



**Board of Directors  
Professional  
Development  
Board Agendas/  
Conducting  
Meetings**



**SAGINAW VALLEY  
STATE UNIVERSITY**

SCHOOL/UNIVERSITY PARTNERSHIP OFFICE

# BOARD MEETINGS – MEETING AGENDA DEVELOPMENT AND CONDUCTING MEETINGS

A typical board meeting flow consists of:

- School leader establishing with staff (and SVSU if applicable) items needed for the upcoming agenda.
- School leader meets with board president to finalize agenda
- School leader and staff develop reports and supporting materials for agenda
- Agenda and supporting materials sent to board members (at least 4 or 5 days prior to meeting)
- School leader answers questions or concerns from individual board members
- School leader assists board president during meeting by discussing items and recommendations
- School leader and staff complete follow-up work necessary to implement or complete agenda items approved or other steps as directed by board.

**ADMINISTRATION'S ROLE IS TO BE THE EXPERTS OR TO GET THE EXPERTISE NEEDED TO PROVIDE THE BOARD WITH ALL THE INFORMATION NEEDED TO MAKE INFORMED DECISIONS**

# BOARD MEETINGS – MEETING AGENDAS

## A typical board meeting agenda has the following components:

- Should show the date and time and location of the meeting at the top of the page.
- Call to Order
- Pledge of Allegiance (optional)
- Approval of Agenda or Approval with Changes
- Presentations (If any special presentations by staff or visitors)
- Correspondence
- Call to the Audience / Public Comments (can be for any topic or specific to agenda items only if there is a second call)
- Approval of minutes (prior meeting minutes should be approved at the next regular meeting)
- Financial Reports (must APPROVE financial reports)
- All other Agenda Items
- Items from Administration (such as school leadership reports, teacher presentations, etc.)
- Second Call to Audience / Public Comment – (only needed if first call is limited to items on agenda)
- Old Business
- New Business
- Executive or Closed Session
- Adjournment

# BOARD MEETINGS – INDIVIDUAL AGENDA ITEMS

## Board Packets Should:

- Should have an agenda for the meeting on top and the individual items should be numbered or lettered (i.e. 1, 2, 3 or A, B, C)
- There should be an individual agenda item summary AND supporting documentation for each item behind the board meeting agenda which should be indexed with the corresponding item (i.e. 1, 2, 3 or A, B, C). This can be done by writing the indexing on the pages or having actual tabs.
- This allows board members and administration to quickly go to these items or even refer back easily if needed.
- Individual agenda items should contain the following:
  - ✓ Title/Description of the Agenda Item
  - ✓ Background – describes history of item, need for item, bids for purchases if applicable, and various considerations to be made
  - ✓ Administrative Recommendation- What action does administration want the board to take
  - ✓ Options/Considerations- What are possible actions (if any) are there including to not approve the item
  - ✓ Budget Impact- Is the item expected, coming from existing budget funds or is a budget adjustment needed, is this part of a grant, etc.

# INDIVIDUAL AGENDA ITEMS – BID EXAMPLE 1

**BAY-ARENAC ISD  
BOARD OF EDUCATION  
June 20, 2022**

**AGENDA ITEM #IV. G.**

**SUBJECT:** New carpet in the Career Center's front office as part of the security entrance

**RECOMMENDATION:** Approve the bid from Valley Carpet for new carpet at the front entrance of the Career Center. Bids were received from the following businesses:

| <u>Company</u>                                                | <u>Bid</u>  |
|---------------------------------------------------------------|-------------|
| Valley Carpet<br>3450 S. Huron Rd.<br>Bay City, MI 48706      | \$25,125.00 |
| Flooring America<br>3950 N. Euclid Ave.<br>Bay City, MI 48706 | \$29,804.00 |
| A.T. Frank<br>304 N. Euclid Ave.<br>Bay City, MI 48706        | \$31,189.00 |

**BACKGROUND INFORMATION:** The carpeting in the front office area of the Career Center is old, stained, and starting to wear out in many areas. Based on the lowest bid, Valley Carpet is the chosen company. Their past work experience with us, and their ability to be timely and work with our schedules while doing great work, has been proven in past work with the district.

