

# School Board Operating Procedures Manual

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## **I. Mission and Vision**

### **Mission Statement**

Flagler County Public Schools ensures educational success through high expectations and innovative thinking in a safe learning environment to empower students to reach their full potential as responsible, ethical, and productive citizens in a diverse and changing world.

### **Vision**

As a courageous, innovative leader in education, Flagler County Public Schools will be the Nation's premier learning organization where ALL students graduate as socially responsible citizens with the skills necessary to reach their maximum potential.

### **Guiding Principles**

- Children First
- Trust and Respect for All
- Empower Others
- Teamwork
- Excellence, Quality and Consistency
- Commitment to Individual Needs
- Get to "Yes"

### **Core Value Statements**

- **Honesty** from the boardroom to the classroom
- **Integrity** in all interactions
- **Excellence** as the standard every day
- **Community Engagement** is essential to success
- **Leadership and Learning** are central to the mission
- **Public Service** is our commitment
- **Equitable** delivery of resources to meet all student education needs
- **Transparent** accountability and efficiency

### **Cultural Competence**

- Understanding individual differences and capitalizing on the beneficial value these differences bring to our school District
- Honoring the values, rights and responsibilities of each individual

## District Strategic Plan (Policy 216)

The District Strategic Plan is founded on the vision, mission, values, strategic directions and strategic goals of Flagler County Schools. To accomplish the plan, and its longer-term strategic goals, aligned shorter-term action goals are developed and owned by administrators who manage and monitor the work structured to achieve the strategic goals. These action goals are reviewed and revised annually and are used as the basis for Department Improvement Plans and School Improvement Plans. This cascaded system of strategic goals, action goals, and Department or School Improvement Plans engages all from the classroom to the board room in accomplishing the District's vision, mission and core values.

### II. DISTRICT STRATEGIC DIRECTIONS AND STRATEGIC GOALS

#### Goal 1 - Academics

- Increase academic achievement in core subject areas for students as identified through state and progress monitoring assessments.
  - Outcome Metrics – Increase the percentage of students who are on grade level in core subjects as measured by state assessments and progress monitoring for both ELA and Math
    - E LA: Increase the percentage of students who are on grade level from 56% in 2020-21 to 62% in 2023-24.
    - Math: Increase the percentage of students who are on grade level from 57% in 2020-21 to 63% in 2023-24.
  - Strategy 1A: Conduct quarterly reviews of student progress at the district level.
  - Strategy 1B: Strengthen professional and leadership development to focus on content-specific, needs-based support for implementing rigorous, targeted instruction.
  - Strategy 1C: Strengthen early learning by adopting a more systematic approach (more consistent expectations).

#### Goal 2 - Educational Equity\*<sup>1</sup>

- Increase access for all students to a high quality educational experience.
  - Outcome Metrics - Reduce gaps in student achievement on state assessments between overall achievement and high-priority subgroups: African-American, Free/Reduced-Price Lunch (FRL), Students with Disabilities (SWD), English Language Learners.
    - SWD ELA gap from 43 percentage points in 2020-21 to 37 percentage points in 2023-24
    - SWD Math gap from 37 percentage points in 2020-21 to 31 percentage points in 2023-24
    - FRL ELA gap from 17 percentage points in 2020-21 to 11 percentage points in 2023-24

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<sup>1</sup> \*As defined by Florida Statute 1000.05 (FL 2021) and Florida Administrative Code 6A-19 (1985)

- FRL Math gap from 16 percentage points in 2020-21 to 11 percentage points in 2023-24
- African-American ELA gap from 26 percentage points in 2020-21 to 22 percentage points in 2023-24
- African-American Math gap from 27 percentage points in 2020-21 to 25 percentage points in 2023-24.

Outcome Metrics - Increase the percentage of students showing progress in English Language Proficiency from 62% in 2020-21 to 64% in 2023-24.

Outcome Metrics - Increase the percentage of unique students enrolled in level 3 courses (IB, AICE, AP, Dual Enrollment, Honors, Advanced, Adult Career and technical Education/Adult General Education) from 60% in 2020-21 to 66% in 2023-24.

