

# AGENDA

## BOARD OF EDUCATION SPECIAL/BOARD MEETING/WORK SESSION/ORIENTATION

**Monday, January 9, 2017**

Rev. Lyman S. Parks Administration Building  
Room 101, 1331 Franklin SE

**4:30 p.m.**

### Call to Order

- Roll Call
- Approval of Agenda

### Public Comment

### Special Order of Business

1. Board Member Introduction & Length/Term of Service
2. Organizational Chart/Cabinet Members & Roles
3. "GRPS 101" Overview of Schools
4. Transformation Plan
  - BREAK
5. Board Member Responsibilities/Self Evaluation
  - Board Meetings
  - Work Sessions
  - Committees
  - Negotiations
  - Student Reinstatements
  - Graduations, Dates/Locations
  - School Events
  - Community Events
  - Retreat/Superintendent Evaluation
  - Legislative Lunch/Day
  - Conferences/Associations, NSBA, MASB, CUBE, Clark Hill
  - Other BOE PD

*The Grand Rapids Public Schools is an Equal Opportunity Institution - F/M/V/D  
If you need special accommodation due to a disability, please contact the Equal Opportunity Office at 1331 Franklin, SE  
P.O. Box 117, Grand Rapids, MI 49501-0117 or call 819-2100 (TDD 1-800-649-3777) prior to the meeting.  
The advance notice will enable us to better accommodate you.*

The Board of Education shall annually, at its first meeting in July, elect the following officers who shall serve for a full year and until their successors are elected at the annual organizational meeting:

- President of the Board
- Vice-President of the Board
- Secretary of the Board
- Treasurer of the Board

The Board may appoint such Assistant Secretaries and Assistant Treasurers as the Board determines. The President, Vice-President, Treasurer, and Secretary shall be members of the Board. Assistant Secretaries or Assistant Treasurers need not be Board members.

#### President Role/Responsibilities

The President of the Grand Rapids Public Schools Board of Education first and foremost assures the integrity of the Board's process. In addition, the President may be the only Board member authorized to speak for the Board other than when the Vice-President presides in the absence of the President or the Board authorizes another Board member to serve as a spokesperson. Specific responsibilities of the President are:

- Presiding over and facilitate Board meetings and maintain order;
- Representing the Board to outside parties;
- Making decisions within the parameters of Board policy;
- Guiding the Board in achieving its job outcomes;
- Providing clarity of its governance process when needed;
- Responding to public comment;
- Providing leadership and counsel to Board members;
- Appointing Board members to standing and ad hoc committees;
- Determining the Board meeting agendas with the Superintendent according to the Board's expectations and legal statutes;
- Assigning seating at the Board table;
- Ensuring that the Board acts consistently within its own policies and procedures;

- Ensuring that the Board upholds legal statutes;
- Holding meeting discussions that are pertinent to the Board’s job; and
- Ensuring that the Board completes its business in a fair, open, timely, and orderly manner.

The President of the Board *is not authorized to*:

- Make decisions regarding mission-related or Superintendent (Parameters/ Responsibilities) policy areas, as these are for the full review of the Board;
- Expend funds unless authorized by the Board;
- Enter into contracts on behalf of the Board; and
- Exceed the authority granted by the Board.

The President of the Board *is authorized to*:

- Make decisions that fall within the purview of Board policies, unless authority is delegated elsewhere;
- Use any reasonable interpretation of the provisions within policies;
- Represent the Board in announcing Board-related positions, stating President decisions and interpretations delegated to the President;
- Respond to inquiries from the media; and
- Provide for the annual in-service for all Board members, both incumbent and newly elected, on functioning as an individual Board member and as a Board, according to its policies.

#### Vice-President Duties and Responsibilities

Specific responsibilities of the Vice-President include:

- Presiding at all Board meetings in the absence of the President;
- Performing all duties of the President when the President is absent; and
- Managing the Superintendent evaluation process, including notifying the President and Superintendent of appropriate timelines as specified in the Superintendent’s contract, implementing the evaluation for all phases of the contract, and preparing a final document if the Board determines that a written document should be prepared and filed. The evaluation tool will be mutually agreed upon by the Board’s Executive Committee and Superintendent.

