

**HAVRE PUBLIC SCHOOLS
BOARD OF TRUSTEES**

STANDARD OPERATING PROCEDURES

The eight member board is elected to three year terms on a staggered basis. Regularly scheduled board meetings are held on the second Tuesday of each month at 6:30 p.m. in the Assembly Room at the Havre Middle School. The following information is provided as a procedure manual to help patrons understand how to provide appropriate input into the operation of the school district by understanding common board operation procedures. Thank you for your interest in our school district.

DEVELOPING BOARD MEETING AGENDA

A. Who can place items on agenda

- § Board members must request to Board Chairman in advance any item they wish to have considered for placement on the agenda.
- § The Superintendent and Clerk with input from the Board Chairman will formulate the monthly agenda using the yearly agenda calendar as a guide.
- § In accordance with Montana open meeting laws, no member can place an item on agenda less than 48 hours in advance of meeting, except in an emergency as per Montana Code.

B. Agenda items that require Closed Session

- § All personnel issues must be conducted in an executive session unless specifically required otherwise by Montana Open Meeting Law.
- § Anything that violates right to privacy, i.e., Montana Open Meeting Act, Montana Open Record Act, cannot be placed on the agenda.

MEMBER CONDUCT DURING BOARD MEETINGS:

(Any time two or more Board members are gathered, it is considered a meeting.)

A. Patrons addressing the Board...

Patrons have two avenues to address the Board:

- § They may place an information item (non-action) on the agenda by filing a request in writing to the Superintendent according to Board policy. Those items will be heard during the audience portion of the agenda.
- § They may comment on any item of the agenda during the time it is scheduled/or audience portion of agenda and after Board and administration discussion only if they sign in as they arrive at the meetings.

B. Board response to patrons addressing the Board at a Board meeting:

- § Board members can hear comments.
- § Board Chairman should direct administration to investigate item(s) and report back to board at a designated meeting.
- § Board Chairman recognizes all Board members prior to any Board members asking clarifying questions.
- § Board Chairman designates time limits for patrons and Board members as needed.
- § Questions for individual board members should be directed through the Board Chairman.

C. Discussion of student and/or employee performance (Board/audience)

- § The Board will not entertain comments on individual personnel in public session.
- § The Board will not entertain comments on individual students in public session.

D. Hearing and Open Forums

- § During hearings and/or open forums, the Board is assembled to gather input only.
- § The Board will not answer questions or enter into two-way dialogue except with their attorney in the

case of an employee hearing.

§ Rules for the open forum will be strictly adhered to:

- a) Board will limit response to 5 minutes per testifier.
- b) Board will accept written and/or oral testimony.
- c) Board will not allow duplicate testimony.
- d) Board Chairman and/or their attorney is sole judge.
- e) Board will not allow any derogatory comments.

E. Board shall observe the parliamentary procedures in Robert's Rules of Order
(A copy of Robert's Rules of Order will be provided to each Board member.)

F. Discussion of motions:

§ All Discussion shall be directed solely to the business currently under deliberation.

§ The Board Chairman has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.

§ It is not recommended the Board Chairman make or second motions.

VOTING

A. The Board Chairman will vote on all action items.

B. In case of a tie vote, the item is tabled and returned on the next agenda as an action item unless an alternate motion is presented.

INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT

§ Board members shall request information and/or reports through the Board Chairman and the Superintendent. If the Board Chairman questions the request, the request goes to the full Board for a majority vote.

§ The Superintendent will gather the information and disseminate it in a timely manner to the entire Board.

CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER (Policy 6430 -Public concerns, suggestions or complaints)

A. The Board member should hear the citizen problem for full understanding of persons involved, date and place.

§ Repeat problem back verbatim to citizen.

§ Issue chain of command to citizen.

§ Remind the citizen of due process and that the Board member must remain impartial in case situation goes before the Board.

§ Have citizen pick up a form and Policy 6430 from Superintendent and initiate a discussion with the person with whom the concern is involved.

