

# **BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES**

NO. 0001

Title: **Board Rules**

Effective Date: March 10, 2011

Submitted By: Governance Committee

Supersedes Date: June 10, 2009

Approved By: Board of Trustees (BOT)

Rev. No: 4

## **1 Purpose**

- 1.1 The purpose of this policy is to establish criteria for the Board of Trustees for the Benjamin Franklin Classical Charter Public School to carry out its duties and further its oversight of the school.

## **2 Scope**

- 2.1 The Board of Trustees of the Benjamin Franklin Classical Charter Public School.

## **3 Responsibility**

- 3.1 The Benjamin Franklin Classical Charter Public School Board of Trustees is responsible for interpreting and the implementing the provisions of this policy in accordance with the laws, regulations, and rules that govern public entities.

## **4 Procedures**

- 4.1 The Board of Trustees shall hold a minimum of eight regularly scheduled meetings during a fiscal year.
- 4.2 Committees and Task Forces:
  - 4.2.1 To research issues before the Board makes decisions, and to assist the decisionmaker(s), Board-level standing committees may include Finance, Governance, Facilities, Human Resources, Public Relations, Technology, Mission, or any other committee or task force that the Board deems necessary.
- 4.3 Creation of Agenda for the Board of Trustees
  - 4.3.1 A member of the Board may make a request to the President of the Board to place an item on the agenda for the next scheduled board meeting and shall forward all necessary documentation in support of said agenda item.
  - 4.3.2 Whenever possible, members of the Board should make such requests to the President at least seven (7) days before a scheduled meeting of the Board.

- 4.3.3 If the requesting member or President believes that the requested agenda item warrants a presentation of varied perspectives on the issue, the President shall request a Board Member or a member of the school community to make such presentations.
- 4.3.4 The President shall distribute copies of the agenda with supporting documentation to members of the Board at least three days before the scheduled meeting.
- 4.3.5 If the President does not place a requested agenda item on the agenda, he or she shall explain the reasons for the refusal at the onset of the next meeting.

#### 4.4 Non-voting Participants

- 4.4.1 The Board shall provide any interested party or member of the audience the opportunity to address the Board during the Public Comment segment of the meeting. The President of the Board or his or her designee shall retain the right to limit the length of comments.

#### 4.5 Votes

- 4.5.1 The Board shall vote on any matter before it unless the Board, by a majority vote, determines that further investigation or discussion of the matter is necessary. The President shall place the matter as an action item on the next scheduled agenda and assign a Board member or other interested person responsible for oversight of the item, with the expectation that the Board shall vote on the item at that next scheduled meeting.
- 4.5.2 The Board shall vote on any matter that falls within its power and duties as set forth in the Bylaws.
- 4.5.3 The Board cannot vote on any matter after 10:00 p.m. unless the Board affirmatively votes to suspend this rule.

#### 4.6 Elected Officers

- 4.6.1 President: The President shall serve as the presiding officer, administrative officer, representative of the Board, and representative of the school.
  - 4.6.1.1 As the presiding officer of the Board, the President shall be responsible for opening the session at the time of the meeting by calling the members to order; to announce the business of the Board in the order in which it is to be acted upon; to state and to put to vote all questions which are regularly moved; to announce the result of the vote; to assist in the expediting of business in every way compatible with the rights of the members; and to enforce on all occasions the observance of order.
  - 4.6.1.2 As the administrative officer of the Board, the President shall keep the Board informed and add all necessary items and discussion issues to the agenda in accordance with section 4.3. Between

scheduled Board meetings, the President or his designee shall communicate with Board members through written or electronic communication as to matters affecting the Board duties as set forth in 4.7.1. The President also sets the calendar for Board operations as mandated by the Charter. The President shall also insure that the Board's Bylaws and policies are up-to-date and that the school has submitted all necessary filings with the Department of Education.

4.6.1.3 The President may act on matters as a representative of the Board only when provided the explicit authorization of the Board through a formal vote.

4.6.1.4 The President or designee shall also represent the school when necessary in matters of public affairs.

#### 4.6.2 Vice President

4.6.2.1 The Vice President, if any, shall have the duties and powers as the Board shall determine. The Vice President shall have and may execute all the powers and duties of the President during the absence of the President or in the event of his or her inability to act.

4.6.2.2 The Vice President shall be responsible for creating and maintaining the Board's Action Register which records all tasks, due dates, and the person responsible. The Register will also note any matter tabled from one meeting to the next.