Treasurer Duties and Responsibilities

Specific responsibilities of the Treasurer include:

- Performing the responsibilities delegated by the Michigan Revised School Code;
- Delegating to the Chief Financial Officer the duties of the Treasurer required by the Michigan Revised School Code, except those legally the responsibility of the elected officer; and
- Serving as the chairperson of the Board’s Finance Committee and, in that capacity, reviewing financial reports and documents prior to the presentation of same by staff to the entire Board.

Secretary Duties and Responsibilities

Specific responsibilities of the Secretary include:

- Delegating to the Assistant to the Board the duties of the Secretary required by the Michigan Revised School Code, except those legally the responsibility of the elected officer; and
- Informing the Board of communications and other information that is directed to the Board.

Board Member Duties and Responsibilities

Individual Board members shall:

- Keep the Superintendent and fellow Board members advised of community reaction to the school program and to school policies;
- Listen to citizens with questions, comments, and complaints, referring them to an appropriate member of the school staff in accordance with the policies of the Board;
- Refer personal requests and criticisms by employees directly to the appropriate administrative office and/or union official in accordance with the policies of the Board;
- Act on the selection, assignment, transfer, promotion, demotion, or dismissal of school personnel, both certified and non-certified, only after submission of a recommendation by the Superintendent of Schools;

## Section 1000 – Board Bylaws

1150 Board Officers

1150-4

- Participate in county, regional, state, and national associations of school board members;
- Hold the Superintendent responsible for acceptable standards and results in the operation of the school system;
- Be responsible for their own behavior and consequences;
- Not undermine the leadership of the President and take only those actions which are congruent with policy;
- Observe Parliamentary procedure, deferring to the President when clarity of procedure is needed;
- Respect the authority of the President;
- Not bypass the authority and/or role of the President;
- Communicate directly with the President regarding performance issues; and
- Inform the President or Superintendent of additional agenda items prior to the Board meeting.

Approved: June 29, 2009

LEGAL REF: MCL 380.11a; 168.4; 380.1201

At the annual organizational meeting, the Board of Education shall elect its officers by a roll call vote in the following order.

- President of the Board
- Vice President of the Board
- Secretary of the Board
- Treasurer of the Board

Candidates shall be nominated by the Board members and shall be elected by a majority vote of members elected to, or appointed, and serving on the Board. No second to a nomination shall be required. The following procedures will be used by the Grand Rapids Board of Education in the election of officers at the annual organizational meeting of the Board in January:

- Board members may write a letter of support for the suggested nomination of either themselves or another Board member for an officer position. The letter should contain a list of qualifications or rationale. The deadline for nominations will be 4:00 p.m. five (5) days prior to the Board's organizational meeting. Letters must be submitted to the Assistant to the Board or designee. All letters of support for suggested nominations will be sent to Board members (includes newly elected Board members who take their seats on January 1) prior to the organizational meeting for consideration.
- Outgoing Board members who will not be serving as of January 1 are not eligible to nominate an individual for a Board office. Newly elected Board members are prohibited from submitting a nominating letter until January 1 when they take their seat as a Board member. Newly elected Board members have until 6:00 p.m. the evening of the organizational meeting to submit a letter for a suggested nomination.
- In keeping with the Open Meetings Act, Board members should not deliberate about the election of Board officers outside of an open meeting.
- At the organizational meeting, the Acting Chairperson will place into consideration all letters for suggested nominations. Nominations will also be accepted from Board members at the organizational meeting and should

## **Section 1000 – Board Bylaws**

### 1152 Election of Officers and Length of Term

1152-2

include a listing of qualifications or rationale. In the event that no ranking Board officer is available to chair the Board's organizational meeting, the Board shall elect a chairperson pro tem to chair the organizational meeting until a President is elected.