**OPTIONS/ALTERNATIVES/CONSEQUENCES:**

1. Approve the bid from Valley Carpet.
2. Do not approve the bid for the project.

**BUDGET IMPACT:** This project will be funded through the Career Center's general fund.

# INDIVIDUAL AGENDA ITEMS – BID EXAMPLE 2

**BAY-ARENAC ISD  
BOARD OF EDUCATION**

June 6, 2022

**AGENDA ITEM #VI.1.**

**SUBJECT:** Purchase of a Tensile Tester for the Adult & Continuing Education and Career Center's Welding Technology programs.

**RECOMMENDATION:** Discuss purchasing a 25T Tensile Tester with Electric Pump including Die Plunger & Jaws Set at a cost of \$12,787.15 from Airgas. Although they have not offered the lowest price, they are a local company.

**BACKGROUND INFO/RATIONALE FOR THE RECOMMENDATION:**

This will be replacing the broken Welding Lab Tensile Tester. Purchasing a new Tensile Tester will benefit the Welding programs in the following ways:

- It allows students to practice the bend test on the same machine that they will test on for qualifications.
- Bend tests are required for American Welding Society (AWS) Sense Certification.
- It aligns with what we are seeing in industry and entry-level jobs for our students.
- Part of the Career Center's state curriculum requires bend testing.

**DISCUSSION OF OPTIONS/ALTERNATIVES/CONSEQUENCES:**

Listed below are three quotes for the same product.

25T Tensile Tester w/Electric Pump from Airgas -----\$12,787.15  
25T Tensile Tester w/Electric Pump from Sawyer Mfg Company-\$11,620.70  
25T Tensile Tester w/Electric Pump from Linde-----\$13,672.75

Not purchasing this machine will result in lost opportunities for students.

**BUDGET IMPACT:**

This purchase will be made using Adult & Continuing Education funds and will have no impact on any other budget.

# INDIVIDUAL AGENDA ITEMS –BUDGET EXAMPLE

**BAY-ARENAC ISD  
BOARD OF EDUCATION  
June 21, 2021**

**AGENDA ITEM #IV. D.**

**SUBJECT:** Approve board resolution adopting 2020-2021 budget amendments for the General, Special Education, Vocational Education and Student Clubs.

**RECOMMENDATION FOR DISCUSSION:** Approve the board resolution that amends the General, Special Education, and Vocational Education fund budgets for 2020-2021, as recapped below:

|                                        | General    | Special<br>Education | Vocational<br>Education | Student<br>Clubs |
|----------------------------------------|------------|----------------------|-------------------------|------------------|
| Revenue                                | 15,528,648 | 24,803,493           | 10,012,956              | 230,000          |
| Expenses                               | 15,250,424 | 24,787,223           | 10,539,377              | 230,000          |
| Increase / (Decrease in Fund Balance   | 278,224    | 16,270               | (526,421)               | -                |
| Fund Balance - July 1, 2020            | 2,590,516  | 5,562,353            | 3,395,467               | -                |
| Projected Fund Balance - June 30, 2021 | 2,868,740  | 5,578,623            | 2,869,046               | -                |
| Fund Balance as a % of expenditures    | 18.8%      | 22.5%                | 27.2%                   | 0.0%             |

**RATIONALE FOR THE RECOMMENDATION:** Budget needs change throughout the school year, requiring changes in staffing, contracts, etc., which are approved throughout the year. This year-end budget amendment captures all of the changes needed since the last amendment was approved at the 1/11/21 board meeting and allows district administration to finalize expenditures for the 2020-21 fiscal year accordingly. The Board has this opportunity to review and discuss this amendment.

**BACKGROUND INFORMATION:** These budgets were developed based on district needs, local district input, our strategic plan, and district goals. Budgets are always the best estimate of activity for the remainder of the year and this amendment reflects our current estimate of where we will finish the fiscal year.

**DISCUSSION OF OPTIONS/ALTERNATIVES/CONSEQUENCES:**

- Option #1 Adopt the budgets as presented.
- Option #2 Operate from the currently approved budget.

**BUDGET IMPACT:** Significant if not approved.

# INDIVIDUAL AGENDA ITEMS – SCHOOL CALENDAR EXAMPLE

**BAY-ARENAC ISD  
BOARD OF EDUCATION  
June 15, 2015**

**AGENDA ITEM #IV. E.**

**SUBJECT:** Approve the 2015-2016 School Calendars for Special Education, Adult Education and the Career Center

**RECOMMENDATION:** The Board will approve the attached 2015-2016 School Calendars that provides 175 days of pupil instruction for the Career Center and at least 174 days of MoCI/AI/EI and 200 days for SCI/SXI pupil instruction for Special Education. The resolution and calendar also states that there will be 185 teacher days for the Career Center and approximately 176 professional staff days for the Special Education programs. The school day for Special Education students and professional staff will be lengthened to assure that we meet the required number of instructional hours and professional staff work hours.

