



Board of Education

GOVERNANCE POLICIES

Print Date: June 16, 2021

Grand Ledge Public Schools

Board of Education

GOVERNANCE POLICIES

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Grand Ledge Public Schools *Board of Education*

GOVERNANCE POLICIES

Category I: **Ends**

Subject: **Mission Statement**

E100

COMMITMENT TO EXCELLENCE

VISION STATEMENT

Grand Ledge Public Schools* shall be among the best in the nation in guiding all students to perform at their highest abilities, becoming life long learners and productive contributors to their community.

*Through the effort of students, teachers, staff, administrators, parents and the community.

MISSION STATEMENT

Grand Ledge Public Schools shall provide diverse learning opportunities of exemplary quality to promote distinguished student academic achievement.

GUIDING PRINCIPLES

Student academic achievement is the district's highest priority. In its pursuit of excellence, Grand Ledge Schools shall:

- ◆ Tailor programs and learning approaches to best meet the needs of the diverse student population served by the District.
- ◆ Ensure that students receive a broad and comprehensive learning experience through provision of a diverse array of excellent core academic offerings and quality co-curricular and enrichment programs.
- ◆ Provide a safe, respectful, and nurturing learning environment which supports a secure, comfortable, and welcoming place for all District students, parents, employees, and visitors.
- ◆ Embrace a "Customer Focus" in delivery of District programs and services that clearly establishes student/parent satisfaction as the foundation which supports success of the District as a business enterprise.
- ◆ Build strong community relations and effective local partnerships to strengthen District programs and foster life-long learning.

Monitoring

Mechanism: External-community input survey

Frequency: Every three to four years

Mechanism: External – Department of Education reports; NWEA reports; ACT/SAT scores

Frequency: Annual

Mechanism: Board report on scope of programs, services and/or curricular offerings

Frequency: Ongoing, as needed

Mechanism: Board conducts Ends policies review

Frequency: 3-4 years

Adopted: August 26, 2019

Grand Ledge Public Schools *Board of Education*

GOVERNANCE POLICIES

Category I: **Ends**

Subject: **Academic Achievement**

E101

All students of Grand Ledge Public Schools will learn every day, and be challenged and supported appropriately. Through our schools, students will focus on academics, 21st century learning skills and responsible citizenship so that they will be prepared for additional educational and career opportunities (2-4 year college, military, career & technical opportunities).

Monitoring

Mechanism: NWEA, MME, ACT, EXPLORE, PLAN, SAT, PSAT, success rate by grade, Discipline referrals, attendance / truancy

Frequency: Ongoing, as appropriate

Adopted: August 26, 2019

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category I: **Ends**

Subject: **Continuous Improvement - Evaluation**

E102

All employees of Grand Ledge Public Schools, whether full-time, part-time or contracted will continually monitor our services and progress and employ research based best practice to improve outcomes for all students.

Monitoring

Mechanism: Data-based, systematic program / 5-D evaluation or other

Frequency: Annual reports to the Board of Education every July

Mechanism: Articulated process of continuous improvement through Goal development by district, building and employees; monitoring of goals; improvement plans with measurable outcomes

Frequency: Annual; evaluation

Adopted: August 26, 2019

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category I: **Ends**
Subject: **Strong and Effective Partner** **E103**

Grand Ledge Public Schools will be a strong and effective partner within our community, region, state, nation and world in order to provide for and meet the needs of our students.

Monitoring

Mechanism: Number of partnerships; Quality of partnerships

Frequency: Ongoing report to the Board of Education both formal and informal on the partnerships the district is engaged in (i.e., Lansing Community College, Michigan State University, the City of Grand Ledge, Delta Township, etc.)

Adopted: August 26, 2019

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category I: **Ends**
Subject: **Culture of Excellence**

E104

Grand Ledge Public Schools shall foster and create a culture of excellence.