- Notification of the process for Board officer elections will be provided to newly elected Board members within ten (10) days prior to the annual School Board organizational meeting.

Approved: June 29, 2009

Revised: May 7, 2012

LEGAL REF: MCL 380.11a; 168.641

## **Section 1000 – Board Bylaws**

The primary purpose for Board self-assessment/evaluation is for the improvement of Board member leadership. In evaluating the Board's functions and roles, the Board may focus attention to the following:

1. The Board shall assess the needs of the District's students, establish priorities, and allocate the personnel and financial resources to meet the student's needs,
2. The Board shall know the standards against which they will evaluate themselves and be involved in the development of those standards,
3. Evaluation shall be at a scheduled time and place with no other items on the agenda,
4. The evaluation should be a composite of the individual Board members' opinions,
5. The evaluation should include a discussion of strengths and weaknesses, and
6. The Board should be free to comment on any area related to its function of directing the District.

The Board and Superintendent may cooperatively develop an evaluation plan that annually evaluates the various aspects of the Board's functions, duties, and roles.

Approved: June 29, 2009

LEGAL REF: MCL 380.11a



The Board and its meetings shall be governed by the following rules of procedure:

a. Presiding Officer

The President (or Vice-President in the absence of the President) shall preside at all meetings. In the absence of both the President and Vice-President, the members present shall elect a President pro-tempore who will serve only for that meeting or for that part of the meeting in which the President and Vice-President are absent.

The Presiding Officer shall introduce and present each agenda item for discussion, or will introduce and then designate the Superintendent or other staff member who will present the agenda item. Following its presentation, an agenda item may be opened for discussion by the Presiding Officer. Except where permission is otherwise granted by the Presiding Officer, discussion of opened agenda items shall be limited to Members of the Board.

The Presiding Officer shall be responsible for enforcing these rules of procedure and conducting meetings in a manner which preserves order and decorum. Members of the Board and others in attendance shall comply with the direction of the Presiding Officer.

b. Quorum

A majority of the members elected to, appointed, and serving on the Board shall constitute a quorum. Members may participate in meetings via remote means such as telephone conference calls, computer web cam, or a teleconference arrangement. Members participating in this manner will be counted as “present” for purposes of establishing a quorum.

c. Speaking

When a Board member desires to speak on any matter or issue before the Board, he or she shall first seek recognition to speak from the Presiding Officer. Board members shall address all comments to the Board.

d. Motions and Resolutions

The Board will take all formal actions by verbal motion unless a formal resolution is required by law or otherwise desired. Generally, resolutions are

reserved for more important or complex questions, or when greater formality is desired. All resolutions shall be reduced to writing prior to adoption by the Board.

Any member of the Board who wishes to make a motion, second a motion or discuss pending business will first secure recognition of the Presiding Officer. Except where permission is otherwise granted by the Presiding Officer, discussion of a motion before the Board or other pending business shall be limited to Members of the Board.

A motion must be before the Board in order to discuss an agenda item that has been presented by the Presiding Officer for consideration. No motion shall be adopted by the Board until stated by the Presiding Officer. Any motion may be withdrawn by the sponsor at any time before decision or amendment by the Board.

The following motions will be in order:

1. To take action.
2. To call the question.
3. To amend or modify a motion made to take action, but such amending motion will be disposed of before any other motion to amend or modify the original motion will be in order. Once approved by a quorum of the Board, a motion to amend or modify a motion may be combined with the original motion.
4. To lay on the table for subsequent consideration at the same meeting.
5. To postpone action to a specific time, date and place or until occurrence of a condition or event.
6. To refer or re-refer a matter to a Board committee.
7. To postpone indefinitely. A motion to postpone indefinitely the further consideration of any motion, resolution or other matter shall require the affirmative vote of a quorum of the Board and the vote upon such a motion shall not be reconsidered.

