

Kalkaska Public Schools

Blazing a Trail to Excellence



School Board General Information

Revised: 03-11-2019

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WELCOME

Blazing a Trail to Excellence! The Kalkaska Public Schools Board of Education is committed to the continuous improvement of our children's educational experiences.

This booklet is intended to provide insight into the roles and responsibilities of the Board of Education, the members of the board, and the Superintendent. This booklet will not fully explain every detail, but rather provide an overview for conceptual understanding.

Our Mission:

Developing productive and civic minded lifelong learners.

Our Vision:

Kalkaska Public Schools will be a model of excellence in education and a source of community pride.

Through cooperative collaboration we strive to optimize the educational experience for all students in the district. I encourage the board and all participants at board meetings to recognize and utilize these important behaviors:

- ❖ Begin with an assumptive expectation of the best
- ❖ Listen closely and communicate openly and honestly; treating every person with dignity and respect modeling the behavior you expect from today's students
- ❖ Embrace diverse people, ideas and thinking; encouraging participation, change and innovation
- ❖ Debate constructively, with care for our students, our community, and each other
- ❖ Set clear expectations, responsibilities and roles
- ❖ Be courageous and optimistic but decide definitively and support the majority outcome

It is through the active participation and input of district employees, parents, students and community members that our district will be the best and improvements will be natural, expected and embraced. The future of tomorrow's leaders is dependent upon your involvement. Be more than a spectator, be an active participant in guiding the growth of today's students.

Best Regards,

Rachael Birgy

President (2019), Kalkaska Public Schools Board of Education

SECTION 1: ROLES

Taken from MASB

http://masb.org/Portals/0/Education_Community/Superintendents/Roles_and_Responsibilities.pdf

The Role of the Superintendent:

- Manages operations in central office and coordinates and oversees efforts of all schools within the district. Works toward meeting district and superintendent goals established by the board.
- Advises board on policy development, need and impact and is responsible for creating and implementing administrative procedures to carry out the requirements of each policy.
- Assists and advises board in creating the long and short-term goals. Based on the goals, establishes strategies for implementation at each school.
- Works with school administrators to develop a draft budget, recommends the budget to the board, makes revisions as requested by the board, and administers the budget adopted by the board.
- Recommends courses of study and texts aligned with district vision, goals and objectives. Provides student assessment data for board analysis.
- Recommends all personnel to be hired; is responsible either directly or indirectly for performance evaluations. Analyzes, interprets and communicates the needs of the school system to the board and supervises facility renovations and new construction projects.
- Recommends and implements a program of school-community relations and keeps all stakeholder groups informed about district policies, programs and procedures.
- Provides administrative assistance and facilitation of the board's self-assessment process.

The Role of the Board of Education:

- Recruits, hires and evaluates the performance of the superintendent.
- Establishes policy for the district and shares in policy development.
- The district vision is translated into long and short-term goals. The board establishes the structure to accomplish the vision, and periodically evaluates the results.
- Reviews and adopts the budget submitted by the superintendent and aligns the funding priorities with the district goals.
- Approves recommended curriculum and texts based on standards, goals and policies established by the board. Review and evaluate curriculum as it relates to student assessment results.
- Adopts policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave and professional development and employee evaluations.
- Determines school facility needs and communicates proposed construction plans to the community.
- Adopts policies governing school-community relations, advocates for the public school system and remains responsive to community ideas and needs.
- Evaluates the performance of the board and provides feedback for personal leadership development.