B. Refer citizen to appropriate person/chain of command. MUST GO THROUGH COMMAND CHAIN.

C. The Superintendent will respond to citizen in a timely fashion.

CITIZEN WRITTEN COMMUNICATION WITH INDIVIDUAL BOARD MEMBER

A. The Board member should accept written communication from the citizen and hear the problem for full understanding of persons involved, date and place.

B. Note to the citizen that the communication will be passed on the Board Chair and Superintendent and that communication will be made back to the citizen by the Superintendent at the Board Chairs direction.

C. Questions about procedure and policies from the citizen should be directed to the Board Chair and Superintendent.

EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A. The Board member will hear employee's problem for full understanding of persons involved, date and place.
 - § Repeat problem back verbatim to employee.
 - § Issue chain of command to employee.
 - § Remind employee of the due process procedure and remain impartial.
 - § Have employee pick up a public complaint form and initiate a discussion with the person with whom the concern is involved.

- B. Refer employee to appropriate person/chain of command. **MUST GO THROUGH COMMAND CHAIN.**

- C. Board member must talk with the superintendent within 24 hours relaying communication.

- D. The employee will hear something from the Superintendent within a timely fashion unless the employee requests no contact from Superintendent.

EMPLOYEE WRITTEN COMMUNICATION WITH INDIVIDUAL BOARD MEMBER

- A. The Board member should accept written communication from the employee and hear the problem for full understanding of persons involved, date and place.

- B. Note to the employee that the communication will be passed on the Board Chair and Superintendent and that communication will be made back to the citizen by the Superintendent at the Board Chairs direction.

- C. Questions about procedure and policies from the employee should be directed to the Board Chair and Superintendent.

BOARD MEMBER VISIT TO SCHOOL CAMPUS

- A. It is recommended that each Board member visit the campus. All Board members are encouraged to attend any school's events as their time permits.
- B. Board members are not to go unannounced into teacher's classrooms or individual buildings for the purposes of evaluation.
- C. Board members must notify the Superintendent/Building Principal of their visits.

COMMUNICATIONS

- A. Superintendent will communicate information in a timely fashion to all Board members.
- B. Requests to Superintendent from Board Chairman will be distributed to all Board members.
- C. Board will keep Superintendent informed via email, voice mail, telephone and fax.
- D. Board will communicate with its community through public hearings, regular board meetings, and regular publications.
- E. Individual Board members cannot speak in an official capacity outside the Board room.

EVALUATION OF SUPERINTENDENT

- A. The clerk obtains input from all board members on Board approved evaluation forms. The clerk compiles the data and presents all information at the December meeting.
- B. Evaluation is conducted in executive session by consensus.

- C. Evaluation will be conducted every December.

EVALUATION OF THE BOARD

- A. Evaluation is conducted in executive session by consensus.
- B. Evaluation is conducted every January.

CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS AND FILLING COMMITTEE ASSIGNMENTS

- A. Nominations are taken from the floor to fill the board chairmanship, and vice-chairman positions.
- B. Committee assignments are then filled according to the list of established permanent committees.
- C. Clerk is appointed by the board annually
- D. Election is held in May of each year.

ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. CHAIRMAN:
 - § shall preside at all Board meetings

- § appoint committees
- § shall call special meetings
- § sign all legal documents required by law

D. VICE CHAIRMAN:

- § shall act in capacity of president in absence of chairman

E. CLERK:

- § keep accurate record of Board meetings
- § counter-sign all warrants

ROLE OF BOARD IN EXECUTIVE SESSION

- A. Board can only discuss those items listed on the executive agenda and as limited by law.
- B. Board must vote in public session.
- C. Information during executive session must remain confidential.

MEDIA INQUIRIES TO THE BOARD

- A. 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's spokesperson and notify the Board Chairman and Superintendent of the call.

ANONYMOUS PHONE CALLS/LETTERS

- A. The Havre Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives to the administration.

REVIEWING BOARD OPERATING PROCEDURES

- A. Standard Board Operating Procedures will be reviewed and updated as needed at the July Board meeting.