8. To reconsider a vote (including a vote resulting in a tie) or other action that has been taken by the Board, but only if no action has been taken in reliance upon such vote or action. Any Board member may move for reconsideration of such vote or action at the same meeting the vote or action was made or at the next regular meeting of the Board, but at no other subsequent meeting. No vote or other action shall be reconsidered more than once. A motion to reconsider shall require the affirmative vote of a quorum of the Board. When a motion to reconsider fails, it cannot be renewed. This does not preclude the Board from again dealing with an issue, policy, decision or other action based upon significant new information unavailable to the Board when the decision or other action was initially taken.
9. To go into closed session as permitted by and in accordance with the Open Meetings Act.
10. To call a recess at the discretion of the Presiding Officer.
11. To adjourn. A motion to adjourn shall always be in order and shall be decided without debate.

With the exceptions of a motion to lay on the table for subsequent consideration, a motion to postpone action to a specific time, date and place or until occurrence of a condition or event, or a motion to adjourn, each of the motions listed above may be subjected to discussion or debate by the Board.

e. Rules of Procedure

In no event shall the Board adopt or otherwise use Robert's Rules of Order or any other standard code of parliamentary procedure.

f. Amendment/Suspension of Bylaws and Policies

The Board, by a vote of a majority of its members (*i.e.*, members elected to, appointed, and serving on the Board), may amend the bylaws, or suspend the operation of the bylaws temporarily, but such amendment or suspension shall not relieve the Board from complying with applicable law. Policies shall be adopted,

## **Section 1000: Board Bylaws**

1330 Rules of Order

1330-4

amended, or repealed only by a majority vote of the Board (*i.e.*, members elected to, appointed, and serving on the Board).

Approved: June 29, 2009

Revised: February 6, 2012

LEGAL REF: MCL 380.11a; 380.1201; OAG, 1981-1982, No 6057, p 622 (April 20, 1982); OAG, 1981-1982, No 6091, p 711 (August 18, 1982)

The Board may establish such standing, ad hoc, and advisory committees as it deems necessary. The type and function of each committee shall be dictated by the needs of the District for the special services of such committee and may include such duties including deliberating, making decisions/recommendations or taking other actions specifically authorized by the Board. Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President. 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 committee shall organize itself with assistance from the Superintendent. The Superintendent or designee shall provide appropriate District material to each committee. Board Committees must comply with the relevant portions of the Open Meetings Act. A committee may meet in closed session to review the specific contents of an employment application provided when the application for employment requests that the information remains confidential. It may not, however, meet in closed session to protect an applicant's identity.

The Superintendent shall appoint a staff person to support the work of each committee. The staff person shall keep the Superintendent informed of the activities of the Committee. Minutes are tools of communication to the public and Board.

The Board may dissolve any committee at any time.

The following principles will apply to all Board of Education Committees:

- a. The purpose of a committee is to facilitate the work of the Board in achieving its mission (Cf. 1015). Specific tasks will be referred to committees by the Board President, Superintendent, or the Board of Education.
- b. Board committees will develop policy and program proposals with assistance from assigned administrative staff as well as review legislative matters relating to the charge of the assigned committee.
- c. Board committees will listen to constituent comments on proposals.
- d. Board committees will submit recommendations to the Board regarding policies and proposals appropriate to the mandate of the committee.
- e. Board committees will not interfere with the work of the Board.

## Section 1000: Board Bylaws

### 1180 Board Committees

1180-2

- f. Board committees will not speak or act for the Board except when formally given such authority for specific and time-limited purposes; e.g. Expulsion Appeal Hearing Committees.
- g. Board committees may not exercise authority over the staff.
- h. Committee meetings will be posted in accordance with the Open Meetings Act.
- i. Reports of committees of the Board will contain information items and recommendations for actions by the Board. Standing committee reports can contain a recommendation for action only when it is agreed to by a majority vote of the members of the committee at a meeting of the committee. In the event of a tie vote regarding a recommendation for action, the item for recommendation shall be brought forward to the full Board for discussion and consideration at its next regularly scheduled meeting or special meeting called for the purpose of considering such item(s).
- j. Quorum for all committees shall be considered a majority of the membership assigned to the committee.

