made.

C. Election Process of Officers

- 1) An individual must be nominated and seconded for each specific office. The individual may accept or decline the nomination. A roll call vote will be taken for each position. If the result is a tie there will be discussion and subsequent votes until the tie is broken.

2.3.2. Role and Authority of Board Members

No Board Member can direct district employees in regard to performance of their duties. No individual Board member has any power or authority and must never attempt to act as an administrator of the school system. Board members can act only as a group. No single Board member has the right to make any decisions for the rest of the Board. The only time Board members may transact any business is when they meet in a legally convened session.

2.4 Vacancies

Prior to the appointment process, the Board operating procedure will be read. The Board has 30 days to fill a vacancy. Applications are made available at the administration offices. All Board members will receive completed applications prior to the designated Special meeting for review. At this Special meeting candidates will be interviewed for the vacancy. Board discussion of candidates will begin at the conclusion of the interviews. Every Board member must vote yea or nea for each candidate. An initial round of voting will narrow the field. Final Board discussion will take place followed by final voting. If the result is a tie there will be discussion and subsequent votes until the tie is broken.

Once a candidate is selected a final roll call vote will be taken to appoint the candidate.

2.5 Board Compensation

- A. Board members will complete the board compensation forms on a monthly basis and submit to the treasure at monthly board meetings for counter signature. Payments will be made on a quarterly basis.
- B. The Board Treasurer's reimbursement form must be countersigned by an officer of the Board.

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- C. The Board will discuss reimbursable events and schedules at the Summer Board Workshop and reach agreement annually.

2.6 Selecting of Timing and Activity for Annual Team Building Session and Assessment of Board Continuing Education Needs

- A. The Board shall hold Board Workshops as deemed necessary.
- B. The Board encourages continuing education of Board members through MASB, NSBA and other appropriate venues.

2.7 Annual Board Self-Evaluation

- A. Evaluations are completed annually by December 1.
- B. Evaluations are distributed by the Board President.
- C. Evaluations are submitted to the Board President and summarized for presentation at the January Committee of a Whole meeting.
- D. All submission shall remain anonymous.

2.8 Procedures for Board Travel and Training Opportunities

- A. Board members are encouraged to further their professional training and take advantage of available training or conferences within or outside of the district.
- B. Board members should arrange travel, accommodations and classes through the Superintendent's office.
- C. All Board members are to comply with the Board policy and bylaws on travel expenditures and submitting travel / training expenses.
- D. Board members should report on their conference attendance at the next Board meeting and be placed on the agenda.

See Attachment 2.

2.9 Procedures for Addressing Violations of Board Policy, Bylaws and Operating Procedures

The Board of Education and its members are committed to faithful compliance with the provisions of the Board Policy, Bylaws and Operating Procedures. The Board of Education recognizes that failure to address violations of the Board Policy, Bylaws and Operating Procedures jeopardizes the public's confidence in the Board of Education, thus decreasing its overall effectiveness. In the event of a violation of the Board Policy, Bylaws or Operating Procedures, the Board of Education will seek remedy by applying the following procedures:

- A. If a Board Member has a concern about another Board member's performance they should first discuss it with the offending member.
- B. Whenever a member believes that another member has deliberately violated the Board Policy, Bylaws or Operating Procedures, it is preferred that he or she address the concern with the member perceived to be in violation first. Alternatively, the member may refer the concern to the Board President.

If the Board President is suspected of the violation, the concern should be referred to the Board Vice President. The Board President or Vice President, if applicable, will bring the concern to the full Board of Education during a regular or special

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meeting to discuss the nature of the suspected violation and to determine the appropriate consequence, if warranted.

Consequences for violating the Board Policy, Bylaws or Operating Procedures may include a meeting with the Board President or Vice President to review the Board Policy, Bylaws or Operating Procedures or the imposition of sanctions as detailed below.

