



Comstock Board of Education  
January 13, 2025  
6:00 PM

## Organizational Meeting

Comstock Administration Building  
6138 King Hwy  
Kalamazoo, MI 49048

269-250-8900

Welcome to the meeting of the Comstock Board of Education. This public meeting of the Board of Education is for conducting the School District's business. In the spirit and intent of Michigan's Open Meetings Act, this meeting will be conducted in person while live streaming on our district's YouTube channel, [www.youtube.com/comstockps/live](http://www.youtube.com/comstockps/live).

Anyone who would like to participate in the "Call to the Audience Public Comment" will have to be in person and complete the form available at the entrance of the in-person meeting. You are asked to adhere to the following guidelines when addressing the Board: 1) State your name and group affiliation, if appropriate 2) Keep comments to three (3) minutes 3) No participant may speak more than once on the same topic 4) Participants shall direct all comments to the Board and not to staff or other participants 5) The presiding officer may terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

The posted notice of this meeting, meeting agenda, and information on how to access the live stream are posted on the District's homepage, [www.comstockps.org](http://www.comstockps.org).

### 1. CALL TO ORDER

This meeting will be called to order by Superintendent Thoenes

### 2. OATH OF OFFICE

Megan Amsbury, Recording Secretary

The Oath of Office will be administered to all new and re-elected board members:

- Pamela Dickinson (Re-elected)
- Paul Lamphear (Newly Elected)
- Hillary Cook (Newly Elected)
- Kristie Poulson (Newly Elected)

### 3. ROLL CALL

BOARD MEMBER	TITLE
Brown, Saralyn	Trustee
Hathaway, Richard	Trustee
Lamphear, Paul	Trustee
Cook, Hillary	Trustee
Poulson, Kristie	Trustee
Schreiner, Matt	Trustee
Dickinson, Pamela	Trustee

### 4. ELECTION OF BOARD OFFICERS (Action)

#### A. President

Superintendent Thoenes will entertain nominations for the office of **President**.

#### B. Chair of the meeting is turned over to the President

#### C. Vice President

The President will entertain nomination for the office of **Vice President**.

**D. Secretary**

The President will entertain nominations for the office of **Secretary**.

**E. Treasurer**

The President will entertain nominations for the office of **Treasurer**.

**5. BOARD GOVERNANCE GUIDELINES & PRACTICES**

**A. Board Calendar (Action)**

**B. Purpose, Duty, and Authority of Committees (Action)**

The Board is being recommended to approve the purpose, duty, and authority for each committee.

**C. Board Governance Guidelines & Practices Approval (Action)**

**6. ELECTION OF SUPPORT OFFICERS**

**A. Recording Secretary**

The Board is being recommended to appoint the Executive Assistant to the Superintendent as the Recording Secretary of the Comstock Public School Board of Education.

**B. Acting Treasurer**

The Board is being recommended to appoint the Director of Finance as the acting Treasurer for Comstock Public Schools.

**C. Election Administrator**

The Election Administrator acts on behalf of the Board Secretary to ensure all activities relating to an election are completed throughout the year. The Board is being recommended to appoint the Executive Assistant to the Superintendent as the Election Administrator of the Comstock Public School Board of Education.

**D. Board Support Officers Approval (Action)**

**7. APPOINTMENT OF BOARD COMMITTEES**

The Board President will appoint Board members to each committee. Each committee chair will be designated by the committee majority at the first meeting of the committee.

**A. Facilities Committee (Standing)**

**B. Finance Committee (Standing)**

**C. Policy Committee (Standing)**

**D. Academic Performance Committee (Standing)**

**E. Diversity, Equity, and Inclusion (Ad-Hoc)**

**F. Board Representative for Reproductive Health Advisory Board**

**8. APPOINTMENT OF BUILDING LIAISONS**

A. Comstock Early Learning Academy

B. Comstock Elementary

C. Comstock STEM Academy

D. Comstock Middle School

E. Comstock High School

F. Comstock Compass High School/Comstock Virtual Academy

**9. BOARD POSTINGS & DESIGNATIONS**

**A. Setting of 2025 Regular Meeting Dates**

The Board will set the dates, times, and location of the 2025 regular board meetings.

**Time:** 6:00 PM

**Location:** Comstock Administration Offices - 6138 King Highway, Kalamazoo, MI 49048

**Dates:** Second and fourth Monday of each month:

January 27, 2025	February 10, 2025
February 24, 2025	March 10, 2025

March 24, 2025	April 14, 2025
April 28, 2025	May 12, 2025
June 9, 2025	June 23, 2025
July 14, 2025	July 28, 2025
August 11, 2025	August 25, 2025
September 8, 2025	September 22, 2025
October 13, 2025	October 27, 2025
November 10, 2025	November 24, 2025
Decmeber 8, 2025	

#### **B. Principle Office Designation**

Designate the Comstock Public School District's Principle Office as the Superintendent's Office.

#### **C. Posting of Board Meeting Schedule**

Authorize and Direct the Recording Secretary to post the Regular Meeting Schedule of the Board at the Principle Office.

#### **D. Affidavit of Posting**

Authorize and Direct the Recording Secretary to Complete an Affidavit of Posting as necessary.

#### **E. Legal Counsel Designation**

##### **a. Thrun Law Firm, P.C.**

On a retainer basis for legal services including elections, labor law, and school law.

##### **b. Miller, Johnson, Snell & Cumminskey, P.L.C.**

Employee benefits legal counsel.

##### **c. Miller, Canfield, Paddock and Stone, P.L.C.**

General counsel for the district.

#### **F. School Physical Designation**

It is recommended the Board approve Borgess CorpFit as the district's medical provider.

#### **G. Board Postings & Designations Approval (Action)**

### **10. FINANCES**

#### **A. Designation of School Depositories**

- Fifth Third Bank
  - General Fund
  - Payroll Account
  - Accounts Payable
  - Internal Accounts Fund
  - School Lunch Fund
  - Common Debt Retirement Fund
  - Sinking Fund
  - CPS Self-Funded Dental
- MILAF (Michigan Liquid Asset Fund)
  - General Fund
- UMB Bank
  - 2021 Capital Projects Fund
  - 2022 Capital Projects Fund

- 2024 Capital Projects Fund

#### **B. General Funds Disbursement Authorization**

It is recommended the Board authorize the disbursement of general funds and bills payable.

#### **C. Bank Account Signatories**

It is recommended the Board authorize the Superintendent, Director of Finance, and Business Manager as signatories on bank accounts.

#### **D. Contracts & Agreements Signature Authorization**

It is recommended the Board authorize the Superintendent and Director of Finance to sign contracts and agreements.

#### **E. Purchase Order Signature Authorization**

It is recommended the Board authorize the Superintendent, Director of Finance, and Business Manager to purchase orders.