- Strategy 2A: Ensure that all students have access to accelerated coursework, with an emphasis on students who are traditionally underrepresented.
- Strategy 2B: Implement K-12 Classroom to Career Pathways at every school.
- Strategy 2C: Align daily instructional practice for Students with Disabilities to ensure they receive appropriate support and services
- Strategy 2D: Develop and implement a system for improving MTSS (Multi-Tiered System of Supports).

### **Goal 3 - Social and Emotional Well-Being**

- Provide a structured framework for improving social-emotional well-being throughout the school community and district.

Outcome Metrics - Increase the percentage of school staff members trained in Youth Mental Health First Aid (YMHFA) by 20% per year, from 14% in 2020-2021 to 74% in 2023-2024.

Outcome Metrics - Mitigate chronic absenteeism to pre-pandemic levels for students who have accrued 21 or more days of unexcused absences, from 900 students in 2020-21 to 480 in 2023-24.

Outcome Metrics - Improve our connectivity rate for social work referrals to verify that families are linked to an appropriate resource within 72 hours as measured by referral tracking software by 0.5% per year, from 90% in 2020-21 to 91.5% in 2023-24.

- Strategy 3A: Build staff capacity to support students' mental health and behavioral needs.
- Strategy 3B: Foster a consistent, positive, and proactive approach to behavior management.
- Strategy 3C: Establish systems and processes for re-engaging students and monitoring school culture.

- Strategy 3D: Provide Develop a culture that fosters and encourages a school-wide norm that is supportive of Social and Emotional Learning.
- Strategy 3E: Develop and implement a Parent and Family Engagement Plan in all schools.

#### **Goal 4 - Talent**

- Align recruitment, opportunity and retention efforts so that new talent and existing staff are supported throughout all phases of the employee life cycle includes attraction, recruitment, onboarding, development, retention, and off boarding.
  - Outcome Metrics - Recruitment and Retention: Reduce the percentage of vacant positions after the first two weeks of school:
    - Reduce the percentage of vacant instructional positions from 4% in 2021-22 down to 1.5% in the 2023-24 school year.
    - Reduce the percentage of vacant non-instructional positions from 11.7% in 2021-22 to 5% in the 2023-24 school year.
- Strategy 4A: Build stronger recruitment systems.
- Strategy 4B: Expand leadership development experiences and career pathway opportunities.
- Strategy 4C: Create systemic support for employee growth/development in priority areas: customer service, leadership, and continuous professional improvement.
- Strategy 4D: Strengthen the culture of feedback and growth through ongoing coaching and evaluation.
- Strategy 4E: Build more effective systems and processes for talent management.

#### **Goal 5 – Operational Efficiency**

- Ensure operational efficiency and align resources with strategic priorities.
  - Outcome Metrics - Plant and custodial services will Increase the routine work order productivity/completion rate (closed ticket in fewer than 7 days) from 80% in 2020-21 to 85% in 2023-24.
  - Outcome Metrics - Food and Nutrition Services: Increase participation in school lunch program from 60% in 2020-21 to 66% in 2023-24.
  - Outcome Metrics - Transportation: Increase on-time arrivals by 10% from 2020-21 to 2023-24.
  - Outcome Metrics - Ensure continuity of operations in the event of an unforeseen emergency by maintaining the general fund balance at a minimum of 8%.
- Strategy 5A: Increase operational efficiencies in plant & custodial services.
- Strategy 5B: Improve operations and uptake of food services.

- Strategy 5C: Improve transportation efficiency, including on-time departures, fleet maintenance, GPS monitoring and family engagement.
- Strategy 5D: Improve interoperability within key technology systems.
- Strategy 5E: Increase efficiency in the procurement of goods and services.
- Strategy 5F: Decrease the number of unplanned staff absences.
- Strategy 5G: Plan for rezoning.

