



Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

**Agenda**

**Special Board of Education Meeting**

Ford Administration Building  
1620 E Elza Avenue  
Hazel Park, MI 48030  
February 28, 2022  
6:30 PM

**LOCATION AND FORMAT:** The meeting will be held at the Ford Administration Building, 1620 E Elza Hazel Park, Michigan. Members of the public wishing to speak during the public comment portion of the meeting may do so in-person.

CALL TO ORDER

ROLL CALL

APPROVAL OF THE AGENDA

PUBLIC COMMENT

BOARD ROUND TABLE

NEW BUSINESS

- A. Pool RFP (Action Item) 2
- B. eRate (Action Item) 4
- C. Grading (Informational Item)
- D. Jardon Update (Informational Item)
- E. Superintendent Evaluation Check In: written (Informational Item)
- F. Protocols (Informational Item) 5

PUBLIC COMMENT

BOARD MEMBERS AND ADMINISTRATION COMMENTS

ADJOURNMENT

Any person with a disability who needs accommodation for participation in this meeting should contact the Superintendent's office at (248) 658-5220 at least five (5) days in advance of the meeting to request assistance.

All Official minutes of school board meetings are stored and available for inspection in the Ford Administration office at the above address.

This notice is given in compliance with Act No. 267 of the Public Acts Michigan, 1976



# Draft Print

02/23/2022 2:59:16 PM

February 23, 2022

Re: Hazel Park High School – Pool Renovation & Lighting Replacement  
PARTNERS Project Number: 21-175

Jason Zirniss  
Assistant Superintendent of  
Business and Operations  
Hazel Park Schools  
1620 East Elza Avenue  
Hazel Park, MI 48030

Dear Jason:

On Friday, February 18, 2022, the School District received a total of (6) bids for the Hazel Park High School – Pool Renovation & Lighting Replacement project. The project was split into two base bids, Base Bid 'A' for Pool & Deck Renovations and Base Bid 'B' for Ceiling & Lighting Replacement. One bid was received for Base Bid 'A' from Baruzzini Contracting in the amount of \$877,911. Five (5) bids were received for Base Bid 'B' which ranged from \$222,658.95 to \$479,900, with a median average of \$334,349. A copy of the bid tabulation is attached for your review. There were also two (2) alternates with Base Bid 'A' which are listed as follows:

- Alternate #1 – Barrier Free Pool Lift (\$14,890)
- Alternate #2 – Medium Pressure UV System (40,500)

We requested a detailed bid breakdown from Baruzzini Contracting for Base Bid 'A' and from the three (3) lowest bid contractors for Base Bid 'B' to evaluate their costs and to discuss with the contractor about their bid. We performed a post bid review with Baruzzini and it appears they have submitted complete bid proposal and clearly understand the scope of work. Baruzzini has successful past project experience at other school districts & colleges and they have completed projects with a similar scope as this project.

We performed a post bid review with State Electrical Contracting and R&E Development Group. After interviewing State Electrical Contracting it appears that they do not have a complete bid scope for their bid amount and therefore do not recommend them for consideration on this project. Based on our interview with R&E Development Group it appears they have submitted complete bid proposal and clearly understand the scope of work. R&E Development Group has successful past project experience at other school districts and they have completed projects with a similar scope as this project.

We recommend awarding the contract for Base Bid 'A' Pool & Deck Renovation to Baruzzini Contracting, Inc. as follows:

**Total Contract Base Bid 'A': \$ 877,911**

We also recommend awarding the contract for Base Bid 'B' Ceiling & Lighting Replacement to the second low bidder R&E Development Group, Inc. as follows:

**Total Contract Base Bid 'B': \$ 298,089**

In addition to the above, we also recommend budgeting a construction contingency in the amount of \$52,600 (6%) for Base Bid 'A' Pool & Deck Renovations and the amount of \$18,000 (6%) for Base Bid 'B' Ceiling & Lighting Replacement. Please note that the construction contingency remains in the possession of the School District at all times and



is only a budgeted amount allocated for potential cost changes. All changes will be brought to the School District for approval prior to proceeding.

Please present the above recommendation to the Board of Education for approval. If approved, we will formulate the construction contracts and schedule the pre-construction meeting in the near future.

Please feel free to contact me if any questions or concerns.

Sincerely,

**PARTNERS in Architecture, PLC**

A handwritten signature in blue ink that reads "Chris Glaspie".