- C. Any violation of the Board Policy, Bylaws or Operating Procedures, or any other conduct which discredits or otherwise adversely and materially impacts the Board or district may subject a Board Member to Board approved discipline measures which might include, but are not limited to any of the following:
 - 1) Public admonishment
 - 2) Loss, if applicable, of executive officer position
 - 3) Loss of committee or representative assignment(s)
 - 4) Official censure

The Board of Education's vote on violators shall require a majority, and be recorded in the minutes of the meeting.

- D. Board Member's actions (as determined in a Court of Law) that conflicts with the official duties or authority of Board of Education members, as supported by the State Constitution, State School Code, District Policy, Board Bylaws and or Board Operating Procedures, will not receive District financial support for legal defense or resolution of those actions.

2.10 Check Registry

Two board members will sign off on the check run, to review and provide oversight on expenses.

3.0 COMMUNICATIONS PROCEDURES

3.1 Board Member Visiting Buildings

- A. Board members are encouraged to attend building events to represent the Board in support of building activities upon invitation. The Board has an open invitation to all sporting events and performances at the John R. Armstrong Performing Arts Center (JAPAC).
- B. All Board members shall notify Superintendent and principal of visits to buildings except when attending a scheduled or normal parent activity. Board members must follow the procedures in place for visitors when entering a building.
- C. Board members shall not direct any staff member or student except when urgent safety or liability concerns are an issue.
- D. Board members shall be mindful of public perception when in one-on-one situations with students and staff.
- E. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purposes of "evaluating" an employee's performance.

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3.2 Board Member Communication with Each Other

Board members may communicate with each other for purposes of asking questions, clarifying information, expressing points of view, or socializing under circumstances that do not conflict with or circumvent the Michigan Open Meetings Act.

3.3 Board Member Responses to Community or Employee Contacts

A. Community Member:

- 1) Questions of a general nature or the expression of a position on a school matter that can be considered communicating with their elected official may be responded to by Board members in general terms that share non-legally prohibited basic information helpful to answer the community member's question or to address their concern.
- 2) Board members shall avoid making any commitment to personally resolve any problem or complaint. The Board Member may, if appropriate, indicate willingness to forward such information to the Superintendent for a response.
- 3) The Board members will hear citizens' problem(s)/complaint(s) to: gain a full understanding of an issue, the names of person(s) involved, the date and place, and other relevant information and do the following:
 - a) Repeat the problem back to the citizen to ensure understanding.
 - b) Explain the problem resolution process to the citizen: Discussion, by the citizen, should be held first with the authority closest to the problem, and if not resolved then to their immediate supervisor. If not resolved then refer to the Superintendent. When appropriate, the Board members may offer to forward the problem/complaint directly to the Superintendent.
 - c) The request for resolution of an issue regarding the Superintendent must be made directly to the President of the Board.
 - d) If applicable, remind the citizen of the due process procedure in that a Board Member must remain impartial in case the situation comes before the Board.
 - e) Contact the Superintendent in a timely manner regarding citizens' problems or complaints.
- 4) The Superintendent or designee will communicate with the citizen in a timely manner (within 24 hours) and, if appropriate, with the Board members and/or Board.

B. Employee:

- 1) The Board members will hear the employee's problem(s)/complaint(s) to: gain a full understanding of an issue, the names of person(s) involved, the date and place, and other relevant information and do the following:

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- a) Repeat the problem back to the employee to ensure understanding.
- b) Ask, "Have you discussed this matter with your Supervisor and/or Union Rep?"
- c) If applicable, remind the employee that a Board Member must remain impartial in case the situation comes before the Board.
- d) Contact the Superintendent in a timely manner regarding employee problems or complaints.

3.4 Board Member Communication with the Media

- A. The Superintendent or designee shall be the official spokesperson for media inquiries involving district matters, employees, operational/policy procedures, and other matters of an informational nature.
- B. The Board President shall be the official spokesperson for the Board to the media.
- C. Board members should direct all media questions to the appropriate spokesperson.
- D. Board members reserve the right, when communicating outside of a Board meeting, to state his or her personal perspective, provided that the Board Member emphasizes that such information is expressed as an individual and is not the opinion of the Board. Board members must remember that once a decision has been made by the Board, a Board Member should demonstrate support of such action.
- E. Individual Board members cannot speak in an official capacity outside the Board room.
- F. An individual Board member may represent the Board when the Board votes to empower that individual and with written consent.