**RATIONALE FOR THE RECOMMENDATION:** The ISD is required by statute to be coterminus with local districts where ISD programs are situated. Calendars for each of the districts are utilized in the process of developing a calendar that meets instructional delivery at the Bay-Arenac ISD Career Center and in Special Education programs and services. By resolution, boards of education may choose to provide less than the number of days of pupil instruction (170) required, but not instructional hours. The requirement allows districts to increase instructional time each day without increasing the length of the school year to meet state mandates. The SCI/SXI 200 day requirement is per the State approved ISD Special Education Plan.

On September 29, 2005, Governor Jennifer Granholm signed legislation requiring Michigan schools to begin the school year after Labor Day. The first day for Career Center and Special Education students is scheduled for Tuesday, September 8, 2015.

**BACKGROUND INFORMATION:** Over a number of years, the board has been asked to approve the calendar for the coming year. The work of developing a calendar has been done by Administration in cooperation with other districts. A common calendar has been developed with the local school districts. All school districts are now required to have the start of school be the day after Labor Day.

**DISCUSSION OF OPTIONS/ALTERNATIVES/CONSEQUENCES:** No alternatives offered.

**BUDGET IMPACT:** None.

**THIS RECOMMENDATION MEETS THE DISTRICT'S STRATEGY #5:** Assist local school district in responding to state and federal mandates.



# INDIVIDUAL AGENDA ITEMS – HIRE OF NEW POSITION EXAMPLE

**BAY-ARENAC ISD  
BOARD OF EDUCATION  
June 6, 2022**

**AGENDA ITEM #VI. H.**

**SUBJECT:** Transition Coach

**RECOMMENDATION:** Hire a full-time Transition Coach

**BACKGROUND INFORMATION:** In the past, the ISD employed a full-time transition coordinator through a grant from the Office of Special Education. Since that time, the transition coordinator duties have mostly been pushed down to the caseload teachers and the administrative duties are currently being done by the Planner/Monitor. These duties consist of running the youth and vocation committee and the compliance surrounding B13 indicator. Due to low numbers in our Pinconning MOCI classrooms we are able to combine classrooms. I would like to create a transition coach position that will support ISD programs as well as local secondary students. The duties will consist of developing work-based learning sites, supporting teachers with transition mapping for secondary students, leading the youth and vocation committee, being the liaison of the ISD with local agencies related to transition, and supporting the new PAES lab and Empowering Students for Career Success programs.

**OPTIONS/ALTERNATIVES/CONSEQUENCES:**

1. Discuss hiring a full-time transition coach.
2. Do not discuss hiring a full-time transition coach and continue to overwhelm already stressed out caseload teachers which leads to supportive transition services not being provided adequately.

**BUDGET IMPACT:** None, we are collapsing a MOCI classroom so this will not require a new person.

# BOARD MEETINGS – CONDUCTING MEETINGS

- Start meetings on time and keep meetings of reasonable length. STAY FOCUSED!
- Follow the agenda. Sometimes it may be necessary to re-order an agenda due to an unforeseen circumstance (i.e. a speaker is not present). In such cases, the board should vote at the “changes to the agenda” segment of the meeting to re-order the agenda. Neither the board president or other members have the authority on their own to bypass or re-order agenda items nor jump around on the agenda.
- Do your homework before the meetings versus reading materials during the meetings. If a board member has questions about an issue or agenda item, talk with the school leader to get the answers before the meeting. In some cases, the school leader might decide that the question and answer is worth sharing with the full board as necessary. And if the item needs to be discussed at the meeting further, then at least the proper channels have been followed.

## BOARD MEETINGS – CONDUCTING MEETINGS

- Be respectful of each other, administration, and the public. Listen to other opinions and be open to different points of view.
- The rules for public comment should be clearly stated by the board president prior to comments. These rules should be part of board policy. Typically, comments are limited for some time period (i.e., 3 minutes or 5 minutes). Less than 3 minutes is not recommended. Also, the public commentor can be asked to state their name for the record and contact information might be asked if there is a need for follow-up. This information and comments CAN be included in the board minutes.
- Public comment is just that- comment. School board members should not get into a discussion with the speaker. If there is a concern or question, it should be directed to administration to meet with the commentor. The board should be kept informed by administration as to how/if the problem could be resolved.
- Under the First Amendment, a board cannot adopt a rule in its Bylaws that prohibits a citizen from publicly criticizing or making complaints against school employees by name during public comment.