#### **F. District Credit/Purchase/Debit Card User Approval**

The Director of Finance recommends the listed positions be authorized to use credit/purchase/debit cards in the conduct of District business.

#### **G. Safe Deposit Box**

It is recommended the Board authorize the Superintendent and Director of Finance to use the safe deposit box.

#### **H. Electronic Transfer Officers**

It is recommended the Board authorize the Superintendent and Director of Finance, and Business Manager as the Electronic Transfer Officers.

#### **I. Investment Monies Transfer Signatories**

It is recommended the Board authorize the Superintendent, Director of Finance, and Business Manager as signatories on transfers of investment monies.

#### **J. Designation of Auditor**

It is recommended the Board approve Plante Moran as the district's auditing firm.

#### **K. Finances Approval (Action)**

#### **L. Annual Approval of Board Member Reimbursements (Action)**

Our governance guidelines require board approval for reimbursements for board members. This is an annual approval for those reimbursements for the entire 2025 year.

### **11. ADJOURNMENT**

The mission of Comstock Public Schools is to serve our community by empowering, inspiring, and challenging every person within the school district to reach their full potential, and to ensure all students learn and thrive in a safe and healthy environment.

The vision of Comstock Public Schools is to be an inclusive, high performing learning community where we foster dreams, explore possibilities, and create futures.

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact Megan Amsbury, Executive Assistant/Board Secretary at 269.250.8907 at least 72 hours prior to the meeting or as soon as possible.



# COMSTOCK PUBLIC SCHOOLS

## Board of Education Calendar

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1 <sup>st</sup> Meeting	1 <sup>st</sup> Meeting	1 <sup>st</sup> Meeting	1 <sup>st</sup> Meeting	1 <sup>st</sup> Meeting	1 <sup>st</sup> Meeting
<ul style="list-style-type: none"> <li>New Board Member Oath of Office <i>(If election year)</i></li> <li>Organizational Meeting</li> <li>Academic Update - Principal (CELA)</li> </ul>	<ul style="list-style-type: none"> <li>Student &amp; Staff of the Month Recognition</li> <li>Academic Update - Principal (STEM)</li> <li>Election of MASB Board of Directors</li> <li>Registration for MASB Spring Institute <i>(April)</i></li> </ul>	<ul style="list-style-type: none"> <li>Student &amp; Staff of the Month Recognition</li> <li>Academic Update - Principal (CMS)</li> <li>Discussion of Staff Appreciation <i>(May)</i></li> </ul>	<ul style="list-style-type: none"> <li>Student &amp; Staff of the Month Recognition</li> <li>Academic Update - Principal (CHS)</li> <li>Approval of Teacher Tenure</li> <li>Approval of Administrator Contracts <i>(Every two years)</i></li> <li>Consideration of Teacher Lay-Offs <i>(If necessary)</i></li> </ul>	<ul style="list-style-type: none"> <li>Staff Appreciation Week</li> <li>Student &amp; Staff of the Month Recognition</li> <li>Academic Update - Principal (CVA)</li> <li>Excellence in Education and Senior Scholar Recognition</li> <li>Approval of KRESA Annual Budget</li> <li>Superintendent's Presentation of Evidence for EOY Evaluation <i>(Closed session)</i></li> </ul>	<ul style="list-style-type: none"> <li>Annual Budget Hearing</li> <li>Student &amp; Staff of the Month Recognition</li> <li>Approval of Non-Bargaining Employee Compensation</li> <li>Adoption of CY Final Budget Amendment</li> <li>Adoption of NY Preliminary Budget 5</li> <li>Registration for MASB Summer Institute <i>(August)</i></li> </ul>
2 <sup>nd</sup> Meeting	2 <sup>nd</sup> Meeting	2 <sup>nd</sup> Meeting	2 <sup>nd</sup> Meeting	2 <sup>nd</sup> Meeting	2 <sup>nd</sup> Meeting
<ul style="list-style-type: none"> <li>Approval of Monthly Financials</li> <li>Academic Update - Principal (CES)</li> <li>Budget Amendment <i>(If necessary)</i></li> <li>Student &amp; Staff of the Month Recognition</li> <li>Department Update - Technology</li> <li>School Board Appreciation Month</li> </ul>	<ul style="list-style-type: none"> <li>Approval of Monthly Financials</li> <li>Department Update - Custodial</li> <li>Work Session</li> </ul>	<ul style="list-style-type: none"> <li>Approval of Monthly Financials</li> <li>Department Update - Transportation</li> <li>Superintendent's Quarterly Evaluation <i>(Closed Session)</i></li> </ul>	<ul style="list-style-type: none"> <li>Approval of Monthly Financials</li> <li>Department Update - Food Service</li> <li>Work Session</li> </ul>	<ul style="list-style-type: none"> <li>Approval of Monthly Financials</li> <li>MHSAA Membership Approval</li> <li>Select Board Designees for KRESA Biennial Election <i>(Every two years)</i></li> <li>Superintendent's Final Evaluation Review <i>(Closed session)</i></li> </ul>	<ul style="list-style-type: none"> <li>Approval of Monthly Financials</li> <li>Ratify Superintendent's Contract</li> <li>Retiree Recognitions</li> <li>Academic Update - Annual &amp; NWEA</li> <li>Set Date for August Board Retreat</li> </ul>



# COMSTOCK PUBLIC SCHOOLS

## Board of Education Calendar

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1 <sup>st</sup> Meeting	1 <sup>st</sup> Meeting	1 <sup>st</sup> Meeting	1 <sup>st</sup> Meeting	1 <sup>st</sup> Meeting	1 <sup>st</sup> Meeting
<ul style="list-style-type: none"> <li>Student &amp; Staff of the Month Recognition</li> <li>Annual Board Background Checks</li> </ul>	<ul style="list-style-type: none"> <li>Approval of Course Catalog(s) <i>(If changes occurred)</i></li> <li>Review of Student &amp; Athletic Handbooks <i>(If changes occurred)</i></li> <li>Appointment of Delegates to MASB Conference</li> <li>Registration for MASB ALC <i>(October / November)</i></li> </ul>	<ul style="list-style-type: none"> <li>Set Date for Board Performance Appraisal</li> </ul>	<ul style="list-style-type: none"> <li>Update on Board Election Process <i>(If election year)</i></li> <li>Student &amp; Staff of the Month Recognition</li> </ul>	<ul style="list-style-type: none"> <li>Presentation of District Audit</li> <li>Student &amp; Staff of the Month Recognition</li> <li>Academic Update - Principal (COM)</li> </ul>	<ul style="list-style-type: none"> <li>Budget Amendment <i>(If necessary)</i></li> <li>Superintendent's Mid-Year Evaluation <i>(Closed session)</i></li> <li>Student &amp; Staff of the Month Recognition</li> <li>Board Update - EOY Committees</li> </ul>
6					
2 <sup>nd</sup> Meeting	2 <sup>nd</sup> Meeting	2 <sup>nd</sup> Meeting	2 <sup>nd</sup> Meeting	2 <sup>nd</sup> Meeting	2 <sup>nd</sup> Meeting
<ul style="list-style-type: none"> <li>Approval of Monthly Financials</li> <li>Presentation of Anti-Bullying Report</li> <li>Department Update - Auditorium</li> </ul>	<ul style="list-style-type: none"> <li>Approval of Monthly Financials</li> <li>Annual Policy Updates <i>(Action)</i></li> <li>Work Session</li> </ul>	<ul style="list-style-type: none"> <li>Approval of Monthly Financials</li> <li>Department Update - Athletics</li> <li>Superintendent's Quarterly Evaluation <i>(Closed Session)</i></li> </ul>	<ul style="list-style-type: none"> <li>Approval of Monthly Financials</li> <li>Department Update - Special Education</li> <li>Work Session</li> </ul>	<ul style="list-style-type: none"> <li>New Board Member Acceptance of Office <i>(If election year)</i></li> <li>Approval of Monthly Financials</li> <li>Department Update - Multilingual</li> <li>Board Update - ALC</li> </ul>	

