

2nd Read

B— Policies

“Board
Operations”

September 30, 2019

1
BOARD MEMBER PROTOCOL AND DUTY COMMITMENTS
Clayton County Board of Education Members:

1. Shall use their best efforts to attend all duly called meetings of the Board and any Committees to which they are appointed as well as all Board Training Sessions;
2. Shall review all information to be discussed at a Board meeting in advance, discuss items presented on the agenda, and vote upon motions and resolutions presented unless precluded by law or policy from so doing;
3. Shall inform the Board Chair, or in the event the Board Chair is absent the Board Vice Chair, of any emergencies that would require their absence from any Board or Committee meeting or Board training session;
4. Shall keep in strictest confidence any matter brought before the Board in executive session;
5. Shall direct all complaints against Clayton County Public Schools employees to the Superintendent or his or her designee and abstain from individual counsel and action;
6. Shall recognize that they have no power as an individual Board member or authority to bind the school system or Board, but that they only have power when they come together to act as a collective Board;
7. Shall inform the Superintendent of all requests for appearances at school;
8. Shall act as a representative of the Board at all public functions they are called upon to attend in their capacity as Board members and shall recognize their inability to speak for the Board except to repeat explicitly stated Board decisions;
9. Shall make no statement, announcement, press or publicity release as representing Board policies, actions or plans unless it is a Board policy, action or plan that has been agreed upon by a majority of the Board;
10. Shall familiarize himself or herself with school laws, regulations, State Board Rules, and School Board Policies;
11. Shall work as a team with other Board members and the Superintendent;
12. Shall vote and act in the Board meetings impartially and for the good of the entire school system;
13. Shall accept the will of the majority vote in all cases;
14. Where reasonably possible, shall refrain from use of cellular phones, Blackberries, or other communication devices during Board meetings and training sessions;
15. Shall abide by policy IFBGA (Electronic Communications).

Board members who violate the provisions of any B Policies (including without limitation BBI, BCBI, BBD, BH, GAG, and this policy) or Policy IFBGA may be subject to formal action by the Board. The Board may take the following actions to regulate its internal affairs, privileges, and decorum. These actions may include but are not limited to, the following process:

1. Violation will warrant a written statement from the Board (based on a majority vote) to the individual with advisement to refrain from specified behavior.
2. In the event of further violations, the Board may approve a resolution of public censure of the board member (to be included in the meeting minutes).
3. Further violations may result in any combination of the following:
 - Ineligibility for service as Board chair, vice chair, or other officer for a period not to exceed two (2) years;
 - Ineligibility for service as Board committee member and/or chair for a period not to exceed two (2) years;
 - Suspension from a meeting based on disruption;
 - Disallowance of future expenses associated with conferences/events for the Board member (except the minimum expense required to maintain training hours); or
 - A request to the Governor of the State of Georgia to remove the Board member.

These actions require a super-majority vote of two-thirds of the Board members present except as otherwise specified. These actions shall be taken in accordance with Georgia law.

(2)

BOARD SELF ASSESSMENT

The Board believes that periodic, formal and informal assessments of its effectiveness will improve the Board's performance, exemplify the kind of constructive assessments the Board encourages for all school personnel and programs, and promote a spirit of team work throughout the school system. Formal assessments also provide the Board with suggestions useful to the Board in establishing objectives it will strive to accomplish.

At least once each year, the Board will assess its own performance according to standards established by the Board, with advice and assistance from the Superintendent.

This information will be used by the Board each year in establishing the goals and objectives it will strive to accomplish during the subsequent year.

Clayton County Schools

Date Adopted: Pending
Last Revised: 10/2/2017

BBBA Summary - "Duty Commitments" & "Self Assessment"

Themes - attendance
confidentiality
Board - Supt. interactions
Board Development
Teamwork
Consequences

① ②
periodic
formal & informal
similar standard as all personnel
objectives & goals

**Policy
Board Meetings**

Descriptor Code: BC

Work Sessions/Regular Meetings

Unless otherwise specified in the schedule or changed in a manner allowed by law, the Board's monthly meetings shall be held on the first and last Monday of each month. The Board's regular monthly meetings are legislative in nature. This is where most of the Board's formal actions are taken.