# BOARD MEETINGS – CONDUCTING MEETINGS

## Controlling Complaints - Example

*“To ensure due process and respect of individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels. For assistance, please contact the superintendent’s office.”*

*"Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments. While it is not our intent to stifle public comment, speakers should be aware that if your statements violate the rights of others under the law of defamation or invasion of privacy, you may be held legally responsible. If you are unsure of the legal ramifications of what you are about to say, we urge you to consult first with your legal advisor.“ - Source MASB*

# BOARD MEETINGS – AGENDAS – ORGANIZATIONAL MEETINGS

Board Organizational Meetings are not just about the organization of the board. It is a legally required meeting about the “organization” of the school. The board decides who in the organization is responsible for what responsibilities. The “who” can or should be both board and staff members depending on the responsibilities. The following resolutions are required by law:

- Resolution indicating the Board will comply with all laws, rules, and regulations.
- Resolution re-affirming all Board policies.
- Resolution setting date, time, and place of Regular Board Meetings and location of official posting for meeting notices.
- Resolutions designating depositories for various funds and authorized signature(s) for various funds and accounts.
- Resolution to bond Board Treasurer and others as designated by the Board.
- Resolution appointing Chief Administrative Officer – **(BY LAW Must be a Board Member Usually the Board President or Board Treasurer)**
- Resolution(s) appointing legal counsel or various legal counsel as needed for a variety of expertise.
- Resolution appointing auditors
- Resolution appointing designated (AHERA) contact.
- Resolution to adopt the school calendar for the ensuing year.
- Resolution designating Freedom of Information Act (FOIA) contact.
- Resolution designating Sexual Harassment contact.
- Resolution designating Title VI contact.
- Resolution designating Title IX contact
- Resolution designating Section 504 contact.
- Resolution designating SVSU Compliance Person.

# BOARD MEETINGS – AGENDAS – ORGANIZATIONAL MEETINGS

The board can add items of its own such as the names of and members on board committees if so chosen.

Normally, boards approve a motion for the school leader to be temporary chair until the officers are chosen especially the board president. Once the board president is determined, the meeting is automatically turned back over to him/her as school board bylaws indicate the board president presides over board meetings. Other board members can be temporary chairs but as officers are being elected, it is much smoother to allow the school leader to perform this task.

Board members are allowed to vote for themselves as officers.

Boards can have standing committees or form committees only for specific situations as desired or needed.

The reason organizational meetings are held in July is so new board members can participate in decisions which include the selection of officers and organizing process. Also, with respect to the board calendar, it allows for the public be aware of the board meeting dates. The board should also include the next year July meeting in the current year board calendar for the same reason.

## CASE DISCUSSION

You have a 5 member school board. There are 2 members that have to take the oath of office at the start of the July organizational meeting. The night the meeting is scheduled, one of the board members who has 1 more year on her term has an emergency and cannot make the meeting.

Do you have a quorum to conduct the meeting?

With one member missing, how many votes are needed to pass agenda items?

## CASE DISCUSSION

XYZ Academy has a board policy that requires individuals wishing to speak at the public comment section to state their name and address, limit their comments to 5 minutes or less, and refrain from referring to specific staff members by name. A parent has a number of concerns about the school and is visibly angry. After stating her name and address, she begins to ask questions of the board and demands they answer her. She also mentions a teacher by name and is critical of a number of items in the classroom. One of the board members begins having a conversation with the parent at this point.

How should the board president and school board members address what the parent is asking and saying at this point?



# BOARD MEETINGS – AGENDAS

Consent agenda items in a consent section are not typically discussed. The items are grouped in a separate consent section are approved through a single motion/action by the board. The reason for a consent agenda is to quickly approve routine items with little or no discussion to speed up a busy meeting.

Regular agenda items are taken up one-at-a-time and each is voted.

If a board member wishes to discuss an item on the consent agenda, that item should be pulled off the consent agenda at the “Approval of Agenda” point of the board meeting.

The Public Comment section of the Agenda should be called just that and not other things like “visitor comments.”