SECTION 2: POWERS AND PHILOSOPHY:

Board Powers – 0122 (excerpt)

The District shall operate as a General Powers School District. As such it has all of the rights, powers, and duties expressly stated in statute; may exercise a power implied or incident to any power expressly stated in statute; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to the operation of the District in the interests of public elementary and secondary education in the District, including, but not limited to, all of the following:

- A. Educating Students. In addition to educating students in grades PreK-12, this function may include operation of preschool, lifelong education, adult education, community education, training, enrichment, and recreation programs for other persons.
- B. Providing for the safety and welfare of students while at school or at a school-sponsored activity or while enroute to or from school or a school-sponsored activity.
- C. Acquiring, constructing, maintaining, repairing, renovating, disposing of, or conveying school property, facilities, equipment, technology, or furnishings.
- D. Hiring, contracting for, scheduling, supervising, or terminating employees, independent contractors, and others to carry out District powers.
The District shall indemnify its employees.
- E. Receiving, accounting for, investing, or expending District money; borrowing money and pledging District funds for repayment; and qualifying for State-School Aid and other public or private money from local, regional, State, or Federal sources.

Revised 6/24/13

Philosophy of the Board

A Board of Education is a legal entity for providing a system of public education within a geographic area of the State of Michigan. The system was created by, and is governed by, State statutes. Members of a Board are chosen by citizens to represent them and the State in the governance of the local schools.

The Board has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of residents. While the Board has an obligation to determine and assess citizen desires, it is understood that when the voters elect delegates to represent them in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. Maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body.
- B. Establish policies and make decisions on the basis of declared educational philosophy and goals.

- C. Act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the Board of Education has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

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SECTION 3: FUNCTIONS

Bylaws and Policies - 0131.1

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District.

Those bylaws and policies which are not dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected except that the Board may, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures.

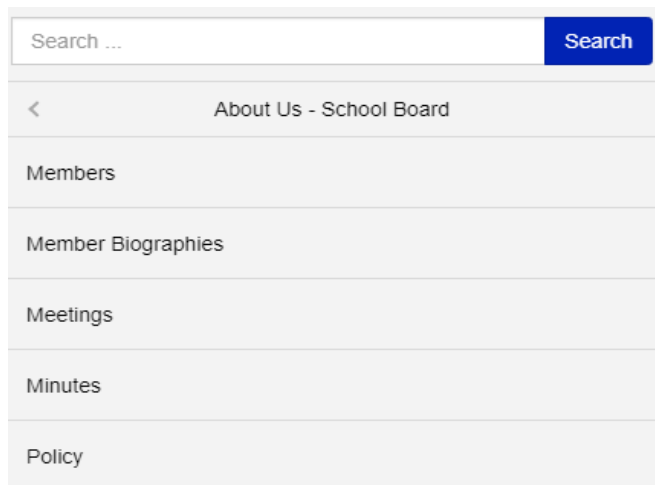
The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

M.C.L. 380.1201 et seq.; Revised 9/8/14

Accessing Bylaws and Policies

Utilize the guidelines below to access school board policy and administrative guidelines.



The screenshot shows a web interface with a search bar at the top containing the text "Search ..." and a blue "Search" button. Below the search bar is a navigation menu with a back arrow and the text "About Us - School Board". Under this menu, there is a list of links: "Members", "Member Biographies", "Meetings", "Minutes", and "Policy".

1. Go to the district's webpage at www.kpschools.com and then do the following: dropdown menu to select "Policy:" **About Us, School Board** and lastly click **Policy**

Here is the quick link:

<http://www.kpschools.com/vnews/display.v/SEC/About%20Us%7CSchool%20Board%3E%3EPolicy>

Selection of Superintendent - 0132.1

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board

The Board of Education shall exercise its executive power in part by the appointment of a Superintendent who shall enforce the statutes of the State of Michigan, rules of the State Board of Education, and the policies of this Board.

Administrative Guidelines - 0132.2

The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the school will be operated. These detailed arrangements shall constitute the administrative guidelines governing the schools which are not inconsistent with statutes or regulations of the State Board or the policies of this Board.

