



NOVI COMMUNITY SCHOOL DISTRICT

PROVIDE IMPACTFUL OPPORTUNITIES FOR ALL TO CULTIVATE LIFELONG LEARNING.

Board of Education 2022 Agenda

**Dr. Danielle Ruskin
President**

**Mr. Paul Cook
Vice President**

**Mrs. Bobbie Murphy
Secretary**

**Mrs. Kathy Hood
Treasurer**

**Mr. Tom Smith
Trustee**

**Mr. Willy Mena
Trustee**

**Mrs. Mary Ann Roney
Trustee**

**Meeting Date: December 13, 2022
Educational Services Building
25345 Taft Road
Novi, MI 48374**



**NOVI BOARD OF EDUCATION
Work Session Meeting - December 13, 2022
Educational Services Building
5:00 PM**

AGENDA

I. CALL TO ORDER/WELCOME

II. COMMENTS FROM THE AUDIENCE

The board respectfully requests that any individual wishing to speak to the board provide their name, address, any organization they represent, keep their comments to the allotted time, and refrain from directing comments to individual members of the board, district employees, or members of the audience.

III. ORGANIZATIONAL MEETING PREPARATION

- A. Discussion of Officers
- B. Discussion of Committee Assignments

IV. ADJOURNMENT

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
December 13, 2022**

BOARD OF EDUCATION

TOPIC: Election of School Board Officers – WORK SHEET

The Board of Education elects officers annually not earlier than January 1st immediately following an election held on a November regular election date and not later than the first meeting in January.

- President _____

- Vice President _____

- Secretary _____

- Treasurer _____

**APPROVED AND RECOMMENDED
FOR ELECTION OF OFFICERS**

Board Policy Manual

1001 - Election of Officers of the Board

Election of Officers of the Board The President, Vice President, Treasurer and Secretary of the Board will be elected at the Board's annual organizational meeting. The vote of a majority of the Board members elected and serving will be necessary for election to these offices. The elected officers will hold office for one year, and continue in office until their successors are chosen and take office. Board officers are eligible for reelection to their office.

President The President of the Board will preside at all meetings of the Board and conduct meetings in the manner prescribed by these Bylaws. The President will prepare the agenda for Board meetings in consultation with the Superintendent and may perform such other tasks as are reasonably necessary to facilitate Board meetings.

The President, or his/her designee, functions as the official spokesperson for the Board. The President will be the official recipient of correspondence directed to the Board and will provide copies of School District related correspondence to all other Board members and, in his/her discretion, to the Superintendent. Board members who receive School District related correspondence that was not addressed to the President will promptly provide a copy to the President.

The President will sign all papers and documents required by law or otherwise authorized by action of the Board.

The President, on behalf of the Board, is authorized to consult with the Superintendent and/or School District legal counsel prior to presentation of an issue to the full Board.

Vice-President The Vice-President of the Board will have the powers and duties of the President during the temporary absence or disability of the President. The Vice-President will also have such other powers and duties as the Board may from time to time determine.

Treasurer The Treasurer of the Board will sign all School District documents required by law or otherwise authorized by action of the Board and perform other duties required by law and/or assigned by the Board.

Secretary The Secretary of the Board or a District designee will be responsible for taking and keeping the Board minutes in conformity with applicable legal requirements and performing such other duties as the Board may from time to time determine.

Board Operating Procedures Elections of Officers

Election of Officers

The Board shall elect a President and Vice-President as well as a Secretary and Treasurer.

There will be a nominating committee of the whole that will meet in December prior to the January election of officers.

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. 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.

M.C.L. 380.11a

- A. Removal from consideration: An individual Board member may, by simple announcement, remove himself or herself from consideration for any or all offices of the Board.
- B. The Officers shall be President, Vice-President, Treasurer, and Secretary who shall be members of the Board. The Board may assign a district employee to provide clerical assistance to the Board. Board officers shall serve for a term of one year, or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
- C. At the first eligible public meeting of the Board after the Trustee and the term begins, the current Board President will ask for any Board officer nominations. Each office will be voted on separately by the Board.
- D. A vacancy among officers of the Board shall be filled by majority action of the Board.

2023 Assignments for Committees/representative/liaison positions

Liaisons:

Community Education: _____

Novi Educational Foundation: _____

OCSBA Government Relations: _____

Standing Committees:

Board Governance and Policy:

1. _____ - chair
2. _____
3. _____

Legislative:

1. _____ - chair
2. _____
3. _____

Finance:

1. _____ - chair
2. _____
3. _____

Ad Hoc Committees:

Capital Projects:

1. _____ - chair
2. _____
3. _____

Curriculum:

1. _____ - chair
2. _____
3. _____

Build Naming Committee:

1. _____ - chair
2. _____
3. _____

Superintendent Contract Committee:

1. _____ - chair
2. _____
3. _____

DEI (Diversity, Equity, and Inclusion) Committee:

1. _____ - chair
2. _____
3. _____

Board Policy Manual Committees

Committees The Board may create various committees to gather information for the Board. Committee members will be appointed by the Board President. A committee will not consist of more than three (3) Board members. All committee meetings with comport with the Michigan Open Meetings Act.

Board Operating Procedures Committees

Committees

Selection and Operation of Board Committees

- A. Committees are appointed by the Board President.
- B. Responsibilities of each standing committee:
 - 1. Finance – To review the annual district budget, budget amendments and audit report.
 - 2. Governance and Policy – To review and recommend revisions to Board policies and Board Operating Procedures.
 - 3. Legislative – To review new legislation, its impact on the district, and recommend resolutions for adoption.
- C. Ad Hoc committees may be assigned for a specific need or purpose, but will be time-limited.
- D. Minutes and notes of committee meetings will be posted in Board Books.