Christopher D. Glaspie  
Project Manager

Enclosure: Bid Tab  
File Ref: 21-175



Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Hazel Park Board of Education  
From: Bradley Wilkins, Director of Technology  
Subject: eRate 2022  
Date: February 24, 2022

We will be bringing to the board the winning bid for approval for the eRate project. The bids are due to us by noon on February 28, 2022. We are needing to get approval from the board to meet filing deadlines. We are responsible for 10%-15% of the cost depending on if it's related to the District WAN or building specific. Funds for this would be out of the sinking fund.

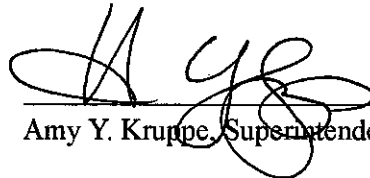
**Strategic Plan: Goal Statement - Resources**

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating

**Recommendation**

That the Board of Education approves the recommendation from the Technology Department for the eRate project.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

  
\_\_\_\_\_  
Amy Y. Kruppe, Superintendent



**<Your> Board of Education ♦ Protocol: Communication**

167.5 Use of Electronic Mail

- Could conflict with the OMA
- No messages that could be interpreted as deliberation
- Meeting notices with dates, places, and times allowed
- No expectation of privacy

Lack of clarity on

- Board member/Board member
- Board member/Board president
- Superintendent/Board member
- Community concern brought to Board
- Supt/Board to community
  
- Routine items
- Urgent items
- Emergency items

Concerns

- Adopting communication methods that can be managed well.
- Regular review of crisis plan.

Needs

- Better communication with the community
- Parent/community hard copy/electronic newsletter
- Comprehensive communications plan

Wants

- Central calendar/athletic schedule
- Robo call system

Board member to Board member -

- Board members shall not deliberate outside Board meetings. Board members are to follow the spirit and the letter of the Open Meetings Act. E-mails to all Board members should be avoided. If it is necessary to use e-mail, it should only be a one-way communication when communicating with all board members. Communications to the whole board will be addressed through the Board President to the other Board members.

Superintendent to Board members -

The Superintendent will exercise their best judgment and discretion to determine Board members' need to know based on the specific situation

- Routine items or items of general interest will be included in weekly communication and/or work session packets. From time to time the Superintendent may call Board members as deemed necessary. Items shared in the weekly communication that need board response/action will be clearly identified as such in the communication. Board members will RSVP to all meeting notices in a timely manner.
- Urgent but not emergency items will be included in an email to all Board members by the end of the day in which the issue occurred.
- Emergency items will be shared with the Board in a text message by the Superintendent or their designee. The following items will be included – what, where, when, who, and the action taken. This will be followed up with an email with any additional information including a public statement/bullet points for Board members. The superintendent/designee will provide updates as practicable.

- Up to date Web site
- Radio station
- Cable access

Phone calls may be placed to the Board in the following order – President, Vice President, Secretary, Treasurer, and Trustees.

Board members to Superintendent –

- Individual Board members, acting within their official governance capacity, shall have the right to seek appropriate information from the District. The request for information shall be made to the Superintendent or their designee. An oral report with appropriate documents may be used for delivery of such information as determined by the Superintendent. Information shared with the individual Board member should also be provided to all Board members as practicable. Requests deemed not appropriate for the governance role shall be shared with the Board President to address with the individual that made the request.
- Directives to the Administration to provide documents or to prepare reports shall be made through the Board President. Should the Board President deny the request, it may be resubmitted by two or more Board members to the Administration. Within a reasonable period of time, the Administration shall respond by providing copies of the requested material to the Board member (and all other Board members) or provide reports as directed by the Board.

6

Community concerns brought to Board –

- Board members hear comments.
- Board members should not show favoritism, agreement/disagreement to comments shared.
- Board members do not respond or enter into discussion with the audience during the meeting.
- Board President may direct administration to respond to a concern, or investigate the item and report back to the Board.
- Superintendent will provide Board with a verbal/written report on action taken as a result of concern brought to the Board.