Such administrative guidelines shall be binding on the employees and the students of this District when issued.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

Judicial - 0133

The Board of Education assumes jurisdiction over any dispute or controversy arising within this District and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

In furtherance of its adjudicatory function, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

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SECTION 4: MEMBERSHIP

Orientation – 0142.7

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures. Accordingly, the Board shall give to each new Board member, no later than his/her first regular meeting as a Board member, for his/her use and possession during the term on the Board the following items:

- A. a copy of each current negotiated agreement
- B. the current budget statement, audit report, and related fiscal materials

Each new Board member shall be invited to meet with the Board President and/or the Superintendent to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

Authority – 0143

Individual members of the Board do not possess the powers that reside in the Board of Education. The Board speaks through its minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members elected to and serving on the Board. M.C.L. 380.1201

Access to District personnel records shall be subject to the following rules:

- A. Examination of school employee personnel records by the Board of Education shall be conducted in accordance with the Open Meetings Act.
- B. Personnel records shall, in their entirety, be returned to the custody of the Superintendent at the conclusion of the Board meeting.
- C. Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members in fulfilling their legal responsibilities in making decisions in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, and dismissal or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

Board Member Ethics – 0144.2

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;

- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools

Source: Board of Directors, National School Boards Association.

Conflict of Interest – 0144.3

Board members shall perform their official duties in a manner free from conflict of interest. To this end:

- A. No Board member shall use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.
- B. When a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.
- C. A member of the Board is presumed to have a conflict of interest if the member or his/her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is an employee of the School District.
- D. Having a child in the District does not alone constitute a conflict of interest or financial interest in a contract or other financial transaction of the School District.

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage.

Revised 8/8/16

SECTION 5: MEETINGS

Use of Electronic Mail – 0167.5

Since E-mail is a form of communication that could conflict with the Open-Meetings Law, it will be used to conduct business of the Board only for the purposes of communicating:

- A. messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;
- B. possible agenda items between the Superintendent and the Board President;
- C. times, dates, and places of regular or special Board meetings;
- D. a Board meeting agenda or public record information concerning items on the agenda;

- E. requests for public record information from a member of the administration, school staff, or community pertaining to District operations;
- F. responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Freedom of Information Act, unless an exemption would apply.

Meeting Dates – Approved at Organizational Meeting in January

The Kalkaska Public Schools Board of Education has set the following dates for its regular meetings. The meetings will take place at the Board of Education Room located at 315 S. Coral Street, Kalkaska, MI, unless noted; Telephone 231-258-9100.

Date	Location	Time
Monday, February 11, 2019	Board of Education Room	7:00 p.m.
Monday, March 11, 2019	Board of Education Room	6:00 p.m.
Monday, April 8, 2019	Board of Education Room	6:00 p.m.
Monday, May 13, 2019	Board of Education Room	6:00 p.m.
Thursday, June 20, 2019* <i>Budget Hearing and Meeting</i>	Board of Education Room	6:00 p.m.
Monday, July 8, 2019	Board of Education Room	6:00 p.m.
Monday, August 12, 2019	Rapid City Elementary	6:00 p.m.
Monday, September 9, 2019	Board of Education Room	6:00 p.m.
Thursday, October 14, 2019	Board of Education Room	6:00 p.m.
Monday, November 11, 2019	Board of Education Room	6:00 p.m.
Monday, December 9, 2019	Board of Education Room	6:00 p.m.
Monday, January 13, 2020	Board of Education Room	6:00 p.m.

*Tentative Date

SECTION 6: DUTIES

Board Officers - 0171

The officers of the Board shall be President, Vice-President, Secretary, and Treasurer, and such assistant secretaries and assistant treasurers as the Board determines. The President and Vice-President shall be Board members. The Secretary, Treasurer, and assistant secretaries and treasurers need not be Board members.

President – 0171.1

The President shall:

- A. preside at meetings of the Board;
- B. make committee appointments;
- C. serve on the county election scheduling Board;
- D. countersign orders legally drawn by the Secretary upon the Treasurer for money to be disbursed on behalf of the School District;
- E. cause an action to be prosecuted in the name of the District on the Treasurer's bond in case of a breach of a condition of the bond;
- F. perform other duties appropriate to the office of the President.