Notice of meetings must be posted at least one week in advance in a conspicuous place and on the District's website. Written or oral notice shall be given at least 24 hours in advance of any meeting to the local organ ? in the county and upon written request a copy of the meeting agenda shall be provided.

Executive Sessions

The Board may meet in executive session to consider student discipline appeals; negotiations to purchase, dispose of or lease property; individual personnel matters, including discussion or deliberation upon the appointment, employment, compensation, hiring, disciplinary action, dismissal or periodic evaluation or rating of an employee or public officer; pending or potential litigation; or any other matters that are required or permitted by law to be addressed in closed meetings. The Board may also meet in executive session to interview applicants for the position of the executive head of the agency, subject to public vote.

A majority vote of a quorum present at an open meeting shall be required in order to close a meeting to the public. The specific reason for closure must be stated in the motion. Executive sessions will generally be held before, during or after the Board work sessions or regular monthly meetings.

Votes may be taken in executive session to authorize negotiations regarding:

- Assessment, purchase, disposal, or lease of property, subject to approval in a subsequent public vote;
- Settlement of a matter which can be properly discussed in executive session, subject to public vote after settlement is negotiated.

The Board shall vote in public on any executive session item requiring official Board action.

When a meeting has been closed to the public, the Board President or other Board member presiding over the meeting shall execute a notarized affidavit stating under oath that the closed meeting was devoted to matters within the exceptions allowed by law and identifying the specific relevant exceptions. The affidavit shall be filed with the official minutes of the meeting. Minutes of the executive session shall be recorded and shall specify each issue discussed. These minutes are not open to the public.

Telephone Conference Meetings

Under circumstances necessitated by emergency conditions involving public safety or the preservation of property or public services, boards may conduct meetings by teleconference, so long as notice requirements are met and the public has access to the teleconference meeting.

On other occasions, so long as a quorum is physically present, a member may participate by teleconference if necessary due to reasons of health or absence from the jurisdiction. Absent emergency conditions or the written opinion of a physician or other health professional that reason of health prevents a member's physical presence, no member shall participate by teleconference more than twice in one calendar year.

When members are participating via teleconference in open board meetings under the requirements described in the preceding paragraph, the board may vote to go into executive session. The majority vote and required motion to go into executive session must follow the requirements of this policy for executive sessions. Board members participating in the open meeting via teleconference may also participate in the executive session. Normal confidentiality considerations for executive session will apply to their participation, and teleconference participants must ensure that non-board members who are not

emergencies
travel
health
- tele
- vid ??
- tech ??

authorized to participate in executive session are not able to access or otherwise hear the executive session.

Clayton County Schools

Date Adopted: Pending
Last Revised: 7/29/2013

BC Summary - "Meetings"

- ① Regular
- ② Work
- ③ Executive Sessions
- * Telephone

} when
what

Policy**Public Participation in Board Meetings****Descriptor Code: BCBI**

The Clayton County Board of Education welcomes public participation and will hear any interested individual pursuant to the guidelines outlined in this policy. Therefore, at the beginning of each regular monthly business meeting, a period of time not to exceed 30 minutes will be devoted to concerns presented by the public. Before appearing before the Board, the public is urged to seek solutions to their concerns through administrative channels. If there are no members of the public wishing to address the Board, the Board may continue with its meeting.

The following rules shall govern speakers who address the Board:

1. Members of the public wishing to speak must call the Board secretary before 4:30 p.m. on the day of the meeting and provide their name, address and topic on which they wish to speak. If remaining slots are available after 4:30 p.m., members of the public may sign up to speak in the lobby up to 15 minutes prior to the start of the meeting. If applicable, the individual will provide the organization, association, or school with which they are affiliated. NOTE: Members of the public will not be allowed to discuss individual personnel issues or confidential student matters.

2. Up to ten (10) speakers will be allowed to speak for three (3) minutes each at Regular Meetings. For Special Board Meetings, excluding Work Sessions, speakers will be allowed to speak for three (3) minutes each. Speakers are asked to strictly adhere to time allocated.

3. Speakers must identify themselves and topic(s) before speaking.

4. Speakers may provide ten written copies of their concern to the Board.

5. Groups are asked to designate a single spokesperson.

6. Board members will not respond to comments from speakers. The Board Chair Chairman may respond as appropriate and, for example, direct speakers to the Superintendent. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.