Monitoring

Mechanism: Reports on Academic Achievement
Frequency: Ongoing

Mechanism: Reports on year-to-year progress
Frequency: Ongoing

Mechanism: Staff, student and community perception survey
Frequency: Ongoing

Mechanism: Teacher Awards & Recognitions / Student Awards & Recognitions
Frequency: Ongoing

Mechanism: Additional educational excellence outcomes
Frequency: Ongoing

Adopted: August 26, 2019

Grand Ledge Public Schools

Board of Education

GOVERNANCE POLICIES

Category I: **Ends**

Subject: **Fiscal Integrity**

E105

Grand Ledge Public Schools shall have fiscal integrity. District financial transactions, either singularly or collectively, shall not unnecessarily jeopardize the fiscal integrity of the district. Grand Ledge Public Schools shall be a responsible steward of its financial and physical resources, and will develop and maintain the resources necessary to provide a quality education to its students.

In order to ensure financial stability in its ability to respond to unforeseen circumstances, Grand Ledge Public Schools shall not allow its unreserved, undesignated fund balance to fall below a reasonable level, with the goal being 8% of the district's general fund annual operating expenditure.

Monitoring

Mechanism: Publication of the Annual Audit of general fund revenues and expenditures, which discloses whether the district maintained or improved upon their financial plan.

Frequency: Annual

Mechanism: Publication of the annual auditor's management letter to the Financial Audit Committee of the Board of Education without reportable conditions or significant audit adjustments needed in financial operations.

Frequency: Annual

Mechanism: Publication of the State's Annual Financial Report to determine what percent of our total expenditures went directly into instruction of students.

Frequency: Annual

Adopted: August 26, 2019

Grand Ledge Public Schools

Board of Education

GOVERNANCE POLICIES

Category II: **Governance Process**

Subject: **Board of Education Responsibilities**

GP200

The Grand Ledge Board of Education retains sole authority to make discretionary acts and decisions with regard to those matters which involve non-delegable authority under the laws of the State of Michigan.

The Grand Ledge Board of Education is solely and exclusively responsible for developing policies for the Grand Ledge School District that embody the District's expectations, values and perspectives. These policies address:

1. *"Ends"* – including defining the District's mission, community priorities, accessibility to programs and costs;
2. *"Governance Process"* – including governing style, Board responsibilities, civic trusteeship, planning cycle and agenda control, officer authority and responsibility; and code of conduct;
3. *"Development of Board – Staff Relationships"* – including delegation of authority to the Superintendent, Superintendent's responsibilities, and Monitoring Superintendent's responsibility;
4. *"Executive Limitations"* – including financial planning, financial condition, treatment of staff, asset protection, communication and counsel to the Board, compensation and benefits, and emergency sessions.

Where Board policies are in conflict with an express provision of a mutually ratified collective bargaining agreement, the terms contained in the collective bargaining agreement shall prevail to the extent of such conflict.

The Board of Education is responsible for the following tasks:

1. Informing the community on significant issues;
2. Keeping abreast of community, state and national issues impacting on education;
3. Soliciting views on the District's performance;
4. Evaluating the Superintendent for achievement of ends policies and compliance with executive limitations policies;

5. Protecting the assets of the District;
6. Establishing guidelines or limitations on program implementation and administration;
7. Establishing priorities among programs for resources;
8. Establishing its business agenda, schedule meetings, and establishing its meeting format.
9. In its quasi-judicial capacity, the Board shall hear appeals from District staff, students and the public on matters of Board policy and its implementation.

Where applicable, such appeals shall be heard in conformance with pertinent terms of collective bargaining agreements governing unionized employees and with the provisions of student handbooks where appeals by students and their parents/guardians are initiated.

Adopted: September 26, 1996

Grand Ledge Public Schools

Board of Education

GOVERNANCE POLICIES

Category II: **Governance Process**

Subject: **Duties of Officers**

GP201

The officers of the Board shall consist of President, Vice President and Secretary. Officers shall be elected for one-year terms at the Board's Organizational meeting in January. The board may waive the one-year rule only by unanimous vote when conditions require greater continuity of leadership. Examples of conditions that may warrant continuation of the same officer include: the hiring of a new superintendent or the turnover of a majority of board members. No member shall serve in the same officer position more than two years.

The duties of Officers are as follows:

President

1. Chairs Board meetings to maintain efficiency, order, and fairness to participants.
2. Establishes meeting agendas in cooperation with the Superintendent.
3. Confers with the District's attorney on behalf of the Board.
4. Appoints members of Ad Hoc Committees with the consent of the Board.
5. Countersigns checks and other legal documents.
6. Initiates legal action pursuant to Board authorization.
7. Acts as spokesperson for the Board on matters of policy.
8. Provides direction to the Superintendent as directed by the Board.