## PROTOCOLS TO CONSIDER

1. Welcoming new members to the board
2. Orientation of school board candidates
3. Communication:
  - Superintendent > Board President
  - Board President > Board
  - Board members > Board President
  - Board members > Superintendent
4. Role and responsibilities of the board president/officers
5. Board meeting management:
  - Developing the board meeting agenda
  - Placing items on the board meeting agenda
  - Bringing up new ideas or agenda items
  - Board member reports at board meetings
  - Staff member reports to the board
6. Agenda questions answered before a meeting
7. Public comment at board meetings
8. Deliberation and decisions-making at board meetings
9. Explaining “no” votes
10. Study sessions/conversation meetings
11. Individual board member request for information, materials, or action
12. Sharing personal expertise, i.e. sharing information with other board members for decision-making
13. Addressing conflict among board members
14. Respecting board authority: allowing majority vote to set the direction
15. Meeting guidelines for board and other district meetings
16. Handling concerns/complaints from the community
17. Handling concerns/complaints from staff
18. Spokesperson(s) for the Governance Team / Board / District
19. Superintendent evaluation
20. Board self-evaluation
21. Speaking with a common voice – (developing and using key messages)
22. Board member appointment to district committees – roles authority
23. Managing difficult topic/issues in an atmosphere of mutual respect
24. Visiting Schools
25. Role of board members in public
26. Emergency communication



Today's Learners, Tomorrow's Leaders

### **Vision Statement**

Inspire and Empower All Learners

### **Mission Statement**

The Hazel Park School District in collaboration with all stakeholders prepares and supports students for the future.

### **Beliefs**

- The school district supports the social, emotional, physical and academic needs of each child in a caring, healthy and safe environment
- A culture that celebrates diversity and promotes equity
- Student achievement and social emotional learning are the core of every decision
- All students have the ability to learn
- Students are successful when staff, families and community are engaged and support learning
- Research based curriculum, aligned with state standards is the foundation for high quality instruction
- Student driven learning environments foster self-efficacy and individual ownership learning
- Student success is fostered and supported through multiple pathways toward graduation

# **THIS WILL BE THE TABLE OF CONTENTS PAGE**

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

---

In effective school systems, the Superintendent and the Board function as a “Board Team.” A structured approach to first developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Manistee Board of Trustees and superintendent function as a “Board Team” to provide open communication to the staff and patrons of the district.

The Hazel Park Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate among trustees and with staff and members of the district.

### Code of Ethics

As members of the Hazel Park Board of Education, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect and professionalism. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution, and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interests of the school district as a whole, and, to that end, we shall adhere to the following educational and ethical standards.

- I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools and district policies and procedures.
- I will make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, religion, creed, sex, sexual orientation, national origin, disability or social standing.
- I will recognize that the Board must make decisions as a whole, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board.
- I will focus Board action on policy making, goal setting, planning and evaluation as outlined in Board policy and state law.
- I will vote to appoint the best qualified personnel available after due consideration of the recommendation by the Superintendent. I will insist on regular and impartial evaluation of all staff by the Superintendent.
- I recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day to day operations of the district.
- I will not step outside my role to govern and oversee the management of the district by seeking to participate in the administration of the day to day operations of the District.
- I will hold confidential all matters that if disclosed may have a negative impact on the District. I will respect the confidentiality of information that is privileged under applicable law, including closed session discussions.
- To the extent possible, I will attend all regularly scheduled and specially set Board meetings, arrive on time, and I will be informed of the issues to be considered at the meetings.
- I will assist in making policy decisions only after full discussion at publicly held Board meetings, and I will render all decisions based on available facts, and I refuse to surrender judgment to individuals or special groups.
- I will refrain from using my Board position for personal or partisan gain.

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

---

- I will disagree in an agreeable manner. I will not hold grudges or question other Board member's ethics or motives as to their vote or views on issues.
- I will be firm, fair, just and impartial in all decisions and actions.
- I will respect the majority decision as the decision of the Board.
- I will encourage the free expression of opinion by all Board members. I will make a good faith effort to understand and accommodate the views of others.
- I recognize the appropriate channels to refer complaints to the Superintendent and will do so.
- I will seek communication between the Board, students, staff, and the community at Board meetings as required, to conduct Board business.
- I will communicate to fellow Board members and the Superintendent at appropriate times, expression of public concerns.
- I will become informed about current educational issues and seek continuing education opportunities such as those sponsored by state and national Board associations.
- I will disseminate pertinent information gathered at training workshops and conventions with the Superintendent and fellow Board members.
- I will share school district information with other Board members.

### As Board President...

- I will make sure that persons addressing the Board follow established Board Policy guidelines as outlined in Board Policy 0167.3 "Public Participation at Board Meetings"
- I will make sure that persons addressing the Board do so in a professional manner and not allow inappropriate communication to be directed to the Board of the Superintendent during Board meetings.
- I will ensure that all Board members are given an opportunity to reflect their views. I will work toward building consensus among all Board members.

# HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

---

## **1.0 MEETINGS**

### **1.1 Developing the Board Meeting Agenda**

#### **1.1.1. Who Can Place Items on Agenda and the Guidelines**

- A. Agendas are created by the Superintendent and Board President and are presented to the Board trustees for review on the Thursday prior to the Monday Meeting.
- B. Board members must request in writing or verbally to the Superintendent or Board President any item they desire to have placed on the agenda.

#### **1.1.2 Use of Consent Agenda**

- A. When the agenda is prepared, the Superintendent and the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature such as, but not limited to field trips, meeting minutes, personnel, recurring reports and bill payments grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.

#### **1.1.3 Regular Board Meeting Agenda Outline**

- A. Shall be aligned with the district strategic plan and include but not be limited to:
  - Call to order
  - Invocation
  - Pledge of Allegiance
  - Approval of Agenda
  - Special Order of Business
  - Public Comment
  - Consent Agenda
  - Unfinished Business
  - New Business
  - Superintendent Report
  - Board request for future agenda items
  - Future Meetings
  - Public Comment
  - Board Opportunity to make a comment/statement
  - Adjournment

#### **1.1.4 Annual Board Meeting Agenda Items**

2021-22 YEARLY BOARD AGENDA CALENDAR

**Revised 9/16/2021**

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

January	<p>Board of Education Organizational Meeting          Superintendent Self-Evaluation          School Board Appreciation Month          New Board Member Training (when applicable)          Review Board of Education Code of Ethics (Policy 0144.2)          Conduct and Operating Principles          Approve Protocols of the Board          Summer School proposal          Strategic plan update          Approve committee dates / special meetings          Review Policy 6423 ~ Use of Debit/Credit Cards</p>
February	<p>STEAM Implementation or Update Report          Review three year plans ( technology, Facilities, financial project, Food, Communication, Curriculum)          Review count day enrollment          Oakland Schools Outstanding Teacher of the Year          1st Semester Attendance Presentation          I-Ready / Data Presentation          Superintendent Evaluation Check In</p>
March	<p>Present staffing approval for next school year          Renew Food Service Contract          Support Person of the Year          Budget Amendment/tentative / Review budget for next school year.</p>
April	<p>Act on non-renewal for staff for next school year          Renew Administrative Contracts          Museum contract          Resolution for Teacher Appreciation          Strategic Plan update          School Year Calendar</p>
May	<p>Staff Appreciation          Retiree Celebration          Resolution to Approve/Disapprove Oakland ISD Budget          PBIS Update          Board Self-Evaluation shared          Debt levy to Board for Approval (L-4029)          ADK Appreciation          Student Handbook/ Athletic Handbook /EL Handbook          Course Handbook Update          Superintendent evaluation meeting</p>
June	<p>Budget Presentation          Approval of Budgets          Approval of Tax Rate Requests          Approval of Resolution authorizing State Aid Notes          MHSAA Resolution          Review Board Self assessment          2nd Semester Attendance Presentation</p>

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

	Superintendent Evaluation Final: approved
July	Annual School Bond Loan Activity Resolution (due 8/1) Strategic Plan update /refresh Superintendent Evaluation Goal Setting Approval of Alternative Ed waiver applications
August	Board Goals Vote on OCSBA Bylaws/Resolutions when applicable
September	MStep Summer School Update Teacher Tenure list Course Handbook Update New Staff Introduction AP Testing Students Celebrating District Improvement Plan
October	Audit Presentation and Approval Review Sinking fund Plan National Principals Month Strategic plan update Superintendent Check in
November	I-Ready / Data Receive Student Count update Proposal for next school year new courses Budget Amendment
December	Superintendent Evaluation Formal Check in Choose Additional Factors for new evaluation period PBIS School of Choice Resolution Approve Sinking fund projects for BID.

### 1.2 Board Member Preparation for Meetings

- A. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.
  1. Study the material in the Board Packet sent to them prior to the meeting.
  2. Whenever possible, requests for additional information should be addressed through the Superintendent prior to each Board meeting.

### 1.3 Board Member Participation/Conduct during Meetings

#### 1.3.1. Board Meeting Protocol

- A. Board members will maintain professional and courteous behavior throughout the meeting.