# COMSTOCK PUBLIC SCHOOLS BOARD OF EDUCATION

## GOVERNANCE GUIDELINES AND PRACTICES

In effective school systems, the Superintendent and the Board of Education work together as a “Board Team.” The Board of Education is the corporate policy-making body for the District, and the Superintendent and staff provide the leadership to implement Board policies. It is the goal of the Comstock Public Schools Board of Education and Superintendent to function as a united team; provide positive leadership to the District; and foster open communication with the administration, staff, students, parents, and community members of the District.

Therefore, and to that end, the Comstock Public Schools Board of Education adopts these Governance Guidelines and Practices. Refer to Board policies for more details as needed.

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# **1.0 GOVERNANCE GUIDELINES & PRACTICES**

## **1.1 BOARD OF EDUCATION SHARED VISION**

Comstock Public Schools stands as a lighthouse district, a beacon of offering educational opportunities to all children and serving as a source of pride for our community. As the Board of Education, we promote a passion for learning and a philosophy that puts the needs of children and their education first.

### **1.1.1 Climate & Environment**

We are a caring community that knows and lifts every child. All employees, parents, and community members appreciate and honor the unique contributions each brings to our education community. Therefore, we envision a school district where we:

- A. Provide a safe, healthy, joyful, welcoming environment for all who enter and a place where students are eager to learn
- B. Respect, value, empower, and trust one another
- C. Celebrate the uniqueness of each individual in a climate of acceptance and understanding
- D. Value open, honest, and two-way communication among all stakeholders (families, students, staff and community)
- E. Invite parents and community members to be active partners
- F. Benefit from facilities that are updated, well-maintained, and inviting, including cutting-edge technology and equipment

### **1.1.2 Engaged Learners**

An exemplary learning community inspires and motivates all students to reach their full learning potential. Therefore, we envision a school district where students:

- A. Experience joy in learning
- B. Flourish in a learning environment where creativity and imagination abound
- C. Give their personal best and challenged to go beyond the ordinary
- D. Have their unique learning needs met
- E. Experience learning that connects to the real world through a variety of opportunities for exploration
- F. Are assessed using reliable and timely instruments that measure what students have learned

### **1.1.3 Enhancing Employee Capacity**

An exemplary educational system operates on the premise that a school district can only be as good as the people it employs. Therefore, we have a deep commitment to holding the highest standards for ourselves and others and providing the opportunity to learn and grow. We envision a school district where an empowered staff:

- A. Works cooperatively and collaboratively to expand their ability to support and improve student achievement
- B. Broadens the potential for success through the implementation of innovative and creative ideas
- C. Values and seeks meaningful individual professional development
- D. Experiences focused on professional development based on best practices and current research
- E. Uses state-of-the-art technology and equipment to enhance job effectiveness

### **1.1.4 Organizational Capability**

The pursuit of excellence requires persistence, tenacity, and courageous patience. Therefore, we envision a school district where our processes support:

- A. Continuous improvement in all that we do
- B. Implementation of innovative ideas when determining structural and operational changes
- C. Participative problem-solving and decision-making

### **1.1.5 Outcomes For Our Students**

Our schools excel at preparing each student for their life journey. Therefore, we envision a school district where students are:

- A. Persons of character who are contributing members of society and life-long learners
- B. Independent, confident, and hopeful, with the skills to plan a successful future
- C. Capable of making analytical decisions
- D. Proficient in academic, literacy, and communication skills
- E. Prepared for future education and career opportunities

This Shared Vision document provides the “imagination” of what we hope to become, a blueprint for continuous improvement, and the benchmarks by which we will evaluate our progress. We dedicate ourselves to these ideals.

## **1.2 BOARD OF EDUCATION COLLECTIVE COMMITMENTS**

The Comstock Public Schools Board of Education Shared Vision provides the framework for what will be and is a blueprint for continuous improvement. The clarity of our Shared Vision and commitment to it is crucial to our success. We have identified the following Board of Education Collective Commitments that will define the behaviors that lead to our Shared Vision.

### **1.2.1 Learning: Our Priority**

- A. Learning is our focus for students and adults. We are committed to both individual and collective growth.
- B. We make learning come alive through engaging and inspiring our students.
- C. Individual differences matter; we strive to meet the unique needs of our students.

### **1.2.2 Our Environment**

- A. We create positive, welcoming, and safe environments where students, staff, and parents thrive and are eager to learn.

### **1.2.3 Our Interactions**

- A. Respect for each other and integrity are at the core of our interactions.
- B. We model responsible, ethical behavior.

### **1.2.4 Our Practices**

- A. We collaborate to produce results superior to those achieved individually.
- B. We are innovative in our pursuit of excellence. We actively seek a better way.
- C. We recognize and celebrate our successes.

### **1.2.5 Our Communication**

- A. We want everyone to have a voice. With that comes a responsibility to speak openly, to listen to others, and to be part of the solution.
- B. We engage in open and timely communication with each other.

### **1.2.6 Our Resources**

- A. We safeguard and conserve our district resources with great diligence.

We will honor, advance, and value these Commitments; the education of our students depends on it.

### **1.3 BOARD OF EDUCATION CODE OF ETHICS**

As members of the Comstock Public Schools Board of Education, we will promote the best interests of the entire school district and make decisions that place student learning and the success of all students first by adhering to the following educational and ethical standards:

We will...