Vice President

1. Performs the duties of President in the absence of the President.
2. Succeeds the President in the event of a vacancy in that office.

Secretary

1. Countersigns legal documents with the President.
2. Signs the minutes and other documents related to Board action.
3. Chairs Board meetings in the absence of the President and Vice President.

Adopted: June 25, 2012

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category II: **Governance Process**

Subject: **Commitment to Values and Vision**

GP202

The Board, on behalf of residents of the Grand Ledge School District, will provide progressive and visionary leadership consistent with community values and expectations.

- I. The Board shall provide proactive and visionary leadership that focuses on ends and results, rather than means.
- II. The Board shall conduct its business open to the public and will fairly consider differing viewpoints in developing policy.
- III. The Board shall respect diverse opinions and encourage open debate amongst its members. When possible, decisions will be reached through consensus.
- IV. The Board shall regularly monitor its performance in providing strategic leadership to the District.

Adopted: June 27, 1996

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category II: **Governance Process**

Subject: **Civic Trusteeship**

GP203

The Board shall function openly, and shall seek involvement and contributions from the public, students and staff in its decisions.

The Board shall maintain effective communication with the community, the staff and the students.

Every effort shall be made to secure input from all affected groups during policy formulation and prior to its adoption.

The Board seeks to establish and maintain satisfactory working relationships with all governmental, educational and private agencies with interests compatible with those of the District.

The district will seek to foster links with government, faith and secular community groups in order to develop partnerships to enhance education programs and provide for diverse extra-curricular activities.

The school district will cooperate with law enforcement and investigating authorities.

Adopted: June 22, 2000

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category II: **Governance Process**

Subject: **Board Member Code of Conduct**

GP204

Board members shall:

- Attend as many Board meetings as possible and become informed concerning issues to be discussed, and shall inform the President or the Superintendent's office of any impending absences from a Board meeting;
- Exercise his or her obligation to vote upon the question unless a conflict of interest is present;
- Adopt policy only after full discussion of the issues at public Board meetings;
- Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board, students, staff and the community;
- Work with other Board members to establish effective policy and to delegate authority for the administration of the schools to the Superintendent;
- Communicate to other Board members and the Superintendent public reaction to Board policy and District programs;
- Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the state and National School Board associations;
- Support the employment of those persons best qualified to serve as District staff and insist on a regular impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest and refrain from using the Board position for personal or partisan gain; and
- Take no action that will compromise the Board or the District's staff and respect the confidentiality of information that is privileged under applicable law.

Adopted: June 27, 1996

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category II: **Governance Process**
Subject: **Board Member Code of Conduct**
(Board Member Responsibilities)

GP204.1

The Board Shall:

- transact all business at legally called and noticed meetings. No Board members shall have power to act in the name of the Board outside Board meetings unless that person has been specifically designated to do so by official Board action;
- make the staff and citizens aware that only the Board, not individual members, has the right to take official action for the District. Board members may be contacted for discussion of District business, suggestions for improvements, or other concerns. The Board member may listen, but shall not make a commitment on behalf of the Board. The individual Board member does not and cannot speak for the Board or for the Superintendent; and if a specific complaint needs attention,
- explain the Districts procedures for handling complaints, or may refer the complainant to the Superintendent. The Board member also shall inform the complainant of the process for bringing items to the Board through the Board's agenda or through the public participation portion of the Board meeting.

Adopted: June 27, 1996

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category II: **Governance Process**
Subject: **Board Member Code of Conduct**
(Reimbursement of Expenses)

GP204.2

Board Member Reimbursement of Expenses

The district shall reimburse expenses incurred by Board members resulting from attendance at conferences and seminars related school Board member functions. The approval of the Board President shall be obtained before incurring expenditures related to conferences or seminars. The Superintendent shall verify to the President the availability of funds within the district budget for the conference or seminar expenses. Board members shall request reimbursement for expenses they directly incur related to an approved seminar or conference by submitting a voucher or receipts. Expense reimbursement shall be limited to travel, accommodations, and meals unless approved in advance by the Board.

Reimbursement for expenditures incurred, other than expenditures related to attendance at seminars and conferences, shall be approved by the Board before the expense is incurred.