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

---

- B. Board members will demonstrate respect to fellow Board members, district staff and public participants through the following behavior:
- Listen and treat each other respectfully
  - Be cordial when disagreeing
  - Say what needs to be said as briefly and clearly as possible
  - Direct comments solely to the business under deliberation
  - Address each staff, and public by title and last name
  - Only speak after acknowledgement from the Board President, yield to other board members and only speak during appropriate times
  - Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation
  - Refrain from condescending or critical comments to members of the staff, public or Board
  - Focus on issues, not people or personalities
  - Courteously accept other viewpoints and Board votes, which were not supported by self
  - Seek solutions and reasonable compromises or consensus when there are differences of opinions
  - Make decisions in the context of what is best for all students in the District
  - Avoid immediate decisions and votes and possible shorter-term solutions when the issues calls for more discussion, understanding, and a more in-depth approach or solution to the issue (except in emergency situations)
  - Be willing to publicly apologize to staff, patrons or Board members if behavior is inappropriate or disruptive to the progress of the meeting
  - Promote dialogue from multiple perspectives to increase understanding on agenda items.
  - As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.

### **1.3.2 Persons Addressing the Board (Please refer to Bylaw 0167.3 for complete policy)**

- A. Audience participation at Board meetings is limited to the portions of the meeting designated as Public Comments. At all other times during a Board meeting, the audience shall not 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 by registering their intention to participate in the public portion of the meeting upon their arrival at the meeting. Each person shall be limited to three (3) minutes at the beginning of the meeting and one (1) minute at the public comment session at the end of the meeting.
- C. Delegations of more than five persons are encouraged to appoint one person to present their views before the board.
- D. The President or presiding officer will
1. Prohibit public comments which are frivolous, repetitive or harassing;

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

---

2. Interrupt, warn, or terminate a participant's statement when the statement is to lengthy, personally directed, abusive, obscene or irrelevant;
3. Request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
4. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly process of the meeting;
5. Call or a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
6. Waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business

### **1.3.3 Board Response to Persons Addressing The Board**

- A. Board members shall listen intently.
- B. Board President may direct administration to investigate item(s) and report back to the Board.
- C. Board members shall refrain from responding to or entering into discussion with the audience during the meeting

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

- A. The Board will not encourage or actively participate with negative comments on individual employees or students in public sessions.
- B. The presiding officer will request persons addressing the Board refrain from sharing personally identifiable information on individuals or students in public session.

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

- A. The Board will conduct all hearings in accordance with the applicable Board policies
- B. During hearings, Board members will seek legal counsel as deemed necessary.
- C. The Board shall not use a student's name in any public discussion.
- D. Student / disciplinary hearings will be held in a closed special meeting if requested.

### **1.3.6 Discussion of Motions**

- A. All discussions shall be directed solely to the business currently under deliberation.
- B. The Board President or designated chair has the responsibility to keep the discussion to the motion at hand shall halt discussions that do not apply to the business currently before the Board.
- C. A Board member prior to giving their comments shall ask for and receive recognition by the presiding officer.

## **1.4 Board Member Participation in Discussion, Debate and Voting**

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

---

- A. All Board members shall vote on all action items unless a conflict of interest applies.
- B. All Board members may make motions, second motions and enter into discussion on all agenda items.
- C. In case of a tie, the action item fails. The item may be brought back to the Board on a subsequent agenda.
- D. In case of a less than unanimous vote, the Board will support the majority decision and go forward in harmony.  
Once a final decision is reached, each member has the responsibility to support the decision and aid in its implementation.
- E. A majority of the entire Board is needed to pass an action item.

### 1.5 Board Members Responses to Inquiries about Closed Sessions

- A. Board members are to refer any inquiries about closed sessions to the Superintendent or the Board President.
- B. Any confidential information from a closed session shall not be discussed outside of the closed session.

### 1.6 Participation by People other than Board Members in Closed Session

Participants are limited to:

- A. The person requesting the closed session, their council, a union representative, their parent(s) or guardian(s) where applicable.
- B. Representatives of the administration that have pertinent information.
- C. Additional persons that the Board approves.

### 1.7 Board Organization

#### 1.7.1 Officers (Bylaw 0152)

- A. The Board shall elect a President and Vice-President as well as a Secretary and Treasurer.
- B. Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.
- C. Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.