- A. Make decisions in the best interest of the educational welfare of children, and will seek to develop and maintain schools that meet the individual needs of all children regardless of their race, color, religion, sex, national origin, age, height, weight, marital status, special need or disability.
- B. Be personal advocates for the good work of the District.
- C. Focus Board action on policy making, strategic planning, and designating and evaluating the Superintendent.
- D. Recognize that the role of the Board is to govern the District. We will delegate authority to the Superintendent for the day-to-day operations and management of the District and will not seek to participate in the day-to-day operations.
- E. Review and evaluate all policies, bylaws, procedures, and processes, and will work to make desired changes so they will be current and relevant.
- F. Follow established Board Policies, and Governance Guidelines and Practices.
- G. Come to Board meetings prepared to discuss and take action on all agenda items. We will study the material in the Board packet and follow established Board Governance Guidelines & Practices.
- H. Whenever possible notify the Superintendent or Board President of concerns before the Board meetings so that the issues(s) can be properly addressed.
- I. Understand that we have not only the right, but the duty, to express our views and opinions and ask questions at the Board table, and will make a good faith effort to understand the viewpoints of others.
- J. Recognize that the Board must make decisions as a whole and in public. We will render all decisions based on the available facts and our independent judgment and refuse to surrender our judgment to individuals or special interest groups.
- K. Avoid being placed in a position of conflict of interest, and, if such a conflict is unavoidable, we will disclose such interest and abstain from voting on such matters.
- L. Respect the consensus and decisions of the Board and support their implementation.

- M. Recognize that while we are free to express our personal views, the Board President is the spokesperson for the Board and the Superintendent is the spokesperson for the District.
- N. Be respectful and listen to all ideas presented to the Board from parents, staff, students, community members, other Board members, or other stakeholders. We will listen and then refer any person to the appropriate personnel.
- O. Communicate to other Board members and the Superintendent public reaction to Board policies and school programs.
- P. Exercise caution when communicating between and among Board members via electronic communication, and will abide by the Open Meetings Act.
- Q. Respect the confidentiality of information under applicable law, including closed-session discussions. Additionally, we will hold confidential all matters that, if disclosed, would needlessly injure individuals, schools, or the district.
- R. Stay informed about current educational issues.
- S. Take no private action that will compromise the Board, the Administration, or the District.
- T. Refrain from using our Board positions for personal or partisan gain.
- U. Support the employment of those persons best qualified to serve as District staff.
- V. Support and protect District personnel in the proper performance of their duties.
- W. Review this Code of Ethics annually at the beginning of each year.

The Board President will...

- A. Ensure that persons addressing the Board follow established guidelines outlined in Board policy.
- B. Advise persons addressing the Board to do so respectfully and not allow them to direct rude and indecent behavior, profane or indecent discourse to the Board, Superintendent, or others during Board meetings.
- C. Ensure that all Board members have the opportunity to express their views and will work toward building consensus among all Board members.
- D. Follow parliamentary procedure, to the extent that it does not conflict with Board policy.

The Board of Education has adopted the following ethics policy for its trustees. This policy is intended to provide guidance on ethical issues and a mechanism for addressing unethical conduct.

### **1.3.1 Board Responsibilities**

Board members are responsible for providing governance for the District, in the following ways:

- A. Regularly attend Board meetings
- B. Review materials provided in preparation for Board meetings
- C. Review the District's financial reports
- D. Make reasonable inquiry before making decisions
- E. Perform independent research, as necessary, for a complete understanding of Board issues.

### **1.3.2 Professional Conduct**

Board members must conduct all dealings with the Superintendent, employees, contractors, and vendors honestly and fairly, safeguarding confidential information.

#### **1.3.2.1 Self-Dealing**

Self-dealing occurs when Board members make decisions that materially benefit themselves or their relatives at the expense of the District. "Relatives" include a person's spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law, and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts, or other valuable items. Accordingly, no Board member may:

- A. Solicit for compensation for serving on the Board or any committee
- B. Make promises to vendors unless with prior approval from the Board
- C. Solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the Board
- D. Seek preferential treatment for themselves or their relatives
- E. Use District property, services, equipment or business for the gain or benefit of themselves or their relatives, except as is provided for all members of the Board of Education

#### **1.3.2.2 Confidential Information**

Board members are responsible for protecting the District's confidential information. As such they may not use confidential information for the benefit of themselves or their relatives. Except when disclosure is duly authorized or legally mandated, no Board member may disclose confidential information. Confidential information includes, without limitation:



- A. Private personal information of fellow Board members
- B. Private personnel information of employees
- C. Disciplinary actions against members of the District
- D. Legal disputes in which the district is, or may be involved--Board members may not discuss such matters with persons not on the Board. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and loss of confidential information.

#### 1.3.2.3 Misrepresentation

Board members may not knowingly misrepresent facts. All data, records, and reports must be accurate, truthful, and prepared properly.

#### 1.3.2.4 Interaction with Employees

Board members will observe the following guidelines:

- A. The President will serve as the liaison between the Board and the Superintendent.
- B. Except for the President, Board members may not direct the Superintendent, employees, contractors, volunteers, or vendors.
- C. If Board members are contacted by employees with complaints, the employees will be instructed to contact the Superintendent or their immediate supervisor.
- D. No Board member may threaten or retaliate against an employee who brings information to the Board regarding the improper actions of a Board member. Board members are prohibited from harassing or threatening employees, contractors, volunteers, vendors, Directors, committee members, and stakeholders verbally, physically, or otherwise.

#### 1.3.2.5 Proper Decorum

Board members must act with proper decorum. Although they may disagree with the opinions of others on the Board or committee, they must act with respect and dignity at all times and places and not make personal attacks on others. Accordingly, Board members must focus on issues, not personalities, and be courteous toward each other and employees, contractors, volunteers, vendors, and other members of the Board. Board members will support Board decisions and will not act unilaterally or contrary to the Board's decisions.

### **1.3.3 When Conflicts of Interest Arise**

Situations may occur that are not expressly covered by this policy or where the proper course of action is unclear. Board members should immediately raise such situations with the entire Board.

If appropriate, the Board will seek guidance from legal counsel.

#### 1.3.3.1 Disclosure & Recusal

Board members must immediately disclose any conflict of interest, whether their own or others. Board members must withdraw from decisions in which they have a material interest.

#### 1.3.3.2 Violations of Policy

Board members who violate the District's ethics policy are deemed acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including, but not limited to:

##### A. Censure

- i. Removal from committees
- ii. Removal as an officer of the Board
- iii. Request for resignation from the Board
- iv. Recall by the membership
- v. Legal proceedings

Before taking any actions described above, the Board President will appoint a committee to review and investigate the violation(s). The committee will review the circumstances of the allegation, endeavor to meet with the Board member believed to be in violation, confer with the District's legal counsel, and present its findings and recommendations to the Board for appropriate action. The Board will endeavor to meet with the Board member in closed session before imposing disciplinary action against that person.