## Goal 6 – Communications

- Increase the awareness of Flagler Schools within the Flagler County community through a multi-layered process, as well as clarify the communication among internal stakeholders.  
Outcome Metrics - Increase in social media reach as measured by quarterly media metrics across Facebook, Twitter and Instagram, targeting growth of 15% in years 2021-22 and 2022-23 and 10% in year 2023-24.  
  
Outcome Metrics - Increase the percentage of families who strongly agree & agree with “district communications are effective” in the District Communication survey. Increase positive perceptions of the district communication as measured by the annual family, staff & community survey. We are adding a question to rank their satisfaction with the district and school communication.
- Strategy 6A: Craft a comprehensive, cohesive communications plan and support implementation of that plan at the district and school levels.
- Strategy 6B: Increase outreach within our community (to include community organizations, business, partners, other external partners) to keep them informed of programs, news, and services within the district.
- Strategy 6C: Improve internal communications.
- Strategy 6D: In the short term, lead the District’s communications regarding the upcoming ½ Penny Sales Tax Renewal referendum, knowing our role is strictly educating and highlighting the success this funding has enabled.

A copy of the 2021-2024 District Strategic Plan can be found at:

<http://flaglerschools.com/sites/default/files/attachments/792/2016-2021strategicplan.pdf>

## III. ACCOUNTABILITY

### A. Board Authority (Policy 201)

Role and Authority of Board Member and/or Board Officers

The powers and duties of the school board are described in State Statutes 1001.41, 1001.42 and 1001.43. A current copy of the Florida School Laws is provided to each board member annually. It can also be found online at

<http://www.flsenate.gov/Laws/Statutes/2016/Title48/#Title48>

The School Board shall:

- approve the vision and mission for the district
- approve district strategic directions and strategic goals

- align resources
- establish accountability measures
- legislative platform timeline
- monitor progress toward the goals
- incorporate continuous improvement
- build a positive culture
- form collaborative relationships necessary to achieve the district goals
- communicate with the Superintendent and School Board Attorney in a timely manner

The School Board Chairperson will:

- be elected on an annual basis during the re-organization meeting in November.
- preside over all board meetings following Robert’s Rules of Order
- prior to each board meeting communicate with the superintendent to discuss the agenda in order to maximize the meeting’s efficiency and productivity
- work collaboratively with the superintendent to plan, organize, and facilitate the board workshops, retreats, and leadership discussions
- be accessible and work with the board office staff to ensure adequate coverage of events listed on the board calendar
- be responsible for promoting a cooperative team atmosphere among the superintendent, board members, board attorney and board office staff
- be expected to attend the Florida School Boards Association chairmanship training
- ensure that every effort is made to inform and include the entire board when emergency decisions must be made
- be responsible for ensuring appropriate responses are sent to all correspondence
- appoint ad hoc committees, as needed, with board input
- set aside personal views when speaking or answering correspondence on behalf of the board
- initiate updating the *School Board Operating Procedures Manual* annually
- conduct the new board member orientation with the vice chairperson and board office staff
- ensure all board members have a current copy of the *School Board Operating Procedures Manual*

The School Board Vice Chairperson will:

- preside over meetings and workshops in the absence of the chairperson
- participate in the new board member orientation
- accept the duties as delegated by the chairperson
- serve as the spokesperson at events in the absence of the chairperson

## **B. The Superintendent and School Board Attorney**

### **1. Superintendent**

- The superintendent, according to *Florida Statute 1001.51*, is responsible for the administration and management of the schools and for the supervision of instruction in the district.



- The Superintendent will perform the duties as described in the employment contract and job description and those prescribed by law and board policy.
- Should a vacancy occur in the position of Superintendent the Board will follow the following process:
  - Establish search timeline, minimum qualifications, salary, characteristics or qualities and application process
  - Establish if Community Advisory Committee will be used
  - Selection of finalists and discussion of contract
  - Finalists interviews
- In an emergency situation the Board will appoint an interim Superintendent. The Board will determine whether it will appoint an executive director to the position or use a retired superintendent for the interim term