### Standing Committees

The Board shall have two (2) standing committees:

1. Academic Achievement Committee, and
2. Finance Committee.

#### a. Committee Charges:

- Academic Achievement Committee: This committee shall review matters related to the educational programs of the school district and make recommendations to the full Board, when appropriate.
- Finance Committee: This committee shall review financial and operational matters of the school district and the Board of Education and make recommendations to the full Board, when appropriate. The Finance Committee shall be responsible for preparing a proposed budget for the Board of Education in accordance with District Policy 3100.

b. Committee Membership

Each standing committee shall consist of a chairperson and three (3) additional members *selected* from the Board, excluding the Board President. The Board President shall serve as the alternate for each of the standing committees. Appointments will be made by the President of the Board by January 31st of each year.

c. Meetings

The committee chairpersons shall set a schedule of meetings for the year. The committee meeting schedules will be posted by the Secretary of the Board (or Assistant to the Board).

Ad Hoc and Advisory Committees

The Board of Education or the President of the Board may authorize the appointment of Ad Hoc (temporary) and Advisory committees. Ad Hoc or Advisory Committees shall have a membership selected by the Board President with a total of not less than three (3) members and no more than four (4) members with one member from the Board selected as an alternate. The Board President shall select the Committee Chair for any Ad Hoc or Advisory Committee.

- a. Ad Hoc or Advisory Committees shall serve for a specified purpose and shall serve until all necessary reports have been formally received by the Board of Education or until the next annual organizational meeting.
- b. Appointment of Ad Hoc and Advisory Committees shall be reported at a business meeting of the Board.
- c. Ad Hoc and Advisory committees will operate according to the same principles as standing committees.

The Superintendent shall assign such school personnel to assist the committee in its study as the situation warrants. The Superintendent shall exercise discretion in providing such personnel.

## Section 1000: Board Bylaws

1180 Board Committees

1180-4

At the request of the committee or at the discretion of the Superintendent, the Superintendent shall make available to the committee such material as the situation warrants and as may be available at reasonable times and at a reasonable cost.

At the request of the committee or upon the initiative of the Board, limited financial assistance may be given to the committee. The Board may request committees to submit budget requests to the Board for approval.

As directed by the Board or upon the initiative of the committee, the committee shall make reports to the Board. The Board shall be furnished with the minutes of each meeting of the committee within ten days following each such meeting. All minutes of said committee will be filed with the Secretary of the Board. Each committee shall submit a report of its activities and accomplishments to the Board at least once every three months.

Whenever, in the opinion of the Board, there is no longer any need for an advisory committee created by the Board, the Board shall dissolve such committee by appropriate Board action. Each member of the committee shall be notified of the Board's action. No committee appointment shall exist longer than one year unless re-appointed by the Board.

Approved: June 29, 2009  
Revised: June 20, 2011  
Revised: February 6, 2012  
Revised: January 22, 2013

LEGAL REF: MCL 15.263; 380.11a; OAG, 1977-1978, No 5183, p 21 (March 8, 1977); OAG, 1977-1978, No 5183-A, p 97 (April 18, 1977); OAG, 1977-1978, No 5286, p 403 (March 31, 1978); *Schmiedicke v Clare School Board*, 228 Mich App 259 (1998)



## **Section 6000 – Negotiations**

6100 Board Negotiating Agents

6100

The Board shall appoint a member of the staff, or the Superintendent, or an outside consultant, to serve as chief negotiator in its negotiations with each employee group recognized under the Public Employment Relations Act.

The appointed chief negotiator shall be fully empowered to reach a tentative agreement on collective bargaining agreements on behalf of the Board within the parameters established by the Board.