## 2.0 MEETINGS

### 2.1 DEVELOPING THE BOARD MEETING AGENDA

#### 2.1.1 Who Can Place Items on the Agenda and the Guidelines

##### 2.1.1.1 Creating & Presenting the Agenda

In collaboration with the Superintendent, the Board President drafts the agenda and then presents it to the Board the Friday preceding the Regular Meeting.

##### 2.1.1.2 Agenda Item Request

Any Board member may request verbally or in writing to the Superintendent or Board President an item the member desires to have placed on the agenda. The Board President will review these requests.

#### 2.1.1.3 Time Limits

The Board President, with the recommendation of the Superintendent, will set reasonable time limits for all Board discussions which will be printed on the agenda.

- A. If the discussion reaches the time limit, the Board may extend the discussion by a majority vote.

### **2.1.2 Use of Consent Agenda**

A consent agenda may include items of a routine or recurring nature grouped under one action item. All such items will be acted upon by one vote without a separate discussion unless a Board member requests that an item be withdrawn for individual consideration. The remaining items will be adopted under a single motion and vote.

Consent Agenda Items, may include but are not limited to:

- A. Routine Items
- B. Minutes for Approval
- C. Bills for Payment
- D. Routine Renewals
- E. Items Recommended by the Superintendent and Agreed to by the Board

### **2.1.3 Order of Meeting Agenda**

#### 2.1.3.1 Work Session

1. Call to Order
2. Call to the Audience (Limit 3 minutes per person)
3. Business Items
4. Adjournment

#### 2.1.3.2 Regular Board Meeting Agenda

1. Call to Order
2. Pledge of Allegiance / Moment of Silence
3. Mission, Vision, Values
4. Roll Call
5. Changes to Agenda

6. Approval of Agenda
7. Recognitions & Presentations
  - A. Student & Staff of the Month (monthly during the school year)
  - B. Academic Update
  - C. Building Presentation (monthly Dec-Jun)
  - D. Department Presentation (monthly)
  - E. Committee Report(s)
8. Call to the Audience
9. Consent Agenda
  - A. Approval of Previous Meeting(s) Minutes
  - B. Finance Reports & Update (monthly)
  - C. Personnel
10. Celebrations & Communications
  - A. Celebrations
  - B. Superintendent's Update
  - C. Board Member Comments
11. Old Business
12. New Business
13. Recording Secretary Update
14. Adjournment
15. Announcements & Information

#### **2.1.4 Annual Board Agenda Calendar**

To ensure appropriate oversight of district operations and to help the Board meet its responsibilities and duties as outlined by Board policy, the Board will create an annual calendar.

## **2.2 BOARD MEMBER MEETING PREPARATION**

- A. Board members will come to Board meetings prepared to discuss and take action on all agenda items.
- B. Board members are responsible for studying the material in the Board packet sent to

them before the meeting.

- C. Requests for additional information will be addressed through the Board President and/or the Superintendent as follows:
  - 1. Board members are always encouraged to ask questions to the Superintendent or designee and have their questions answered.
  - 2. A Board member, with support, may request documentation or a report from the Superintendent. Within two (2) weeks, the Superintendent will respond by providing copies of the requested material to all Board members, or provide reports as directed by the Board.
  - 3. If there are persistent concerns by any Board member, they will bring the concerns to the entire Board. The Board of Education will determine collectively how the issue will be addressed.
- D. Board members who cannot attend a Board meeting will notify the Superintendent's Executive Assistant as soon as they know. The Executive Assistant will then inform the Board President and Superintendent. If the President will be absent, the Executive Assistant will notify the Vice President.

## **2.3 BOARD MEETING CONDUCT, PARTICIPATION, & PROTOCOL**

### **2.3.1 Board Members**

- A. When four or more Board members are gathered to discuss school business it is considered a meeting (quorum).
- B. In addition to the following procedures, Board members will adhere, at all times, to the Board Code of Ethics.
- C. Board members will maintain professional and courteous behavior throughout the meeting.
- D. Board members will demonstrate respect to fellow Board members and public participants in the following manner:
  - 1. Directing comments solely to the business under deliberation
  - 2. Addressing each other, staff, and the public by title and last name
  - 3. Speaking only after acknowledgment from the Board President or committee chair
  - 4. Seek solutions and reasonable compromises or consensus when there are differences of opinion
  - 5. Setting electronic devices in a non-audible mode during Board meetings.
  - 6. No surprises

### **2.3.2 Persons Addressing the Board**

- A. Audience participation at Board meetings is limited to the “Call to the Audience”. At all other times during a Board meeting, the audience members are not allowed to enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.
- B. A person may address the Board on an agenda or non-agenda item. After recognition by the Board President, the speaker may address the Board for no more than three (3) minutes.
- C. Delegations of several persons addressing the same issue are encouraged to appoint one person to present their views to the Board.
- D. Taping, videotaping, and photographing are permitted in an area designated by the Board and in a manner that does not disrupt the dignity and function of the Board meeting. Taping, videotaping, and photographing of individuals or groups that are being recognized will be allowed outside the designated area during the Communications portion of the meeting. If the meeting is being disrupted, the Board President may direct that all taping, videotaping, or photography cease.

### **2.3.3 Board Response to Persons Addressing the Board**

- A. During “Call to the Audience” Board members are to listen to comments without response.
- B. The Board President may direct the administration to investigate item(s) and report back to the Board and/or the individual citizen.
- C. Board members should not respond or converse with the audience during the meeting because:
  - 1. Items on the agenda will be discussed as appropriate and scheduled on the agenda.
  - 2. Items not on the agenda - Since items not on the agenda may or may not be school-related, it would be inappropriate to respond.

### **2.3.4 Discussion of Employee / Student Issues**

- A. The Board will not encourage or actively participate in negative comments regarding individual employees or students.

### **2.3.5 Hearings, Grievances, Student / Employee Discipline**

- A. The Board will conduct all hearings or presentments per the applicable Board policies.
- B. During hearings or presentments, the Board President or Superintendent may seek legal counsel, as necessary.
- C. The Board will not use any student's name outside of closed sessions.
- D. Student disciplinary hearings will be held in closed session if requested per Board policy and state law.

### **2.3.6 Discussion of Motions**

- A. All discussions will be directed solely to the business currently under deliberation.
- B. The Board President or designated chair is responsible for keeping the discussion to the motion at hand and halting comments that do not apply to the business currently before the Board.
- C. Before giving their comments, Board members will ask for and receive recognition from the presiding officer.

## **2.4 BOARD MEMBER PARTICIPATION IN DISCUSSION, DEBATE, & VOTING**

- A. All Board members will vote on all action items unless a conflict of interest applies. If a conflict of interest exists, the Board member will abstain.
- B. All Board members may make motions, second motions, and enter into discussion on any agenda items.
- C. A majority of the entire Board is needed to pass a motion, except for two-thirds of the entire Board when going into closed session for certain purposes as determined by law.
- D. In case of a tie, the motion fails. The President may bring the item back to the Board on a subsequent agenda.
- E. In case of a less-than-unanimous vote, the will of the majority rules, and all members of the Board will support the implementation of the decision.