## 2. School Board Attorney

- The school board attorney will act as the legal advisor to the board, the superintendent and the district and serve as parliamentarian at the board meetings.
- The school board attorney will perform the duties as described in the employment contract and job description, and those prescribed by law and board policy.
- The school board attorney will represent the school board should a conflict occur between the superintendent and the school board.
- Should a vacancy occur in the position of School Board Attorney the Board will follow the following process:
  - Establish a search timeline, salary and advertise for the position
  - Selection of finalists and discussion of contract with outside counsel or an HR firm to protect the Board and District

## C. Board Meetings/Workshops (Board Policy 205)

### 1. Business Meetings

- Agenda development for regular business meetings shall be as follows:
  - The Superintendent shall establish the agenda for School Board meetings in consultation with the Board Chairperson.
  - Individual Board members may make a request, under new business at a Board Meeting, for an item to be placed on the agenda of a future meeting. Consensus by three (3) board members is needed for a new agenda item topic.
  - The board encourages the superintendent to include at least one report on student achievement or issue closely related to student achievement at regular board meetings.
- The School Board will meet in a regular monthly business session on the third Tuesday at 6:00 p.m., in Board Chambers in the Government Services Building, unless changed by the School Board.
  - All meeting times and dates are established during the reorganization meeting held in November.
  - Changes in the date and place to accommodate holidays and special events will be approved by the board in advance.
  - Additional meetings may be called as needed by the Superintendent or Chairman.

- Florida Statute 112.313 prohibits a board member from being employed by or having a contractual relationship with a business entity of which is doing business with the Board. Board members have a duty to be free from the influence of any conflicting interest when they act on behalf of the Board.
  - Emergency meetings may be called according to the requirements set forth by Florida Statute.
  - The general public is afforded three (3) minutes to provide a public comment.
    - Comments made at the beginning of a workshop or business meeting must be on agenda items
    - Comments made at the end of workshops or business meetings may be on the agenda and/or non-agenda items.
  - Anyone providing public comment must state their name and the county they are from prior to beginning their public comment.
  - Board members will limit their closing comments to five (5) minutes.
  - The latest addition of Roberts Rules of Order will govern business meetings.
2. Consent v. Action Items
- Consent agenda items are generally routine business matters, and board members have knowledge of their content and how they affect the District. Examples could include contract renewals, budget amendments, financial information, minutes of meetings, board policy updates, personnel items, and bid recommendations.
  - The consent agenda can be approved in one action, rather than filing motions on each item separately.
  - Before a meeting, or at the time of agenda changes, any board member can request that a consent agenda item be moved to action for further discussion, questions, and consideration.
  - Action agenda items are those items new to the Board for consideration such as approval for a new contract. These items require detailed explanation to the Board and are voted on individually.
3. Workshops
- The Board, by policy, does not take action at workshops. Minutes of the workshops will indicate the beginning and ending times, date, location, attendees and subjects discussed. The general public is afforded three (3) minutes to provide their comment on agenda items at the beginning of the workshop. The general public is afforded three (3) minutes to provide their comment on agenda or non-agenda items at the end of the workshop. The latest addition of Roberts Rules of Order will govern the workshops.
- a. Agenda Workshop
- The Agenda Workshop is at 3:00 p.m. on the first Tuesday of every month.
  - The Chairman and Superintendent of schools set the agenda.
  - Only items to be voted on at the regular business meeting (3<sup>rd</sup> Tuesday of the month) will appear on the agenda workshop.
  - During this workshop board members have the opportunity to ask questions and go into specific detail on each agenda item. Any questions staff is unable to answer during the agenda workshop will be answered before the monthly regular business meeting.
- b. Information Workshop
- The Information Workshop is at 1:00 p.m. on the third Tuesday of every month.