7. Abusive language and/or personal attacks will not be permitted and shall promptly be ruled out of order by the Board Chair Chairman.

8. Individuals addressing the Board must at all times adhere to the Civility Policy and other rules as may be necessary for the efficient and orderly operation of the meeting. Based on the discretion of the Board Chair, if the Civility policy is violated and or the orderly running of the meeting is disrupted, the security personnel may be prompted by the Board Chair to remove the member of the public out of the meeting place or off the Board of Education properties.

9. The thirty-minute time limit and/or three minute maximum per speaker may be extended with a majority vote of the Board.

The Board vests in the Chairman Board Chair or presiding officer, the authority to terminate the remarks of speakers who fail to adhere to the above rules.

EXPECTATION #1 - The Governing Board leads on student equity

- a. The Governing Board understands the impact of its decisions and District policies on our diverse student body
- b. The Governing Board decisions are embedded with a student-needs' orientation (policy discussions begin and end impact for students)
- c. The equity focus is reflected in all aspects of the Governing Board and District operations
- d. District continues to close the achievement gap and ensures all students have equitable access to district resources and support
- e. The Governing Board's use of an equity lens is highly visible to the public

EXPECTATION #2 - The Governing Board operates effectively with professionalism and respect

- a. The Governing Board and Superintendent clearly understand their roles and responsibilities to ensure that all are working together to achieve the district vision and ensure accountability
- b. The Governing Board adopts clear expectations and protocols for Governing Board operations
- c. The Governing Board engages in annual self-evaluations and goal-setting to increase Governing Board effectiveness
- d. The Governing Board ensures effective leadership of the district through evaluation of the Superintendent
- e. All Governing Board members model professional behavior expected of staff
- f. The Governing Board clearly interprets its position on controversial matters pertaining to the District, thereby enabling the Superintendent to properly carry out the wishes of the Board.
- g. The Governing Board communicates views of personnel effectiveness, including views related to the Superintendent, in a confidential and professional manner.

EXPECTATION #3 - The Governing Board demonstrates leadership in authentically engaging our diverse community

- a. The Governing Board, to ensure better decision-making, should attend and be prepared for all regular meetings, study sessions, and executive sessions.
- b. All Governing Board members should visit each school at least once per academic year, as measured by participation in school events and celebrations, engagement in conversations with administration and teachers and/or observations of teaching and learning
- c. All Governing Board members should attend at least one Community Council meeting, or other district-related community gathering, per academic year to gain information from parents and stakeholders about instructional needs of the district, as measured by attendance and participation in the meeting
- d. All Governing Board members should attend at least one district-wide event, i.e., new teacher orientation, Convocation, retirement celebrations, etc., per academic year to become acquainted with the personnel of the district, as measured by attendance and participation in the event
- e. The Governing Board regularly considers data from our diverse stakeholder groups

EXPECTATION #4 - The Governing Board provides sound legal and fiscal oversight on District budget and assets

- a. The Governing Board adopts a budget aligned with the educational vision and prioritizes the allocation of resources to improve student achievement and provide a core curriculum to all students
- b. The Governing Board ensures that resources are differentiated and prioritized to ensure the success of all students
- c. The Governing Board maximizes its limited resources to increase student learning
- d. The Governing Board will seek legal counsel on issues that may be a conflict of interest.

Adopted by the Governing Board on September 5, 2017

**Policy
Board Powers and Duties****Descriptor Code: ABB**

The School Board is responsible for governance and oversight of all departments and major program areas of the District, both academic and operational.

The School Board's role in the oversight of management is to review and evaluate the performance of all Oversight Areas, at least annually, through formal reports, audits and any other reporting method deemed appropriate by the Board through the Superintendent. "Oversight Areas" that shall report to the Board include:

- Curriculum and Instruction
- Finance
 - Budget
 - Contracting
 - Accounting
- Human Resources
- Nutrition
- Health and Safety
- Transportation
 - Traffic Education
- Facilities
- Facilities Planning
- Custodial Services
- Environmental Services
- Maintenance Services
- Property Management
- Capital Programs
- Distribution Services
 - Warehouse
 - Purchasing
- Business Systems
- Technology Services
- Enrollment and Planning
- Internal Audit
- Communications and Public Affairs
- Strategic Planning
- Research, Evaluation and Assessment
- Policy and Government Relations
- Legal and Risk Management

The Board and the Superintendent understand that oversight of management is the responsibility of the Board as a whole, not of individual Board members. The Board shall hold the Superintendent accountable (in part through annual evaluation) for the performance of these systems.