3.5 Board Member Communication with the Community

- A. Board members are encouraged to communicate with individuals, community organizations, elected officials, governmental units, and businesses to promote an understanding of the role of public education and the district within the community, provided that the Board members emphasizes that such information is expressed as an individual and is not the opinion of the Board. Board members should remember that once a decision has been made by the Board, a Board Member should demonstrate support of such action.
- B. Individuals are welcome to contact Board members via email. Please note the following:
 - 1. The Superintendent may respond on behalf of the Board.
 - 2. The Board President or designee may respond on behalf of the Board.
 - 3. Emails may be subject to Freedom of Information Act requests.
 - 4. If your email concerns a daily or operational issue, it will be forwarded to the appropriate Administrator for a response.Email contact information for Board members is listed on their individual biography page.
- C. Individual Board members cannot speak in an official capacity outside the Board room.

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3.6 Administration Communication with Board Members

- A. The Superintendent will exercise his/her best judgment and discretion to determine when information should be shared with Board members based on the specific situation.
- B. The Superintendent will share responses to Board requests with all Board members.

4.0 MEETINGS

4.1 Definition of Meeting

For the purpose of this section, meetings are defined as anytime the full Board committees or individual Board members meet to advance the work of the district.

4.2 Developing the Board Meeting Agenda

4.2.1 Regular Board Meetings:

- A. Regular agendas are created by the President, in consultation with the Superintendent, presented to the Board no later than four days prior to the meeting and posted for the public prior to the meeting.
- B. Updates to agenda will be posted with notification of the update to the Board via district email as soon as possible.

4.2.2 Committee of the Whole Meetings

- A. Committee of the Whole meeting agendas are presented by the central office administrators involved and provided to committee members six days prior to meeting dates (for example, Monday Board meetings will be delivered by Tuesday) including any presentation materials.
- B. Presentation Schedule
(to be provided by the ad hoc committee)

4.2.3 Special, Emergency and Workshop Board Meetings

- A. Special and Emergency agendas are created by the Superintendent and Board President and presented to the Board as soon as practical.
- B. Workshop agendas are created by the workshop committee and Superintendent and presented to the Board no later than four days prior to the meeting. If a special workshop is called, the agenda will be created by the Board President and materials will be provided as soon as practical.

4.2.4 Annual Calendar of Board Agenda Items

- A. In addition to non-routine monthly agenda items, the following chart identifies agenda items approved annually, normally at or near the date presented (based on the practical needs of the district):

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January:	<p>After an election: Installation of new Board members</p> <p>Organizational meeting: Election of officers Schedule Board meeting dates and workshops Committee Assignments Legal Firms Renewal Depositories Renewal MASB Voting Delegates</p>
February:	<p>Instructional Program Approval: International Academy North Star Alternative Middle School Consortium CTE Consortiums Early College of Macomb Fraser Public Schools Agreement Winter Board Workshop (from previous year</p>
March:	
April:	
May:	Spring Board Workshop (Budget)
June:	<p>Truth-In-Budget Hearing Budget Approval Tax Levy</p>
July:	
August:	<p>SACC License Renewal Summer Board Workshop (Strategic Plan)</p>
September:	
October:	Audit
November:	<p>After election – New Board Member acceptance of election when certified Fall Board Workshop</p>
December:	<p>Summer Tax Collection Schools of Choice Approval Superintendent's Annual Evaluation</p>

4.2.5 Meeting Time

Meeting times will be determined at the Organizational Meeting, but not to exceed three hours. Changes can be made by a Board vote. Rescheduling will follow the Open Meetings

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Act.

4.3 Board Member Preparation for Meetings

- A. Board members will come to Board meetings prepared to discuss and take action on all agenda items. Study the material in the Board packet sent to them prior to the meeting.
- B. Requests for additional information will be addressed through the Superintendent prior to each Board meeting. To maximize the opportunity to receive responses for the Board meeting, Board members when possible, should provide questions to the Superintendent ASAP but must be submitted by noon on Friday for a response. Questions that require significant investigation and analysis may require additional time.