- Information workshops are for items that either the School Board wants additional/updated information about or new areas of interest that will require their approval by vote. Example: discussion on dress code referrals during the school year. At the end of the discussion the Board may determine the dress code should be reviewed for updates/changes. The information workshop item has led to an agenda workshop/regular board meeting item.
  - Buying and Selling Real Property - When an offer for school board property is made, it should be directed to the School Board Attorney.
    - The attorney at the first Information Workshop will present the offer to the School Board. The School Board will ask any relevant questions of staff. Any questions staff is unable to answer will be researched and answered at the Agenda Workshop.
    - The item will be moved to the Agenda Workshop where continuing discussion on the potential sale of the property.
    - The item will be placed on the Agenda for the Regular Business Meeting where the Chairman will call for a vote to determine whether the School Board is interested in selling the property or retaining the property for future use.
    - If a board member is interested in considering the sale of property, the item will be placed under New Business.
  - If the property is to be sold, then state laws for the sale of real property will apply.
4. Executive (Closed) Session
- These meetings are closed meetings to the public. The discussions during these meetings must remain confidential
    - Attorney-client matters to discuss litigation (286.011)
    - Deliberation regarding security devices/plans (281.301)
    - Collective Bargaining Strategy (447.605)
  - The board can only discuss those items listed on the closed session agenda and must adhere to the requirements of the enabling statutes.
  - The board must vote in public session.
  - Any discussions held during an executive session and any materials presented at the session are confidential, and may not be publicly disclosed.
5. Closed Hearings
- Hearings to receive evidence and statements from parents/students on student disciplinary matters potentially resulting in student's expulsion from school and/or bus.

**D. Budget – Outline Of Timeline And Responsibility Of Board**

- Procedures for the adoption of yearly budgets are necessary to support effective decision-making by the School District and to facilitate accurate and timely data provided by staff.
- The proposed budget for the next fiscal year will serve as the foundation upon which modifications (amendments) are considered.

**IV. POLICY**

**A. Update and Review of Board Policies.**

- Setting School Policy is a crucial school board role. The school board establishes the direction and structure of the school district by adopting policies (rules) deemed necessary for the efficient operation and general improvement of the school system.
- The Board shall review and update Board Policies
- The Board will review and update on an annual basis the School Board Operating Procedures Manual

**B. School Board Liaison Assignments (Committees)**

- School Board members are assigned by the Chair to serve as Board Liaisons to individual schools, advisory committees and various community groups, boards and county commissions.
- Board Liaisons shall regularly communicate current information disseminated by the Committee to the Board
- Board Liaisons shall report information regarding campus issues to the Superintendent when appropriate.
- **If more than one Board Member is attending a committee/PTO meeting the meeting will be published on the Board Calendar**
- **Board members participating as members of various civic organizations shall refrain from discussing matters that could foreseeably come before the school board.**

**C. Travel Allowance (Policy 212)**

- Expenses incurred by board members to attend work-related conferences or meetings are covered under the board's budget, i.e., hotel, car rental, allowable mileage, tolls, airfare, airport parking, and meals as appropriate. Hotel accommodations within Florida are tax exempt with proper documentation. The board office staff will provide the board members with the tax-exempt form to present to the hotel. Hotel accommodations out of state are typically not tax-exempt. Board members who are elected to participate on other boards, FSBA or NSBA for example, may incur more travel expenses due to the responsibilities of that position. The same will apply to the designated alternate should they need to attend a meeting.
- Each school board member shall be allowed reimbursement from the district school fund, travel expenses as authorized in s. 112.061, provided prior approval by the school board of any travel outside the district that exceeds \$500 is secured.
- Any request for travel outside the state must include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all means of travel, lodging, and food. The public must have an opportunity to speak on the specific travel agenda item.

**V. RELATIONSHIPS**

**A. Expectations of the Board**

The School Board Members will:

- comply with Florida School Law
- provide leadership to assure the effective and efficient operation of the public school system

- practice open, honest communication
- demonstrate positive body language during meetings and workshops
- listen to one another and address team members respectfully in all meeting and workshops
- Do not disparage or speak about any staff in a negative way to the public or media
- use appropriate titles during board meetings
- be a support system to the chairperson
- work to ensure that all board members receive the same information at the same time
- commit time to gain necessary knowledge and maintain a team relationship
- Each school board member is strongly encouraged to attend the Florida School Boards Association (FSBA) conferences and trainings.