# BOARD MEETINGS – AGENDAS

- Board agendas should be provided by school leadership at least 4 or 5 days before a meeting with materials to allow board members to have sufficient time to review and ask questions.
- Items on agenda should only be added at the last minute in rare, unavoidable situations.
- Even in cases where all the information on an item is unknown, when the agenda is sent out, the agenda item can be listed on the agenda with background.

## Example:

The academy is purchasing new computers and the bid is due the day of the board meeting. The agenda can still reflect the purchase, reasons for the purchase, and estimate of cost along with the note that the bids will be provided when the bids are opened the day of the meeting.

## CASE DISCUSSION

You have a 7 member school board. There is one vacant seat. There are 2 board members absent for tonight's meeting. That leaves 4 members present which is a quorum so the meeting can proceed.

On the agenda tonight is a budget amendment that allocates additional funding for some projects at the school that the school leader has recommended. The board member has discussed the matter with the school leader and while her questions were answered, she does not believe that school should undertake these projects at this time due to uncertainty about finances. As a result, she plans to vote no.

Should the board president precede with the vote or choose another course of action?

## BOARD MEETINGS – AGENDAS

There is a distinct difference between **approval** and **accept**. Boards exert decision-making control through the approval process. Boards do not or cannot exert decision-making control by “accepting.”

### EXAMPLES:

1. School Boards approve financial statements and check registers. This is a fundamental responsibility of budget oversight and expenditure control. In other words, a board can determine what is or is not spent or where resources are directed.
2. School boards also approve hiring an auditing firm to conduct the State required annual audit. The approval is actually the purchase of a service. On the other hand, the board has no say in the audit report and findings. Therefore this would be a situation of “acceptance.”

# BOARD MEETINGS – OTHER TIPS

- Attend meetings regularly. Being a board member is a very important responsibility. The board as a whole can also help by selecting meeting times and dates that generally work for all members.
- Don't blindside school leadership with concerns at public meetings. If you want to bring a potentially troublesome issue up, give the school board president and the school leader the courtesy of letting them know ahead of time. You might even resolve the issue before needing to bring it up or find out that the basis of your concern is not accurate.
- Consider a board self-evaluation on an annual basis to review strengths and areas for improvement.
- If your board meetings are typically early in the morning or during the working day, consider having a few meetings scheduled during the evening. This will give an opportunity to working staff and parents to attend some meetings and give input on topics of interest.
- Consider doing a ZOOM option as well for the public if you have the technology to do so. Remember, one of your functions is to provide reasonable access to meetings.
- If there is a situation where the board wishes to approve an action that is not in accordance with board policy, a roll call vote must first be conducted to temporarily "suspend the rules" for that purpose. Then a vote should be conducted for the action.

# BOARD MEETINGS – OTHER TIPS

- It is permissible for the board president to declare a short break if a meeting is going long or in between a regular meeting and a closed session. Typically these breaks are no more than 5 or 10 minutes and do not require a vote.
- While the board should normally follow the agenda as presented, it is permissible for the board president to ask to move past an item and address it later on for a legitimate reason such as a presenter not available. No vote is needed but rather this can be done by simply asking if any board member objects.
- On occasion, it is permissible for a board member to make a motion for an action that was not on the agenda but might be related to a discussion item.
- School leadership should work hand-in-hand with the board president and members to conduct a board meeting. It is normal for the board president or treasurer to turn the agenda item over to the appropriate administrator for purposes of presentation of information publicly or begin the discussion.
- In some particular legal-related matters, it is also appropriate to call on the school attorney for particular agenda items or questions. For example, if the board is discussing matters related to a building lease where the board attorney is involved, the board might have the attorney on standby for a conference call during the meeting or actually present at the meeting.

# CASE DISCUSSION

You are the board president for Pleasantville Academy which has a 7 member board. Recently, there has been controversy regarding school practices and curriculum implemented by the newly hired school leader. Some parents are very upset and attend the board meeting and begin making accusations about the school leader at the public comment. A reporter for the local paper is invited. One parent starts going past the 3 minutes allotted for comment. The parents have demanded that school leader either change the practices, or the board fire her, or they will take their children elsewhere. In addition, one of the parents is videotaping the board meeting.

What do you do about:

1. The parent going over the time limit for comment?
2. The accusations against the school leader?
3. The demands of the parents?
4. The parent videotaping the meeting?