#### 4.6.3 Clerk

4.6.3.1 The clerk is the recording officer of the Board and custodian of its records except as specifically assigned to others, such as the treasurer's books.

4.6.3.2 Minutes: Within seven (7) days after a regularly scheduled meeting of the Board of Trustees, the clerk shall forward a copy of the minutes in "Draft" form to the Board for a preliminary review. Within fourteen (14) days after a regularly scheduled Board of Trustee meeting, the clerk shall post a copy of the minutes of the meeting in "Draft" form on the school's web site. It is the responsibility of each Board member to support the clerk and ensure the accuracy and timeliness of the minutes. At the next scheduled Board meeting, the clerk shall ask for corrections to the minutes of the previous meeting; and if there are any, the Board shall vote on them. After all corrections are made and recorded, the clerk shall move for the acceptance of the minutes, and the Board shall vote. The clerk shall make any indicated corrections and post the amended, final version on the school's web site within seven (7) days after the meeting.

4.6.3.3 Content of Minutes: In the minutes, the Clerk shall record the Board members in attendance, the agenda items discussed,

motions made, results of vote, and any other action taken. The Clerk shall attach to the minutes any documentation submitted to the Board in support of an agenda item.

4.6.3.4 The clerk shall also maintain updated copies of the charter, bylaws, policies and procedures, and a directory of the name, addresses, telephone numbers, and email addresses of all Board members.

#### 4.6.4 Treasurer

4.6.4.1 The Treasurer is the Chief Financial Officer and the Chief Accounting Officer of the School.

4.6.4.2 Finance Committee Responsibilities: The Treasurer shall serve as Chair or Co-Chair of the Finance Committee. The Treasurer and, if appropriate, representatives from the Finance Committee shall meet with the Head of School and business manager as necessary to discuss the finances of the school.

#### 4.6.5 Faculty Board Representative:

4.6.5.1 This position, elected by the faculty before the Board's Annual meeting, provides the Board with faculty input on issues and serves as the liaison to the faculty. This person solicits information and opinion from the other faculty members on upcoming items, and reports as requested by the Board. Other duties of this position include: serving on Board committees; keeping the Head-of-School informed of challenges and opportunities pertaining to the faculty; serving as a conduit for communication of written materials between the Board and the faculty; and suggesting appropriate agenda items for discussion that concerns the faculty.

#### 4.7 Internal Board Communications

4.7.1 The President or designee shall inform the Board through written (or electronic) communication of any issue or concern that develops between meetings that impacts the Board's powers or duties.

4.7.2 Committee Chairs shall inform the Board through written (or electronic) communication on any issue or concern that develops between meetings with their Committee that impacts the Board's powers or duties.

4.7.3 Members of the Board of Trustees shall inform the Board through written (or electronic) communication on any issue or concern that comes to their attention that impacts the Board's powers or duties.

#### 4.8 Committee Documents

4.8.1 Committee Chairpersons are responsible for insuring that the appropriate committee documents are submitted to the webmaster for posting on the school website.

- 4.8.2 All Board related documents posted to the website must be electronically stored by the Webmaster in a secure location under the control of BFCCPS and in its original format, such as Word or Excel. The documents may also be stored in other formats, such as PDF, for secure display purposes.
- 4.8.3 Committee meeting minutes may be approved and posted to the website using the following procedure:
  - 4.8.3.1 The note taker creates the draft minutes and sends it electronically to the committee members asking for corrections.
  - 4.8.3.2 Committee members will send any spelling or grammatical changes to the note taker who will incorporate them into the minutes.
  - 4.8.3.3 Any corrections concerning decisions made or other substantial content issues will cause the minutes to be held until the next meeting for resolution.
  - 4.8.3.4 If no substantial corrections were identified, the note taker will send the completed minutes to the chairperson.
  - 4.8.3.5 The chairperson will send the minutes to the webmaster for posting to the school's website.
- 4.8.4 All policies drafted in committees must be sent to the Governance Committee Chairperson. The Governance Committee will insure that the policy is in the correct format and will work with the originating committee to resolve any questions on content prior to submission to the Board for approval.
- 4.8.5 All Board approved policies can only be posted to the website under the direction of the Governance Committee Chairperson.
- 4.8.6 All Committee and Task Force working papers (notes, emails, survey results, reports, etc.) are public records and must be retained by the committee or task force chairperson. Before leaving the Board, the chairperson must turn over all public records to the Board Clerk.

## **5 Related Policy & Procedures or Documents**

- 5.1 By-laws
- 5.2 Policy 0002, Nominating and Election of School Board