Adopted: July 25, 1996

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category II: **Governance Process**
Subject: **Board Member Code of Conduct**
(Disclosure of Financial Interest)

GP204.3

Board Member Disclosure of Financial Interest

Annually, each Board member shall submit a Board Member Disclosure of Interest Form to the Superintendent of Schools indicating any potential financial conflict of interest while performing the elected duties as a Board of Education member. (Forms available in the Superintendent's office).

Adopted: January 25, 2001

Grand Ledge Public Schools

Board of Education

GOVERNANCE POLICIES

Category II: **Governance Process**

Subject: **Planning Cycle**

GP205

The Board and Superintendent shall cooperatively develop a plan that annually assesses various aspects of the Board’s functions and roles, which may focus on the following:

- Needs of the District’s students, priorities and allocation of resources to meet student needs;
- Develop standards against which the Board will evaluate itself;
- Conduct such evaluation at a meeting solely dedicated to this purpose; Reflect a composite of individual Board member opinions;
- Present Board strengths and weaknesses;
- Address any subject related to the Boards functions.

The annual planning cycle for the Board shall be as follows:

Planning Cycle

Month	Policy Planning	Financial Planning
August	Establish Criteria to Evaluate Ends and Executive Limitations Policies	
November	Review Ends Policies	Budget Adjustments, Current Year
December	Adjust Monitoring Criteria	
January	Organizational Meeting Board Self-Evaluation	
February		Budget Priorities Established Budget Adjustments, Current Year
March	Superintendent Evaluation Against Ends and Executive Limitation	
April		Proposed Budget Review
June	Adopt Superintendent Contract	Final Budget Adjustments, Current Year Adopt Budget for Ensuing Fiscal Year

Adopted – June 25, 2012

Grand Ledge Public Schools *Board of Education*

GOVERNANCE POLICIES

Category II: **Governance Process**
Subject: **Board Meeting Agenda**

GP206

The Grand Ledge Board of Education shall determine the level of information provided by staff to the Board.

The Board shall meet twice monthly, unless otherwise noted. The dates of regular Board meetings shall be set at the annual organization meeting of the Board. The first monthly meeting shall be a “Committee of the Whole” meeting to discuss issues without adherence to rules of procedure. No policy decisions will be made at Committee of the Whole meetings unless Board members have received prior notice of such proposed action.

The second monthly Board meeting shall be a “formal session” and shall be conducted under *Robert’s Rules of Order*. During months where only one meeting is scheduled, it shall be a “formal session”. The primary purpose of formal sessions is to adopt policy decisions and present to the public information on important issues of the District.

Special Board meetings may be called by the President or, in his or her absence, by the Vice President.

Each Board member shall receive an agenda prior to each meeting, along with appropriate background information. The agenda shall be compiled by the Superintendent with the cooperation of the Board President. Additional items may be placed on the agenda at the meeting by majority vote of the members elected and serving.

A request by the public to place an item on the Board agenda must be made to the Superintendent or President at least seven days prior to the meeting at which it is desired to have the item discussed. The President, in consultation with the Superintendent, shall determine whether or not the matter shall be placed on the agenda. If the item is placed on the agenda, the person making the request shall be allowed a reasonable amount of time, as determined by the President, to present or discuss the issue.

Meeting Attendance

Unless required otherwise by law, Board members must attend all regularly scheduled Board Meetings, and Special Meetings, in-person, to be considered “present” or “in attendance” for that meeting. Only those members who are physically present will have voting rights. Accordingly, although Board members are welcome to access meetings remotely, should they choose to do so, they surrender authority to vote or deliberate about agenda items during that meeting and will be marked “absent” for that meeting.

Initiation, Deliberation And Adoption of Board Actions:

Board members may initiate Board of Education consideration, deliberation and adoption of new and revised district policies. Policies are actions of the Board as defined in policy GP200, and consist of district ends, Board and staff relations, Board governance, and executive limitations.

Board action on policy issues is initiated by a Board member presenting a draft of a proposed policy to the Board at a Committee of the Whole meeting. Board members are encouraged to circulate drafts to other Board members, the Superintendent or other interested parties for input prior to presentation to the Board.