## **2.5 BOARD MEMBER RESPONSES TO INQUIRIES ABOUT CLOSED SESSIONS**

- A. Any information from a closed session is confidential and will not be discussed outside of the closed session.

## **2.6 PARTICIPATION BY NON-BOARD MEMBERS IN CLOSED DISCUSSION**

Participants are limited to the following:

- A. The person requesting the closed session, their counsel, a union representative, their parent(s) / guardian(s) where applicable
- B. Representatives of the administration who have pertinent information
- C. Additional persons approved by the Board

## **2.7 BOARD ORGANIZATION**

### **2.7.1 Election of Officers**

- A. An individual Board member may decline nomination for any or all offices.
- B. The Officers will be the President, Vice President, Secretary, and Treasurer. Board officers will serve a term of one year, or until a successor is elected. Officers are not term-limited.
- C. At the January Organizational Meeting, the Board President will ask for Board office nominations. The Board will vote separately for each office.
- D. In the case of a vacancy of the office of President, the Vice President will succeed to the office of President for the remainder of the term. A vacancy in the office of Vice President, Secretary, or Treasurer of the Board will be filled by majority vote.

### **2.7.2 Role & Authority of Officers**

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees regarding the performance of their duties.

### **2.7.3 Selection & Operation of Board Committees**

- A. Standing committees are appointed by the Board President.
- B. The Academic Performance, Facilities, Finance, and Policy Committees are standing committees.
- C. Board members serving on committees may only make recommendations or advise the full Board relative to the committee's area of study.
- D. Committee chairs will function as liaisons between the Board, the Board President, and designated staff, take and report minutes of their committee's meetings, and maintain the committee folder.
- E. Ad hoc committees are appointed by the Board President. Ad hoc committees may be formed as deemed necessary by the Board and appointed by the President.



- F. To be eligible to serve on a committee, a Board member must attain MASB Level 1 Certification.

## **3.0 COMMUNICATION**

### **3.1 BOARD MEMBER COMMUNICATION WITH EACH OTHER**

- A. Board members will not tally or secretly count votes outside of Board meetings regarding issues pending before or about the Board. This includes “round the horn” voting.
- B. Board members may have one-on-one conversations provided the content stays between those individuals.

#### **3.1.1 Electronic Communication**

- A. Board members will abide by the Open Meetings Act.
- B. Electronic communication will be recognized as potentially subject to FOIA.
- C. One-on-one electronic communication is permitted. Forwarding such messages is not permitted.
- D. Sending informational electronic messages to a group is permitted.
- E. Members may not “reply all” or forward to other Board members an email, or other electronic communication, that pertains to business before the Board.
- F. Electronic communications may not be used to vote on official Board business.
- G. Electronic communications are permitted to discuss non-board business between individuals or groups.
- H. Electronic communication between Board members during meetings is not permitted.

#### **3.1.2 Board Member Responses to Community / Employee Contacts**

- A. The Board recognizes that as elected officials there will be requests and contacts from the public and/or employees, therefore strict adherence to this procedure is required.
- B. The Board member should listen and then refer any employee, parent, student, community member, or other stakeholder who contacts them with an issue to the appropriate staff member.
- C. The Board member should not become individually and personally involved.
- D. The Board member should notify the Superintendent or Board President of potentially significant requests or issues.

### **3.1.3 Board Member Communication With Media**

- A. The Superintendent or their designee will be the spokesperson for the District.
- B. The Board President will be the spokesperson for the Board.
- C. All Board members contacted by the media should direct them to the Board President, Superintendent, or their designee.
- D. All Board members are free to express their personal views, making it clear that the Board President speaks for the Board and that the Superintendent speaks for the District.

### **3.1.4 Board Member Communication With the Community**

- A. The Board will communicate with the community through public hearings, meetings, and publications.
- B. Individual Board members cannot communicate for the entire Board, or in an official capacity outside of the Boardroom.
- C. In their role as members of the Board, members regularly receive information that is not part of the public packet but may be discussed in a future open meeting of the Board. Because such information is preliminary to a Board decision, individual members are not at liberty to forward such information to any other individual.

## **3.2 SCHOOL LIAISONS**

Each year, members of the Board of Education take turns serving as liaisons with one of the District's six public schools, including the Transportation Department.

### **3.2.1 Primary Goals of a Liaison**

- A. Facilitate and enhance communication between the Board of Education and Superintendent Team with the administration, staff, students, and families of the school community. Liaisons may attend after-school events and functions to answer questions, share information, encourage communication, and build relationships with the community.
- B. Provide each Board member the opportunity to learn about the strengths and needs of a building and its staff, students, programs, and activities. All of our buildings have distinct personalities and cultures reflecting the variety and diversity of our District.

### **3.2.2 Protocols of a Liaison**

- A. The liaisons serve one calendar year until the next organizational meeting before rotating.
- B. The liaison listens and learns but ~~does~~ <sup>126</sup> not serve as a direct advocate for the school or

program on issues.

- C. The liaison refers concerns to the appropriate staff and does not become involved in administrative or operational matters.
- D. The liaison must make an appointment before visiting the school. Upon arrival at the school, the liaison will check in with the office staff.
- E. The liaison informs individuals or groups on how best to communicate with the Superintendent regarding specific needs or concerns, acknowledging that all operational matters should be routinely referred to the principal if appropriate.
- F. The liaison informs individuals or school groups regarding upcoming issues that may impact them.
- G. The liaison may represent the Board at school events and official functions.
- H. The liaison communicates Board policies and actions as requested.

### **3.3 SUPERINTENDENT COMMUNICATIONS WITH BOARD MEMBERS**

- A. The Superintendent will communicate with Board members, in a timely fashion, in the following ways:
  - 1. Not urgent / not in the media – Board packet
  - 2. High importance (not a crisis) – Email to each Board member
  - 3. Crisis/emergency – A phone call or text to each Board member
    - a. In the case of an emergency or crisis, the Superintendent or their designee will provide the following information:
      - What
      - Where
      - When
      - Who
      - Action Taken
      - Public statement for Board members
    - b. Phone calls and texts will be placed in the following order:
      - 1. President
      - 2. Vice President
      - 3. Secretary
      - 4. Trustees
    - c. The Superintendent or their designee will provide updates as practicable.
- B. It is recommended that Board members check their school email accounts at least once daily and respond to communications from the Superintendent or the Superintendent's Office within 24 hours when appropriate or requested to do so.
- C. Before a Board meeting, if Board members notice any materials are missing from the Board packet, or if there are any additions to the minutes, they should contact the

## **4.0 BOARD DEVELOPMENT**

### **4.1 NEW BOARD MEMBER ORIENTATION**

A new Board member will review key items with the Superintendent, Board President, Board trustee mentor, and/or Superintendent Team. Individuals will be assigned by the President immediately upon election.