4.4 Board Member Participation/Conduct During Meetings

- A. In accordance with the Open Meetings Act, any time four or more Board members are gathered together to discuss school business it is considered a meeting (quorum).
- B. In addition to the following procedures, at all times Board members shall adhere to the Board policy.

4.4.1 Board Member Protocol

- A. Board members will maintain professional and courteous behavior throughout the meeting modeling Board behaviors consistent with student and staff expectations.
- B. Board members will demonstrate respect to fellow Board members, administrators staff and public participants through the following behavior:
 - Listen and treat each other respectfully.
 - Be cordial when disagreeing.
 - Be honest when expressing either owns opinion or those of community members.
 - Say what needs to be said as briefly and clearly as possible.
 - Direct comments solely to the business under deliberation.
 - Only speak after acknowledgement from the Board President or designated chair.
 - Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation.
 - Refrain from condescending or critical comments to members of the staff, public, or Board.
 - Focus on issues, not people or personalities.
 - Courteously accept other viewpoints and Board votes, which were not supported by self.
 - Disagreements will be handled through frank, open and respectful discussion.
 - Seek solutions and reasonable compromises or consensus when there are differences of opinions.
 - Make decisions in the context of what is best for all students in the district.
 - Avoid immediate decisions and votes and possible shorter-term solutions when

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the issue calls for more discussion, understanding, and a more in-depth approach or solution to the issue (except in emergency situations).

- As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.
- Refrain from side conversations

4.4.2 Persons Addressing the Board

- A. Audience participation at Board meetings is limited to the portion of the meeting designated as Hearing of District Patrons. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.
- B. A person may address the Board on an agenda or non-agenda item by identifying themselves by name and address. The Board Secretary will read the Addressing the Board Guidelines at the beginning of Hearing of District Patrons. Those in the audience who wish to speak are expected to adhere to these guidelines.
See Attachment 3.

4.4.3 Discussion of Employee/Student Issues

The Board will not encourage or actively participate with negative comments on individual employees or students in public session.

4.4.4 Discussion of Motions

- A. All discussions shall be directed solely to the business currently under deliberation.
- B. The Board President or designated chair has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board.
- C. A Board Member prior to giving their comments shall first be recognized by the Board President or designated chair.

4.5 Board Member Participation in Discussion, Debate and Voting

- A. All Board members shall vote on all action items unless a conflict of interest applies.
- B. A Board Member, meeting the legal requirements for abstaining from voting on a matter, shall disclose the specific conflict of interest.
- C. All Board members may make motions, second motions and enter into debate on all agenda items.
- D. In the case of a tie, the action item fails. The President may bring the item back to the Board on a subsequent agenda.
- E. In the case of a less than unanimous vote, the Board will support the majority decision and go forward in harmony.
- F. A majority of the entire Board is needed to pass an action item.
- G. A roll call vote may be requested by any Board member.

4.6 Board Member Responses to Inquiries About Closed Sessions

- A. Board members are to refer any inquiries about closed sessions to the Superintendent or the Board President.
- B. Any information from a closed session is confidential and shall not be discussed

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outside of the closed session.

4.7 Participation by People other than Board Members and Superintendent in Closed Session

Participants are limited to:

- A. The person requesting the closed session, their counsel, a union representative, student(s), their parent(s) or guardian(s) where applicable and pursuant to Open Meetings Act.
- B. Representatives of the administration as directed by the Superintendent.
- C. Additional persons that the Board approves.

5.0 PERSONNEL

5.1 Evaluation of the Superintendent

An annual evaluation of the Superintendent shall be made a part of the Board's annual calendar. Each Board Member shall complete a legally required, board approved Superintendent evaluation tool. The results will be openly tabulated and discussed during a closed session of the entire Board

5.2 Hiring of Personnel Other than the Superintendent

- A. The Board does not directly hire any personnel other than the Superintendent.
- B. The personnel recommendation changes shall be presented to the Board monthly by the administration and approved by the Board. Personnel will begin employment succeeding Board approval.
- C. The Board may appoint qualified individuals or firms to provide legal, auditing, architectural, insurance and other professional services for the District, and may appoint other consultants as it deems appropriate.