At the Committee of the Whole meeting the Board will informally discuss the draft policy. Following discussion, the Board may initiate formal consideration of the draft policy by approving a motion to place for first reading the proposed policy on the agenda of a formal Board meeting. The Board will attempt to contact stakeholders to solicit various viewpoints at the first reading.

Following an affirmative vote at a formal meeting to approve the proposed policy for first reading, the proposed policy will be placed on the agenda of the next formal meeting for final adoption.

By unanimous vote of the Board members present and voting, a proposed policy may be adopted at first reading at any lawful Board meeting when the Board finds that the immediate adoption of a proposed policy is necessitated by the imminent threat to the health, safety and welfare of the district.

Other actions of the Board that are not of a policy nature may be adopted without a prior first reading at any lawful meeting of the Board.

Order of Business

The order of business at a regular meeting of the Board shall be:

- I. Call to Order/Pledge of Allegiance
- II. Roll Call
- III. Approval of Agenda Items
- IV. Approval of Consent Agenda Items
- V. Reports/Communications, Board-directed follow-up on issues
- VI. Public Comment on Agenda Items
- VII. Old Business
- VIII. New Business
- IX. Public Comment on Non-Agenda Items
- X. Comments from Staff and Board
- X. Future Topics
- XI. Adjournment

Consent Agenda

To expedite the transaction of routine and non-controversial items of business, the Board may act on such items by adoption of the consent agenda. Items on the consent agenda shall not be discussed or debated, and shall be considered adopted by the Board upon a majority vote of the members elected and serving to adopt the consent agenda.

The Board President and Superintendent shall exercise discretion in placing items on the consent agenda. The following items, as well as others, may be placed on the consent agenda:

- Approval of prior meeting(s) minutes
- Purchases of goods, services and supplies which require Board approval
- Approval of leaves of absences
- Retention of consultants
- Transfers of appropriations

Prior to the adoption of the consent agenda, any Board member may have one or more items removed from the consent agenda, and such item(s) shall be placed on the meeting agenda under new business.

Old Business

Business items previously discussed or tabled, as well as adoption of Board policies that have been introduced at a first reading at a prior meeting, shall be placed on the agenda under old business.

New Business

Business items that require Board action, as well as first readings of proposed or revised Board policies, will be placed on the agenda as new business. Board action shall require an affirmative vote of the majority of the Board elected and serving.

Public Participation

Persons wishing to address the Board at the appropriate place in the meeting agenda shall be subject to the following:

- a. Each person shall be allowed up to three minutes to address the board at designated times on the agenda. At the discretion of the President, the public may be permitted to speak for up to three minutes on an agenda item when the issue is taken up by the Board. An extension of time may be granted by the President if the extension will not interfere with conduct of Board business or with other persons who also wish to address the Board.
- b. Each person wishing to address the Board shall identify themselves by name and jurisdiction. Persons representing an organization or group shall indicate whether their comments represent the official view of the organization or group.
- c. If a delegation wishes to address the Board, the delegation may select up to five representatives to speak on its behalf, for a total time of not more than 20 minutes.
- d. The Board shall be provided by the Board secretary or by the speaker with copies of all written comments submitted.
- e. Persons addressing the Board shall observe rules of common courtesy. Complaints should first be considered through proper channels before being considered by the Board. Personal attacks against a Board member or District employee unrelated to the Board members or employees performance of duties shall not be permitted. Board members or employees may request a closed hearing to hear complaints related to the performance of their official duties.
- f. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such

issues will be referred to the Superintendent for investigation, study, and recommendation or designated as a future agenda item.

Public Access to Board Meetings

The news media will be informed at the beginning of the school year as to the dates and times of all regular Board meetings, and within three days of any change in the Board meeting schedule. Regular Board meetings will be recorded and available for viewing on the Board of Education Meeting Schedule page of the District Website. News media equipment and private recording devices shall not disrupt or influence proceedings.

Formal Sessions of the Board of Education shall be recorded and recordings retained for a minimum of three months.

1st Adopted: March 25, 2013

Revised: March 9, 2018

Adopted: March 26, 2018

Revised: September 28, 2020

Approved: December 14, 2020

Revised: February 22, 2021

Approved: March 8, 2021

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category II: **Governance Process**

Subject: **Policy Compliance Monitoring**

GP207

The Grand Ledge Board of Education shall monitor compliance with Board policies in a systematic and regular manner.