Approved: June 29, 2009

LEGAL REF: MCL 423.211

## **Section 6000 – Negotiations**

### 6200 Confidentiality of Negotiations Information

6200

Board members and administrators are to keep information regarding the progress, status, or issues involved in negotiations confidential unless authorized by a majority vote of the full Board to serve as a spokesperson to release information to the staff, media representatives, or the public. Unless otherwise determined by the Board, only the Superintendent is authorized to release negotiations information.

Board members violating this policy are subject to discipline by the Board that may include removal from a Board officer role, removal from committee assignments, and/or public censure.

Administrative staff members violating this policy are subject to discipline as determined by the Superintendent.

Approved: June 29, 2009

## **Section 6000 – Negotiations**

The Superintendent may serve as the chief negotiator for the Board at the discretion of the Board. If the Superintendent is not serving as the chief negotiator, he/she may serve as a negotiating team member or as a consultant to the negotiating team.

The Superintendent shall serve as the liaison between the Board and the bargaining team and shall be responsible to keep the Board informed on the progress of negotiations.

The Superintendent shall arrange for the chief negotiator, if other than him/herself, to meet with the Board to develop negotiation goals and objectives, establish parameters and provide periodic updates on the progress of negotiations.

The chief negotiator shall be expected to maintain close communication with the Superintendent on the status of negotiations including proposals discussed or offered at the bargaining table.

Approved: June 29, 2009

## GRPS BOARD/SUPERINTENDENT/CABINET 2017 COMMUNITY EVENTS

Event	Date	Time	Venue
<b>Grand Rapids Urban League’s 17th Annual Dr. Martin Luther King Jr. Corporate Breakfast</b>	January 16	7:00 a.m.	DeVos Place
<b>Grand Rapids Business Journal’s Newsmakers of the Year Event</b>	January 25	7:30 a.m. - 9:30 a.m.	Frederick Meijer Gardens
<b>Giant’s Awards</b>	February 4		DeVos Place
<b>Celebration of Soul</b>	February 18		J.W. Marriott
<b>KIASB Legislative Awards Dinner</b>			
<b>Mayor’s State of the City (By invitation through Mayor’s Office)</b>	TBD		Mayor’s Office to announce.
<b>Grand Rapids Business Journal’s “The 50 Most Influential Women In West Michigan”</b>	March		
<b>In the Image “No Shoes, No Shirt, No Problem” Benefit Luncheon</b>	March		
<b>César E. Chávez Social Justice March</b>	March		
<b>César E. Chávez Unity Luncheon</b>	March		
<b>WMCAT – iBall</b>	March		
<b>West Michigan Women’s Foundation 31st Annual Empowerment Luncheon</b>	April		
<b>Student Advancement Foundation’s MindShare</b>	April		
<b>KIASB Awards Dinner</b>	April		
<b>Kid’s Food Basket – Feast for Kids</b>	May		
<b>2017 Proof Awards</b>	May		
<b>Literacy Center of West Michigan’s Spellebration</b>	May		

## GRPS BOARD/SUPERINTENDENT/CABINET 2017 COMMUNITY EVENTS

Event	Date	Time	Venue
No Events	June		
No Events	July		
<b>2017 Grand Rapids Young Professionals Gala</b>	August		
<b>Plante/Moran Green Gala</b>	August		
<b>State Bar of Michigan 82nd Annual Meeting Awards Banquet</b>	September		
<b>Blandford Nature Center's Jeans for Jewels Gala</b>	September		
<b>KIASB Dinner Meeting</b>	October		
<b>Spectrum Health's Annual Candid Conversations (Breast Cancer Awareness – Free Event)</b>	October		
<b>13th Annual César E. Chávez Hispanic Excellence Scholarship &amp; Community Gala</b>	October		
<b>NAACP Greater Grand Rapids Branch 51st Annual Freedom Fund Dinner &amp; Awards Gala</b>	October		
<b>40 Under 40 Celebration</b>	October		
<b>LINC Community Spirit Awards</b>	October		
<b>Grand Rapids Area Chamber of Commerce EPIC Awards</b>	November		
<b>Girls Choral Academy's Giving Girls a Voice Awards</b>	November		
No Events	December		