Vice-President – 0171.2

The Vice-President of the Board of Education shall:

- A. preside at meetings of the Board when the President is not able to attend;
- B. perform other duties appropriate to the office of Vice-President as the Board determines;
- C. in case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.

Secretary – 0171.3

The Secretary of the Board of Education shall:

- A. be the chief election officer of the District and may delegate this duty to other members of the District's staff;
- B. act as clerk at meetings of the Board;
- C. record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
- D. prepare reports as required by the State Board.
- E. perform other duties required by law or by the Board.

Treasurer – 0171.4

The Treasurer of the Board of Education shall:

- A. oversee the care and custody of all monies of the District;
- B. oversee the payment of funds for the purposes specified by law, or, in the case of gifts or donations for the purposes for which the money is given or donated, on proper orders signed by the Secretary and countersigned by the President of the Board;
- C. perform other duties the Board may prescribe in its bylaws relating to the administration of School District funds.

M.C.L.A. 380.1221

Committees – 0155 (excerpt)

Committees of Board members shall perform the duties as assigned by the Board, which may include deliberating, making decisions/recommendations or taking other actions specifically authorized by the Board.

The President is authorized to appoint, as soon after the organizational meeting as practicable, members of the Board to the standing committees where they shall serve a term of one (1) year.

Ad hoc committees may be created and changed at any time by the President or a majority of the members present at any meeting at which the need for a committee becomes evident or the Superintendent with the approval of the Board.

Members of ad hoc committees shall serve until the committee is discharged.

The Superintendent shall serve as an ex-officio member of each committee.

A member may request (or refuse) appointment to a committee.

Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President.

Time Commitments

Regular board meetings: Typically, the second Monday of the month at 6:00 p.m. The June board meeting is usually held later toward the end of the month to allow the district more time to formulate a budget to be approved.

Board Work sessions: The board has standing committees, which meet occasionally throughout the school year, depending on the committee.

Participation in other district functions including commencement and other activities to support the students of the district are highly recommended.

Participation in school board training courses are also highly recommended. These classes may require some overnight travel.

SECTION 7: BOARD INFORMATION

Board Members

Rachael Birgy	President
John Rogers	Vice-President
Mary Scobey	Treasurer
Stacey Hicks	Secretary
Richard Hodgman	Trustee
Mike Tinkle	Trustee
Wendy Watson	Trustee

Standing Committees

Personnel

The purpose of this committee is to develop an instrument for evaluating the superintendent. This committee may also offer feedback to the superintendent on personnel issues and may be consulted during contract negotiations, when needed.

-Meet, as needed

- *Stacey Hicks*
- *Mike Tinkle*
- *Rachael Birgy*
- *Alt: Wendy Watson*

Public Relations

The purpose of this committee is to market the school district. They may also strategize and come up with possible solutions or approaches when addressing issues of public concern in the district. These could include the bond issue, closing a building, promoting programs that currently do not exist, athletics, etc. This committee can also solicit community support outside the school day.

-Meet, quarterly

- *Richard Hodgman*
- *Stacey Hicks*
- *Mary Scobey*
- *Alt: Mike Tinkle*

Finance/Operations/Policy

The purpose of this committee is to review the draft of the budget. This committee may also discuss any major expenditures or opportunities to save money. They may also discuss any major purchases. This committee may also conduct walkthroughs to evaluate building facilities and grounds. The committee may make recommendations to the superintendent for improvements or issues they believe need attention. This committee may review policy or create new policy and make a recommendation to the Board for final approval.

-Meet Minimum Quarterly

- *John S. Rogers*
- *Wendy Watson*
- *Rachael Birgy*
- *Alt: Richard Hodgman/Mary Scobey*