Compliance with policies shall be monitored on a continual basis through scheduled reviews of reports on district performance available through external sources, through reviews of internal executive reports, and direct examination when deemed necessary by the Board.

Evaluation of policy compliance shall be formally documented through an annual review of ends polices and through the annual review of the Superintendent.

Criteria shall be pre-established and shall be based on Board policies. Compliance shall be based on the standard of *"whether reasonable persons believe that actual performance matches the preestablished criteria."* Evaluation documentation shall reflect a consensus of the Board.

The Board shall evaluate the Superintendent on an ongoing basis, and shall document the results of such evaluation annually. The content of the Superintendent evaluation shall focus on the following information:

- what the Superintendent was charged by the Board to accomplish;
- what the Superintendent was prohibited by the Board from doing; and
- how well the Superintendent performed against previously established criteria

Adopted: June 27, 1996

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category III: **Board/Staff Relations**

Subject: **Delegation of Authority to the Superintendent**

BSR300

The Superintendent shall use any reasonable interpretation of the Board's Ends and Executive Limitations policies to develop administrative regulations, make ministerial decisions, take actions consistent with Board policies and applicable law, and supervise all district activities.

Adopted: December 19, 1996

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category III: **Board/Staff Relations**

Subject: **Superintendent Job Description**

BSR301

The Superintendent is accountable to the Board of Education, and shall observe the executive limitations and other policies established by the Board.

The Superintendent shall interpret, apply, and implement policies established by the Board of Education.

The Superintendent shall communicate to the Board information on issues requiring clarification of or development of policy, as well as administrative issues of public interest.

The Superintendent shall administer the affairs of the District in a manner consistent with state and federal laws.

Adopted: December 19, 1996

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category III: **Board/Staff Relations**
Subject: **Superintendent Evaluation**

BSR302

The Superintendent shall be evaluated on the basis of the district's performance in regards to achieving the ends established by the Board and acting within executive limitations established by the Board.

The Board shall monitor compliance with policies systematically and continually through Superintendent reports, auditors and other information acquired by the Board that could be reasonably validated by a prudent person.

A formal evaluation of the Superintendent's performance shall be conducted annually based on pre-established criteria.

Adopted: December 19, 1996

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category IV: **Executive Limitations**

Subject: **General Executive Constraints**

EL400

The Superintendent shall not knowingly cause or knowingly allow any practice, activity, decision or organizational circumstance which is, in the judgement of the Board of Education, either in violation of commonly accepted business and professional ethics, state or federal law, Monitoring agency regulations, or Board policy.

The Superintendent shall not make any decision or take any action that would encroach upon the Board's authority to exercise discretion or make judgements, which the Board is required to make, pursuant to the Michigan Revised School Code or other laws, including common law prohibitions against delegation of authority from legislative bodies to employees or administrative personnel.

Monitoring

Mechanism: internal: executive reports

Frequency: annually and when warranted

Mechanism: internal: financial audits

Frequency: annual

Mechanism: direct inspection: Board

Frequency: ongoing; documentation annually

Adopted: December 19, 1996

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category IV: **Executive Limitations**
Subject: **Board Communications**

EL401

The Superintendent shall not permit the Board to be uninformed about matters related to the Board and critical school district issues.

The Superintendent shall not fail to advise the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationships, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the Superintendent.

Monitoring

Mechanism: internal: executive reports
Frequency: ongoing

Mechanism: direct inspection: Board
Frequency: ongoing; documentation annually

Adopted: December 19, 1996

Grand Ledge Public Schools *Board of Education*

GOVERNANCE POLICIES

Category IV: **Executive Limitations**

Subject: **Human Relations**

EL402

It is the policy of the Grand Ledge Public Schools District that no person shall be discriminated against in matters of employment or enrollment on the basis of race, color, national origin, gender/sex, sexual orientation, age, disability, height, weight or marital status in its programs, services or activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Discrimination on the Basis of Disability

Executive Director of Special Services
Section 504 Coordinator
Grand Ledge Public Schools
Central Office, Room 105
220 Lamson Street
Grand Ledge, MI 48837
517-925-5410

All other Inquiries Related to Discrimination

Executive Director for Human Resources
Grand Ledge Public Schools,
Central Office, Room 110
220 Lamson Street
Grand Ledge, MI 48837
517-925-5406

The Superintendent, Assistant Superintendents, Executive Directors, Directors, and Supervisors shall not directly supervise a member of his or her immediate family in a District employment relationship. "Immediate family" shall include spouses, siblings, parents, and sons or daughters. "Directly supervise" shall mean an employment relationship involving the authority to directly assign, transfer, evaluate, and discipline a subordinate employee (or to effectively recommend such action) where the exercise of such authority is immediate in nature and requires exercise of independent judgment.