#### **4.1.1 Suggestions for the Board Mentor & Board Team**

- A. Immediately upon election, assign a mentor for the newly elected Board member.
- B. Encourage the newly elected member to attend all meetings.
- C. Meet with the newly elected member after meetings to answer any questions about the meeting, even for five minutes.
- D. Explain the different kinds of meetings (general, work session, study, workshop) and what happens at each meeting.
- E. Explain how an item gets on the agenda.
- F. Attend a MASB training session with the newly elected (perhaps not the same class, but the same day).
- G. Explain how to register for classes and workshops.
- H. Be aware that the “newness” lasts for a year, until everything has been done once.
- I. Be patient! The newly elected don't know what they don't know.

#### **4.1.2 Superintendent**

##### **4.1.2.1 School District Direction & Overview**

- A. Strategic Plan
- B. Board Annual goals
- C. Superintendent Evaluation process
- D. District Celebrations
- E. Annual Education Report (including district background and history)
- F. District School Improvement Plan
- G. Budget Summary

#### 4.1.2.2 Additional Background Information

- A. Review of essential elements of individual Cabinet member's role
- B. Student discipline process review – with the Board's role outlined
- C. Superintendent's contract
- D. Last month's Superintendent updates
- E. Map of the whole district and possible tour
- F. Introduction to Union Leadership
- G. Introduction to principals

### **4.1.3 Superintendent Team**

#### 4.1.3.1 Additional Background Information

- A. Assistant Superintendent
  - 1. Collective bargaining agreements and update
  - 2. Review of curriculum decisions upcoming for the Board of Education
  - 3. Outline of the layoff/recall process
  - 4. Review of the hiring process
- B. Finance Director
  - 1. Review of different budgets utilized by the district
  - 2. Review of finance processes and procedures
- C. Facilities Director
  - 1. Possible tour of central office facility/map of the facility
- D. Executive Assistant
  - 1. Procedures for registering for conferences
  - 2. Reimbursement for the purchase of approved items
  - 3. Process for responding to calendar invitations
  - 4. Process for responding to other communications from the Superintendent's Office

#### **4.1.4 Board President or Board Trustee Mentor**

##### **4.1.4.1 Board Member Responsibilities**

- A. Policy
- B. Hiring/evaluation of Superintendent
- C. Budget & Strategic Planning

##### **4.1.4.2 Board Member Documents**

- A. Code of Ethics
- B. Board Governance Guidelines & Practices
- C. Board Policy
- D. Board Annual Calendar
- E. Superintendent Evaluation Document
- F. Other documents (held by Executive Assistant)
  - a. Board member duties under the Revised School Code
  - b. Guide to the Open Meetings Act
  - c. "Surviving the 1st year"
- G. Other
- H. MASB level 1 class information/course schedule and ongoing Board Member training opportunities
- I. Contact list for fellow Board members

#### **4.2 BOARD OFFICER TRANSITION PROCESS**

- A. Current officers are to transition the duties and responsibilities of their positions to their replacements.
- B. New officers are to review the written description of the position before taking office.

#### **4.3 ANNUAL BOARD SELF-EVALUATION & ESTABLISHMENT OF BOARD GOALS**

- A. Board self-evaluations are to be done annually
- B. Board self-evaluations are to be done as a Board and Superintendent team

## 4.4 BOARD MEMBER PERFORMANCE CONCERNS

### 4.4.1 Resolution Process

- A. If a Board member has a concern about another Board member's performance they should first discuss it with the offending member.
- B. If still unsatisfied with the results of the first meeting, they should then discuss it with the Board President.
- C. If still unsatisfied with the results, or if the concern relates to the Board President, then the concern will be taken to the full Board.
- D. At any time, the Superintendent may be enlisted to support this process.

### 4.4.2 Censure

#### 4.4.2.1 Definition of Censure (noun)

An official condemnation, reprimand, or expression of adverse criticism, usually by a legislative or other formal body, of the conduct of one of its members or of someone whose behavior it monitors. *Webster's New World Law Dictionary*, Wiley Publishing, Inc., Hoboken, New Jersey.

#### 4.4.2.2 Purpose of Censure

A censure is the reprimand of a Board member for misconduct and is imposed immediately by motion and vote of the Board of Education if, for example, the inappropriate behavior occurred during or at a Board meeting. Behavior worthy of censure includes but is not limited to the following:

- A. Disruption of meetings (shouting, pounding, use of profanity, or personal attacks against fellow Board members)
- B. Breach of confidence including revealing discussions from closed sessions with outside parties
- C. Interference with Board or District operations
- D. Breach of fiduciary duties
- E. Improper behavior toward Board members, or District employees including contractors and volunteers
- F. Undisclosed conflicts of interest

**Note:** A censure is not a disciplinary action. If rules were violated and fines imposed, action against a Board member would qualify as a disciplinary proceeding requiring a noticed

*hearing and the presentation of evidence.*

#### 4.4.2.3 Approval of Censure

If, after repeated warnings, a Board member persists in behaving poorly or inappropriately during a Board meeting, the Board may move to censure the misbehaving Board member.

In situations where the alleged behavior occurred outside of the Board meeting and a censure may be appropriate, the Board will notify the Board member and add the hearing to the Board agenda. In either case, the censure is recorded in the meeting minutes. The minutes should reflect the reason for the censure.

#### 4.4.2.4 Powers Unaffected

While expressing strong disapproval of a Board member's behavior, a censure does not remove a Board member from the Board nor does it impair the Board member's ability to attend meetings, make and second motions, or vote on motions, unless there is reason for the Board member to recuse themselves from a particular vote.

#### 4.4.2.5 Removal from Office

If the errant Board member is an officer (President, Vice President, Treasurer, or Secretary), they can be removed from office by fellow Board members. However, the Board member cannot be removed from the Board except by the courts or the membership (when the director ceases to be a qualified Board member, ie. they move out of the District).

#### 4.4.2.6 Request for Resignation

In addition to censure, a Board may request the resignation of the censored Board member. However, the Board member may refuse. Courts may remove Board members from office as legally allowed by State law. However, a censored Board member may be removed with or without cause using a recall election.

## 4.5 PROCEDURES FOR BOARD TRAVEL & TRAINING

- A. Board members are encouraged to take MASB's CBA 101 Board Orientation class as soon as possible after beginning their Board term, and to complete CBA 102-109 for Board Certification within their first year on the Board, to be educated on the diverse issues they will be facing as a Board member.
- B. Board members are encouraged to further their professional training and take advantage of available training or conferences within or outside of the district on an ongoing basis.
- C. Board members should arrange travel, accommodations, and classes through the Superintendent's Office.