Adopted: 11/17/14
Revised: 3/27/23



BOARD OF EDUCATION
INTEREST SURVEY

FOR
ORGANIZATIONAL MEETING

RETURN TO BOARD PRESIDENT BY:

I am interested in the office of:

_____ President

_____ Vice President

_____ Secretary

_____ Treasurer

_____ Trustee

Why are you seeking this office? _____

Name: _____

L'Anse Creuse Public Schools
Itemized Expense Reimbursement Request

Name _____ Date of Conference _____
School _____ Conference Title _____

- Procedure:
1. Provide information in the section below for those items for which you are seeking reimbursement.
(All requests for reimbursement must be submitted within 30 days after the conference.)
 2. Attach receipts.
 3. Submit all of the above to your supervisor for your supervisor's signature.
 4. Building secretary will issue reimbursement payment either by check or purchase order.

Step One: Complete Daily Expense Report below.

Step Two: Determine mileage, if any.

DAY	Sunday	Monday	Tuesday	Wednes.	Thurs.	Friday	Saturday	TOTALS
DATE	A:	B:	C:	D:	E:	F:	G:	H:
	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1 Hotel/Motel Room								
2. Breakfast								
3. Lunch								
4. Dinner								
5. Plane/Rail/Bus								
6. Taxi/Bus Fare								
7. Parking								
8. Phone/Telegram*								
9. Gratuities								
10. Other (*)								
11. TOTALS								

Allowance is 58 cents per mile effective 1/1/19.

_____ x _____ = _____
Allowance per mile number of miles

Start	MILEAGE RECORD		End
Location	Mileage	Location	Mileage

Effective date July, 2000:

PER DIEM:	\$38.46
BREAKFAST:	6.77
LUNCH:	9.64
DINNER:	22.05

GIVE DETAILS BELOW FOR EXPENDITURES MARKED (*)

Step Three: Compute total expenses.

DATE	DETAIL	AMOUNT

Daily Expense total: (Line 11H) _____
Add mileage expense _____
Total of all conference expenses _____
Less amount of advance _____
Amount to be reimbursed applicant _____

BUILDING ASN#:	AMOUNT:
OTHER ASN#:	AMOUNT:

Date









Applicant's signature

Supervisor's signature

Addressing the Board

The Board of Education of L'Anse Creuse Public Schools has adopted the following guidelines for public participation at school board meetings. The agenda for all public meetings include a designated time called "Hearing of School District Patrons" for public comment.

If you wish to address the Board during a Board of Education meeting, please note the following guidelines:

-  Individuals may speak to the Board during the Hearing of District Patrons.
-  Each speaker needs to identify him/herself by name and address.
-  Speakers need to limit their comments to 5 minutes and will be notified by a timer when their time is up. The Board has designated 30 minutes for public comment at the beginning of the meeting. If you were unable to speak in the first public comment portion of the meeting, the Board will provide additional time at the end of the meeting for public comment. The order of speakers will be determined by the Secretary.
-  If the speaker represents an organization or group, he/she should indicate whether the comments represent the official view of the organization or are his/her personal comments.
-  If a delegation is present to address the board, the delegation may be asked to select up to 5 representatives to speak on its behalf for a total of not more than 15 minutes.
-  Written statements should be given to the Board Secretary and are considered public documents
-  If you wish to state a complaint against a Board member, employee or student, an initial allegation is permitted. Thereafter, the affected individual may request that further discussion takes place in a closed session (Pursuant to the Open Meetings Act.). If the affected individual is not present, a written statement may be submitted to the Board or the public comment will be rescheduled to a board meeting at which the affected individual will be in attendance.
-  In general, issues brought to the Board's attention will be referred to the Superintendent for investigation and study and a response will be provided at a later date.

These guidelines are based on the Requirements for Open Meetings under Section 5 of the Open Meetings Act and Board Operating Procedures.