The Superintendent shall not fail to give dialog and written evaluation based on previously established and communicated criteria for each of the Central Office administrators on an annual basis. This will include Assistant Superintendents, Executive Directors, Directors, and others who report directly to the Superintendent.

Monitoring

Mechanism: internal; executive report

Frequency: ongoing; documentation annually

Mechanism: direct inspection; Board evaluation

Frequency: ongoing; documentation annually

Adopted: August 26, 2013

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category IV: **Executive Limitations**

Subject: **Staff Compensation**

EL403

District employees shall not receive any compensation or fringe benefits for district-related expenses unless authorized by the Board.

Monitoring

Mechanism: external: financial audit

Frequency: annual

Mechanism: internal: executive report

Frequency: ongoing; documentation annually

Mechanism: direct inspection; Board evaluation

Frequency: ongoing; documentation annually

Adopted: December 19, 1996

Grand Ledge Public Schools

Board of Education

GOVERNANCE POLICIES

Category IV: **Executive Limitations**

Subject: **Financial and Asset Constraints**

EL404

District financial transactions, either singularly or collectively, shall not unnecessarily jeopardize the fiscal integrity of the district.

Budgeting for any fiscal year or the remaining part of any fiscal period shall not deviate materially from Board Ends priorities, risk fiscal jeopardy nor fail to show a generally acceptable level of foresight.

Fund balance for Michigan school districts can be categorized among several categories.

- Reserve for Encumbrances – A reserve representing the segregation of a portion of a fund balance to provide for unpaid encumbrances (e.g., bus purchases).
- Reserve for Restricted Obligations – A reserve representing unspent revenues in federal or state categorical funded instructional programs (e.g., At Risk, Adult Education).
- Reserved / Designated for Special Purposes – A reserve that represents the segregation of a portion of a fund balance to indicate that assets equal to the amount of the reserve are designated for the named special purpose (e.g., technology replacements, textbooks).
- Unreserved / Undesignated Fund Balance – The portion of fund balance that represents available resources to finance expenditures that are not reserved or designated.

The District recognizes that the recommendation of its auditing firm is to maintain a 15% undesignated fund balance in order to eliminate the need to borrow for cash flow purposes. The District chooses to manage its undesignated fund balance at a lower level to allocate more of its resources toward its instructional programs. However, in order to ensure financial stability in its ability to respond to unforeseen circumstances, the District shall not allow its unreserved, undesignated fund balance to fall below a reasonable level, with the goal being eight percent of the district's general fund annual operating expenditures.

The expenditure priorities and the resources which fund the district's budget shall not be established without prior consultation with the Board.

The District's assets and resources shall not be allowed to be used to any person's personal advantage unless such advantage is generally available to the District's residents.

The District's assets shall not be unprotected through inadequate insurance or by being subjected to unnecessary risk.

The District's buildings shall not be allowed to be inadequately maintained.

Monitoring

Mechanism: external: financial audit

Frequency: each November

Mechanism: internal: periodic financial report

Frequency: each November, January, April, June and as needed

Mechanism: direct inspection; Board evaluation

Frequency: each November and as needed; documentation reviewed by Finance Committee

Adopted: April 23, 2007

Grand Ledge Public Schools
Board of Education

GOVERNANCE POLICIES

Category IV: **Executive Limitations**

Subject: **Board Authorization for New Administrative Staff Position**

EL405

The Superintendent will not create any new central administration staff positions without prior notification to the Board, and also provided that sufficient funding exists within the appropriate cost center of the budget. This policy does not preclude the creation of other non-administrative positions such as new teaching positions and support positions required to meet District ends. The Superintendent will timely recommend budget amendments to the Board of Education in connection with the creation of any new District staff positions or to meet other financial obligations.

Adopted: November 21, 1996