- D. All Board members are to comply with the Board policy on travel expenditures and submitting travel/training expenses.
- E. Board members are encouraged to give a class or conference summary at an upcoming Board meeting.

## **5.0 BOARD – DISTRICT OVERSIGHT**

### **5.1 DISTRICT’S VISION, MISSION, & GOALS**

- A. The Board and Superintendent Team will ensure the development of the District vision and mission statements, and annual district goals.
- B. The Board will review the district’s goals annually.

### **5.2 DISTRICT IMPROVEMENT PLAN**

- A. The Superintendent will facilitate and present the District School Improvement Plan to the Board annually.

### **5.3 REVIEW OF PROGRAMS**

#### **5.3.1 Instructional Programs**

- A. The Administration will present updates to the instructional program at Board meetings.

#### **5.3.2 Non-Instructional Programs**

- A. The administration will present updates regarding non-instructional programs annually.

### **5.4 DEVELOPMENT & ADOPTION OF THE DISTRICT BUDGET (FULL CYCLE)**

- A. The administration will present to the Board an annual budget for approval by June 30<sup>th</sup> of each year.
- B. The Finance Director will present to the Board quarterly budget amendments, if necessary.

### **5.5 BOARD MEMBER BUILDING VISITS**

- A. Board members are encouraged to visit schools and school-related events.
- B. Board members must notify the principal or designee of visits to buildings when they are not attending a scheduled or normal parental activity.
- C. Board members will not individually undertake to observe the performance of employees, including classroom teachers, to "evaluate" an employee’s performance.

## **6.0 POLICY / PROCEDURES**

### **6.1 DEVELOPING, REVIEWING, & UPDATING**

#### **6.1.1 Board Policies & Bylaws**

- A. Board policies and bylaws are developed and updated as needed or required in response to legislative and other governmental actions, judicial rulings, the District's attorney and administrative review, or current practice.
- B. Board policies are reviewed and recommendations are submitted by the Board policy committee whenever Thrun releases updates.
- C. New or revised Board policies and bylaws are approved by the voting procedure of the Board.

#### **6.1.2 Board Guidelines & Practices**

- A. Board Governance Guidelines & Practices are developed and updated in response to district or Board needs by the Board policy committee.
- B. New or revised Board procedures are approved by consensus of the Board.

#### **6.1.3 Administrative Guidelines**

- A. Administrative Guidelines are developed and updated in response to legislative and other governmental actions, judicial rulings, advice of counsel, administrative review, or current practice.
- B. Administrative Guidelines are brought to the attention of the Board but do not require Board approval.

## **7.0 PERSONNEL**

### **7.1 SUPERINTENDENT EVALUATION (FULL CYCLE)**

- A. The Board will conduct a quarterly review of progress toward goals and an annual evaluation of the Superintendent's performance.
- B. The Superintendent's evaluation form will be selected by the Superintendent and the Board and will meet state guidelines.
- C. The Board and Superintendent will meet together to discuss and complete the Superintendent evaluation.
- D. The Superintendent may choose to have their review during an open or closed session of the Board.

## **7.2 CONCERNS ABOUT THE SUPERINTENDENT'S PROFESSIONAL PERFORMANCE**

- A. We value the Superintendent's role in the community and how the District is represented. If this representation is less than favorable and witnessed by a Board member, the Board member will:
  - 1. Communicate their concerns directly to the Superintendent
  - 2. Communicate with the Board President to address questions and/or concerns

## **7.3 HIRING OF PERSONNEL (OTHER THAN THE SUPERINTENDENT)**

- A. The Board does not directly hire any personnel other than the Superintendent.
- B. When hired, the Superintendent will present all certificated personnel to the Board for approval.

# **8.0 AGREEMENT**

## **8.1 REVIEW & APPROVAL**

- A. As part of the annual Board calendar, these governance guidelines and practices will be subject to review and approval by consensus of the Board.

**MULTICARD DATA**  
**COMSTOCK PUBLIC SCHOOLS**

**COMSTOCK PUBLIC SCHOOLS**  
**DISTRICT MASTERCARD INFORMATION**

*District Credit Limit: \$600,000*

Name	Building / Program	Authorized User(s)	Credit Limit (Monthly)
Accounts Payable	District	Accounting Specialist	\$100,000
Erin Hampshire	District	Accounting Specialist	\$50,000
Amsbury, Megan	District	Executive Administrative Assistant	\$10,000
Ansel, Jill	District	Assistant Superintendent	\$10,000
Birt, Andy	District	HR Coordinator	\$1,000
Thoenes, Jeff	District	Superintendent	\$5,000
Wiersema, RJ	District	Finance Director	\$5,000
Comstock Athletic Dept	Athletics	Administrative & Instructional Personnel	\$7,500
CHS Athletic Coach 1	Athletics	Administrative & Instructional Personnel	\$3,000
CHS Athletic Coach 2	Athletics	Administrative & Instructional Personnel	\$3,000
Justin Ansel	Athletics	Director	\$20,000
Jeremy Followell	Athletics	Maintenance	\$5,000
Susan Duncan	Community Auditorium	Director	\$10,000
Compass High School	Compass	Administrative & Instructional Personnel	\$5,000
Jay Birchmeier	Compass	Principal	\$10,000
Pam Dudley	Compass/CVA	CVA Principal	\$5,000
Wait, Holly	Food Service	Director	\$10,000
CELA	CELA	Administrative & Instructional Personnel	\$5,000
Nuyen, Meadow	CELA	Director	\$10,000
Comstock Elementary Sch	Comstock Elementary School	Administrative & Instructional Personnel	\$5,000
Caswell, Susan	Comstock Elementary School	Principal	\$10,000
Comstock Middle School	Comstock Middle School	Administrative & Instructional Personnel	\$5,000
Wilke, Mark	Comstock Middle School	Principal	\$10,000
Comstock High School 1	High School	Administrative & Instructional Personnel	\$5,000
Comstock High School 2	High School	Administrative & Instructional Personnel	\$5,000
Spade, Mary	High School	Principal	\$10,000
Bergh, Christopher	High School & Middle School Bands	Director	\$3,000
Brady, Joshua	Maintenance	Maintenance Personnel	\$10,000
Gillette, Bailey	Maintenance	Maintenance Personnel	\$5,000
Clark, Brian	Custodial Supervisor	Maintenance Personnel	\$1,000
Gillette, Sean	Maintenance	Director	\$20,000
Special Education	Special Education	Administrative Assistant	\$5,000
Comstock STEM Academy	Comstock STEM Academy	Administrative & Instructional Personnel	\$5,000
Chopp, Christopher	Comstock STEM Academy	Principal	\$10,000
Prather, Rick	Technology	Site Director (employed by KRESA)	\$10,000
Waterman, Gordon F.	Transportation	Fleet Manager	\$20,000
Transportation Dept	Transportation	Supervisor	\$1,000

\$414,500