Cherokee County School District

Agenda Request Form

Meeting Date	Agenda Item Number
June 15, 2023	C-1

Title

Superintendent's Recommendation for Approval of School Board Policies - - on First Reading

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of School Board Policies - - on First Reading

Summary Explanation and Background

As part of this year's Policy review process, an annual staff and legal review of School Board Policies was conducted to ensure continued alignment with State and Federal Laws/regulations. As a result, the School Board Attorney has recommended modifications to Board Policy - - Complaints (KN) in order to clarify the general complaint policy and procedure.

Additionally, the Board Chair has requested a minor revision to Board Policy - - Board Meetings (BCBD) to more accurately reflect the operations and conduct of School Board meetings after the recent revision to Board Policy - - Public Participation at School Board Meetings (BCBI).

Priority Area

Organizational and Operational Effectiveness

Financial Impact

N/A

Exhibits: (List)

Policy KN and BCBD

Source of Additional Information

Dr. Brian V. Hightower, Superintendent of Schools	770.479.1871
Mike McGowan, Chief of Staff	770.479.1871
Abigail Roach, School Board Attorney	770.479.1406

The Cherokee County Board of Education welcomes constructive criticism from its community and other stakeholders when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

The School District believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints other than those involving instruction, discipline, or learning materials will be as follows:

1. Teacher
2. Principal
3. Office of School Operations
4. Superintendent
5. ~~School Board Members~~

Any complaint about school personnel ~~shall~~ will always be referred back through proper administrative channels. ~~before it is presented to the School Board for consideration and action.~~

When a complaint is made directly to an individual School Board member, ~~the procedure outlined below will be followed:~~

1. ~~The~~ the School Board member will request the person making the complaint to reduce the complaint to writing and transmit or deliver the written complaint to the Superintendent.

2. ~~If, at any time, the person making a written complaint feels that he/she has not been given a satisfactory reply from the school, the person is advised to consult with the Office of School Operations and then the Superintendent and, if still not satisfied, to request of the Superintendent a hearing before the School Board.~~

~~If the matter is brought before the School Board, the School Board will arrange a hearing at a regular or special meeting called by the School Board.~~

ADOPTED: August 2, 2001
REVISED: ~~July 18, 2019~~ June 15, 2023

Cherokee County Board of Education

At all regular meetings of the Cherokee County Board of Education, the following order of business is observed unless the regular order of business is suspended by the majority vote of the members present:

This order of business will include the following:

- Pledge of Allegiance
- Inspiration
- Agenda Approval
- Previous Meeting Minutes Approval
- Consent Agenda Approval
  Agenda Items:
  - Resolutions/Recognitions/Partnerships
  - Public Participation
  - School Board Members' Items
  - School Board Policies
  - Financial Management
  - Curriculum and Instruction
  - Support Services
  - Human Resources
  - Attorney
  - Superintendent of Schools
- Adjournment
- Executive Session (if necessary)

In conjunction with the Board Chair, the Superintendent will prepare a proposed agenda for all meetings of the School Board. In doing so, the Superintendent will meet with an Ad Hoc Agenda Preparation Group, which has been established by the Superintendent prior to the meeting date.

1. A School Board member may submit in writing to the Superintendent a request for inclusion of an agenda item for School Board consideration.

2. The Superintendent will immediately copy such request to all School Board members.

3. The item will be placed on the agenda for discussion at the next School Board meeting, provided that it is submitted to the Superintendent on or before noon, one week prior to the School Board meeting.

4. If not withdrawn by the School Board member who submitted it, the item will be placed on the agenda for the next School Board meeting as a "B" item for action by the School Board.

5. The School Board will invite the Superintendent to make a recommendation for approval, modification or rejection when Policies are submitted to the School Board for consideration.

The agenda, together with supporting materials, will be distributed to School Board members and the public sufficiently prior to the School Board meeting to permit them to give items of business careful consideration. When an agenda item requests a specific expenditure of School District funds, that cost will be noted; otherwise, including circumstances in which associated costs are not borne by the School District, financial impact will be noted as N/A; in any event, all School District expenditures will continue to be governed by the Annual Operating Budget Policy.

Once the School Board Chair has called a meeting to order, he/she will ask the School Board members~~, and then visitors present,~~ if there are any questions regarding agenda items. In the event an agenda item is questioned by a School Board member or a visitor has signed up to address an agenda item pursuant to School Board Policy BCBI, the item will be addressed individually in order to allow questions or comments prior to a vote. All other unquestioned agenda items may be approved by the School Board on consent.

Special School Board Meetings

Special School Board meetings may be called by the Board Chair and Superintendent of Schools upon 24 hours' notice to the School Board membership or upon written request of two-thirds of the School Board members.

Requests by patrons for special meetings to reconsider a decision previously made by the School Board will be submitted in writing stating the complete case in opposition to the decision. The Superintendent and Board Chair will review the statement for the purpose of deciding for or against calling a special meeting.

For special called meetings, a notice will be posted at the regular place of meeting giving 24 hours' notice of the meeting and the media will be notified.

In an emergency, the School Board may meet without a 24-hour notice and will record the reasons for the emergency and the nature of the notice in the minutes. Notice of the said meeting will be provided to the media as soon as practicable.

Rules of Order

The current edition of Robert's Rules of Order will be the official guide to the conduct of School Board meetings.

Voting Method

Voting at all meetings of the School Board will be by voice vote, roll call vote, show of hands, or in the case of Vice-Chair election, by ballot unless otherwise established by majority vote of the School Board and duly recorded in the minutes.

Board Meeting Minutes

The Superintendent of Schools will serve as Secretary of the Board. The School Board Secretary or his designee will keep complete records of meetings of the School Board. The minutes will include a record of all actions taken by the School Board and resolutions and motions in full, and the names of members making and seconding them. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.

Once approved by the School Board, the minutes will become permanent records of the School Board and will be in the custody of the Superintendent.

ADOPTED: August 2, 2001
REVISED: ~~July 16, 2020~~ June 15, 2023

Cherokee County Board of Education