Oversight Actions

The Board will conduct not less than four Oversight Work Sessions each year for the purpose of reviewing overall system integrity for each Oversight Area. The Superintendent and the Board shall work together to identify the departments and major program areas to

give presentations at upcoming Oversight Work Sessions. Each oversight presentation shall, at a minimum, address:

- The functions of the department or program area and relationship to academic outcomes;
- Organizational structure, names and qualifications of key personnel;
- Budget and staffing overview;
- Evidence of key internal controls;
- Department goals and objectives and major initiatives in process and linkage to strategic plan goals;
- Key Performance Indicators ("KPIs") with the latest data available;
- Department performance in meeting its goals and objectives;
- Major information technology systems necessary to this function;
- Key risks and opportunities associated with this function;
- List of major outside service contracts with brief description of each; and
- Response to Board questions submitted in advance.

The Board shall receive final Oversight Work Session presentation materials and documents not less than (3) three business days prior to the scheduled work session. Executive summaries will be provided for any report containing extensive data.

In addition to the Oversight Work Sessions, the Board may fulfill its oversight responsibilities for the District's operations by considering the matters identified below.

- Financial Systems:
 - Reviewing processes and internal controls used to ensure integrity of all major components of the District's financial systems;
 - Receiving and reviewing the annual external audit of the District's finances;
 - Requiring the Superintendent to follow-up on the recommendations of the external auditors on a time appropriate basis;
 - Receiving and reviewing all internal audit reports; and
 - Requiring the Superintendent to make any necessary procedural changes based on internal audit reports.
- Curriculum Programs:
 - Reviewing the status of curriculum documentation and availability to teachers;
 - Reviewing processes for ensuring alignment and consistency of document curriculum and assessments;
 - Reviewing processes for building or buying new instructional materials; and
 - Reviewing processes and status for training all certificated staff in curriculum and standards.
- Human Resources:
 - Reviewing effectiveness of professional development;
 - Requiring the Superintendent to uphold integrity and transparency of selection processes;
 - Receiving reports on staffing not less than twice per year;
 - Reviewing effectiveness of performance evaluation processes;
 - Reviewing compensation strategy; and
 - Reviewing training programs with an emphasis on required trainings.
- Support Services, Facilities and Capital Programs:
 - Reviewing safety and security (level of service and trend data);
 - Reviewing construction management policies and completed project reports;
 - Reviewing Facilities Department's plan and completed project reports including "on time" and "on budget" results;

- Reviewing school support services: major contracts, level of service, and customer satisfaction; and
- Capital planning.
- Technology:
 - Receiving return on investment calculations for all major systems;
 - Requiring the Superintendent to maintain equity of technology in all schools;
 - Receiving recommendations regarding technological innovations that could be integrated in the District and plans for the transition of existing technologies; and
 - Reviewing general technology plans, policies and key technology strategies.
- Superintendent:
 - Requiring a clear, fair and transparent planning process with appropriate engagement of key stakeholders; and
 - Annual review of the Superintendent's performance.

On a monthly basis, the Board shall receive a copy of the most recently available monthly financial statements showing the District's balance sheet and income statement for all major accounts. The Board shall also receive a written summary of key points which identifies any significant trends or changes from the prior period.

The Board shall also receive such other annual program oversight and performance reports as may be identified elsewhere in adopted Board policies or as directed by the Board from time to time.

The Board shall periodically review the District's Code of Conduct and Code of Ethics to ensure they are operating appropriately and effectively.

The Board will be apprised by the Superintendent of any government or management commissioned audits, reviews or reports of the performance of District departments, programs or the District as a whole.

Clayton County Schools

Date Adopted:8/5/2013
Last Revised:9/6/2016

Name (Optional): _____

Exit Ticket

1. What do you hope the CCPS BOE does differently after today because of this session?

2. What feedback do you have for Jasmine?