

Welcome to
Almont Community Schools
BOARD OF EDUCATION
MEETING

Procedural Guidelines for the Community



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2023 Board of Education

Angela Edwards, President
Janaea Smith, Vice President
Dallas Walton, Secretary
James Wade, Treasurer
Susan Frederiksen, Trustee
Rick Battani, Trustee
Timothy Saintonge, Trustee

Good Evening:

On behalf of the Almont Board of Education, I would like to welcome you to tonight's meeting. We are pleased that you have taken the time to attend our meeting.

This brochure has been prepared to outline the format and the procedures that will be followed during board meetings. Our agenda provides a time for you to share your comments with us. We encourage you to participate in the activities of the school district.

Again, your board of education welcomes you.

Almont Board of Education

Board Meeting Procedures

It is the general practice of the board when presented a proposal from the public to defer action for one month. This practice allows for thorough research and thought and helps to prevent ill-advised, illegal, or improper decisions. The superintendent will normally make recommendations in advance of board action on questions brought before the board for their consideration.

The board members review all bills to be paid prior to each board meeting.

Order of Business

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Communication
6. Questions & Comments
 - Audience
 - Board
7. Consent Agenda
 - Approval of Minutes
 - Bills Payable & Finance Report
8. New Business
 - Reports
 - Finance
 - Personnel
 - Policy
 - Curriculum
 - Business
9. Questions and Comments
 - Audience
 - Board
10. Future Agenda Items
11. Adjournment

Our Mission Statement

Nurture, prepare and empower our students to reach their full potential.

Vision

Our students will be prepared to positively impact their future, their community and the world.

Board Goals & Objectives

The Board will establish programs and procedures which shall best produce the educational achievement needed by district's students and will do so within the financial limitations of the district. The Board will function as a legislative body in formulating and adopting policy by selecting an executive officer to implement policy and by evaluating the results. Further, the Board shall carry out its functions openly, while seeking the involvement and contributions of the public, students, and staff in its decision-making processes.

Meetings of the Board

Normally meetings of the Almont Board of Education will be held in the Media Center of Almont High School at 7:00 pm on the Fourth Monday of each month. Special, committee and informational meetings of the Board may be called periodically. Notices of meetings are posted outside the Superintendent's office at the high school (door 28) as well as on the web site.

All regular and special meeting of the board of education are open to the public and the public is urged to attend.

Public Participation at Board Meetings

The general public shall be invited to attend all board meetings, except closed sessions.

At each meeting of the board, the president or the presiding board officer shall welcome all visitors to the board meeting.

The board president shall, at the appropriate time, ask those members of the public attending the board meeting if any of them have something to bring to the attention of the board. All those wishing to address the board shall be subject to the following procedural regulations:

- A. Public participation shall be permitted as indicated on the order of business or at the discretion of the presiding officer.
- B. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- C. Each statement made by a participant shall be limited to three (3) minutes duration.
- D. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- E. Participants shall direct all comments to the board and not to staff or other participants.
- F. All statements shall be directed to the presiding officer; no person may address or question board members individually.
- G. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 4. call for 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;
 - 5. waive these rules.
- H. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, unless extended by a vote of the board.

Placing an Item on the Agenda

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on district matters.

Any person or group wishing to place an item on the agenda shall register their intent with the superintendent no later than ten (10) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the approval of the superintendent and board president.

Handling of Complaints

All complaints regarding the district should be resolved at the lowest possible administrative level. Complaints about policies, curriculum, facilities and services should be directed to the superintendent. Complaints about specific instructional materials should be directed to the appropriate building principal. Complaints about personnel will be investigated fully and fairly, and the employee's rights to due process shall be protected at all times.

Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it shall be referred to the administration for study and possible solution.

Broadcasting and Taping

Tape or video recordings are permitted, providing the person operating the recorder has contacted the superintendent prior to the board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:

1. No obstructions are created between the board and the audience.
2. No interviews are conducted in the meeting room while the board is in session.
3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the board or members of the audience while the board is in session.