## **VI. COMMUNITY LEADERSHIP/ADVOCACY**

### **A. Communication (Policy 201)**

#### **COMMUNICATIONS**

- Superintendent will meet with the Board Chairperson on a routine basis.
- Superintendent will communicate with all Board members via regular transmittals
- Superintendent will communicate information in a timely fashion to all Board members
- Requests to Superintendent from any board member will be distributed to all board members
- If an incident is deemed to be of a critical nature, information will be e-mailed to the board members directly from either the superintendent or secretary or the community information specialist. Should board members desire a follow-up or any further information, they should contact the superintendent or the community information specialist.
- If communication between Board and Superintendent has been weakened options to resolve include: 1) request for Board Retreat; 2) request for outside group (like FSBA) facilitate meeting

### **B. Social Media**

In using social media to communicate about school district business, it is expected the school board member will:

1. Clarify that you are communicating as an individual member of the board, and not an official district spokesperson.
2. Avoid deliberating school district business with other members of the board.
3. Direct complaints or concerns presented online to the appropriate administrator
4. Avoid posting content that indicates that you have already formed an opinion on pending matters.
5. Ask for community input to be provided through appropriate channels, but do not allow your social network to direct your decisions as a board member.
6. Post only content that the district has already released to the public.
7. When attempting to restate what happened at a previous board meeting, clarify that the posting is not an official record of the board meeting and share information only from the open portions of the meeting.

8. Conduct yourself online in a manner that reflects well on the district' avoid posting information that has not been verified and made public by the district; and never post anonymously about school business.
9. Immediately report harassing or defamatory communications to the superintendent if they involve school officials, staff, students, or district business.
10. Retain electronic records - including your own posts and content others post to your account – as required by the district's records retention policy.
11. Immediately report to the district any potential security breach if you lose control or possession of a district-issued or personal electronic device on which confidential district records could be accessed.
12. Comply with the district's acceptable use policy when using district-issued devices or technology resources, including district internet access on a personal device.

### **C. Individual Board Member Request For Information Or Reports**

#### Request for Information/Data

Requests for general information should be requested through the Superintendent or his designee. The board member should ask the Superintendent if fulfilling the request will exceed the two (2) hour time limit. If the information will take longer than two (2) hours to gather and compile, or require an expenditure of funds, the board member will present the request at a board meeting or workshop. A majority of the board is necessary to approve such requests.

- Board members are encouraged to meet with Executive Directors or Administrators to discuss questions or concerns on agenda items scheduled to be heard at the Board meeting.

### **D. Correspondence Received by the School Board**

All correspondence (U.S. mail) addressed to "school board members" or "chairperson" is opened, date-stamped and/or computer-indexed (for later reference) by the secretary. Copies of such correspondence are forwarded to all board members and the superintendent, and one is given to the Board Secretary for appropriate action.

Appropriate action is as follows:

- Matters which pertain to the purview of the school board, the board chairperson is responsible for a response. The chairperson may work with the paralegal/administrative assistant to compose and send the response. The names of each board member will appear in the signature area of this response.
- Issues which pertain to the purview of the Superintendent, the administrative assistant or secretary will forward the correspondence to the appropriate staff member to be addressed in a timely manner. The correspondence and response will be shared with the Superintendent and board members.

### **E. Invitations to Board Members and Board Calendar**

Invitations extended to the entire board by district personnel, departments, or by the community, are received in the board office. The secretary records pertinent information about the event on the board calendar. Board members are to communicate their intent to the secretary, who collects the responses and relays this information to the appropriate party. This calendar is forwarded via e-mail to the board members and various district staff and posted on the district website, typically Friday afternoon. The calendar includes board meetings and workshops which are noticed to the public and press by the administrative assistant to the superintendent.

#### **F. Annual State of Education Address**

The Superintendent of Schools annually delivers before the School Administration and Staff outlining the Superintendent's vision and policy directions for the upcoming school year.