#### 1.7.2 Role and Authority of 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. Duties of officers
  - Please refer to Policy Bylaws 0171.2, 0171.2, 0171.3 and 0171.4

### 1.8 Selection and Operation Board Committees (Bylaw 0155)

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

---

- A. Committees of Board members shall perform the duties as assigned by the Board, which may include deliberating, making decisions/recommendations or taking other actions specifically authorized by the Board.
- B. All committees shall comply with the Open Meetings Act in accordance with the applicable requirements set forth in 0160 Bylaws. A committee may meet in closed session to review the specific contents of an employment application provided when the applicant for employment requests that the information remains confidential. It may not, however, meet in closed session to protect an applicant's identity.
- C. The President is authorized to appoint, as soon after the organizational meeting as practicable, members of the Board to the standing committees where they shall serve a term of one (1) year.
- D. Ad hoc committees may be created and changed at any time by the President or the Superintendent with the approval of the Board. Members of Ad hoc committees shall serve until the committee is discharged.
- E. The Superintendent shall service as an ex-officio member of each committee.
- F. A member may request (or refuse) appointment to a committee. Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.
- G. Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President.

### **2.0 COMMUNICATION**

#### **2.1 Board member communication with each other**

- A. Board members shall not deliberate issues outside the board meetings.
- B. Electronic communications:
  - 1. Shall abide by the spirit and letter of the Open Meetings Act
  - 2. Restrict to 1 on 1 communications, informal inquiries, historical perspectives and the like.

#### **2.2 Board member's responses to community or employee contacts**

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.

- A. The Board member shall refer the citizen to the appropriate person/chain of command as appropriate
- B. The Board member should not become involved personally or individually in the issue.
- C. The Board member will notify the Superintendent of all concerns and the names of the persons expressing those concerns.

#### **2.3 Board member communication with the media**

- A. The Superintendent shall be the official spokesperson for the district.
- B. The Board President shall be the official spokesperson for the entire Board to the media/press.
- C. All Board members who receive calls from the media should direct them to the Board's President or designee.

##### **2.3.1 Board members Social Media posting expectations:**

- A. Social Media, as defined in Bylaw 0100, shall not be used to conduct any form of Board business (Bylaw 0167.6)

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

---

- B. A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations (Bylaw 0143.1)

### 2.4 Board member communication with the community

- A. The Board will communicate with the community through public hearings, regular Board meetings and regular publications.
- B. Individual Board members cannot speak in an official capacity outside the Board room.

### 2.5 Administration communications with Board members

- A. The Superintendent will exercise his/her best judgment and discretion to determine when information should be shared with board members based on the specific situation.
- B. Three types of communication with board members:
  - 1. Not urgent or not in the media - Board Packet
  - 2. Very important but not crisis - Email to each board member
  - 3. Crisis / Emergency situation - Phone call to each board member
    - a. In the case of an emergency or crisis, the superintendent or designee will provide  
The following six pieces of information:
      - What, Where, When, Who. Action taken and a public statement for the Board members.
    - b. Phone calls will be placed in the following order:
      - President, VP, Secretary, Treasurer and Trustees
    - c. The Superintendent or designee will provide updates as practicable.

### 2.6 Community electronic communications with the Board

- A. The Board will have a contact link or form on the District website to allow community members to email their issues to the entire board.
  - 1. The website and/or form will state in a conspicuous place the following: "The School Board members are trustees primarily charged with the vision, budget, goals and policy for all children in the district. Any operational or staffing issues should go through the building principal first, then to the administration".
  - 2. Any community email inquiries may be shared with other board members.
  - 3. An automated email response will acknowledge the receipt of the citizen's inquiry containing the text:  
"Thank you for your inquiry to the Hazel Park Board of Education. It will be shared with all the Board members. Please remember that individual Board members cannot speak in an official capacity outside the Board room and that the Board members are charged with the vision, budget, goals and policies for all children in the District. Any operational or staffing issues should go through the building principal first specific to the issue. If a citizen feels that a satisfactory resolution was not achieved after communicating with the principal, the citizen may then contact the appropriate district administrator. You should get a response to your inquiry shortly."
- B. There should be an email response within 7 days of any website inquiry.

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

---

- C. A Board member who wishes to respond should contact the Board President to Indicate their interest in responding.
- D. The Board President or designee shall determine the appropriate response and who Respond to the inquiry. Any response shall go to all Board members.

### **2.7 Community communication directly to a Board member**

- A. This does not apply to casual conversations with community members.
- B. If applicable, the Board member should contact the Board President about the issue:
  - 1. To determine if other Board members and/or the administration received the communication.
  - 2. To confirm the relative facts.
  - 3. To discuss the individual Board member's potential response.
  - 4. Any response should include the substantial equivalent of 2.4B, and 2.6A (1),(2)

### **2.8 Community member request for privacy in communications**

- A. The Board encourages openness in all community communications.
- B. Any community member who requests privacy in communications should not expect a response.
- C. Any response may be subject to public disclosure in the future.