#### **G. Citizen Request/Complaint To Individual Board Member**

- The Board member will hear citizen's problem for full understanding.
- If the constituent requests assistance in addressing an issue or a problem, the Board member will evaluate the urgency of the claim.
- If the request or complaint appears to be urgent, complicated or has potential for major consequence, the Board member shall refer the request to the Superintendent or designee for administrative action.
- If the request or issue is not urgent, the Board member shall clearly explain to the constituent the District's chain of command. The Board member shall then direct the constituent back into the system to talk to the teacher or principal, transportation office, and the like.
- The Board member may need to provide the constituent with contact information. The constituent shall be invited to contact the Board member again if a timely response is not received from District staff.

#### **H. Employee Request/Complaint To Individual Board Member**

- The Board member will hear employee's problem for full understanding.
  - Repeat problem back to employee.
  - Explain chain of command to employee.
  - Remind employee of the due process procedure and remain impartial.
  - Refer employee to appropriate person in the chain of command.
- Board member is encouraged to notify the Superintendent as quickly as possible after learning of an issue.

#### **I. Board Member Visit To School Campus Activity**

- Pursuant to Florida Statute 1001.4205, Board members are permitted to visit any school in the district. Board members are encouraged to attend special events on campuses.
- As a professional courtesy, notify the building administrator of the intended visit.

- If the board member is not attending a scheduled activity upon arriving at the school, the board member shall sign in at the front office and request the principal be notified of the Board member's school visit.

#### **J. Media Inquiries To The Board**

- The Board Chairman shall be the official spokesperson for the Board to the media/press on issues of media attention. All Board members who receive calls from the media should direct them to the Board Chairman or designee.
- Individual board members can answer media questions related to their personal stance on pending issues; however, the Board Chairman will be the official spokesperson for the Board as a whole.
- Board members may only make statements for the Board when certain that it is the position of the Board. If the Board has not voted on or does not have a policy in place that clearly states the Board's position, then any statement by a member should be in a phrase such as "in my opinion" or "I believe".
- When speaking with the media or using social media, be careful to not make your voting position known on a matter that is being considered by the Board.

#### **K. Anonymous Phone Calls and/or Letters**

- The School Board encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

#### **L. Constituent Conduct During Board Meetings**

- Constituent participation in board meeting/workshop
  - A person may address the board on an agenda or a non-agenda item.
- Board response to persons addressing the board during the meeting/workshop
  - The board will not engage in dialogue with persons during the board meeting on agenda or non-agenda items in compliance with the Open Meetings Act.
  - The Board Chairman may direct the Superintendent to investigate issues raised by speaker(s) and report back to the Board through transmittal or at a designated meeting.
  - Each speaker is limited to three (3) minutes.
  - Each speaker is afforded the opportunity to speak once at the beginning of the meeting and once at the end of the meeting to one opportunity at the microphone regardless of minutes used.
  - Unused minutes from one speaker may not be accrued by another speaker.
  - The person addressing the board will sign in providing his/her name and address before beginning the comment.
  - The Board Chairperson will not allow derogatory comments
  - No signs or placards shall be brought into the board room.
  - The audience shall refrain from talking or applause during the comments.
  - **At the end of public comment the audience may provide a thumbs up or thumbs down.**



- Participation in public hearings is the same sections A and B above with the following changes:
  - During public hearings, the board is assembled only to gather information.
  - The introductory remarks change to reflect the difference in setting (a hearing).
  - Board members shall not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
  - Each speaker is limited to three minutes.
  - No limit shall be made on how many persons may speak on an issue or position.
  - The board may elect to receive electronic or written input relating to the issue being discussed.

### **M. Board Development (Policy 201)**

#### Evaluation of the Board

- At a workshop/retreat/training each summer, the Board/Superintendent team evaluates their effectiveness the prior year and sets their annual goals. The evaluation of the Board and Superintendent is an indication of the success the Governance Team is having in meeting established goals.
  - At this meeting, the Board reviews and revises annually the core beliefs and commitments.
  - The District's vision statement, belief statements, priorities, and goals are disseminated to employees and the public via the district website, at school and community events, in printed materials, and in reports to print and live media.
- Following the Reorganization meeting the Board/Superintendent team will attend a workshop/retreat/training to review operating procedures and protocols.