

## **INTERNAL BOARD POLICIES**

### **Work Teams**

The board of education may establish temporary work teams of board members or members of the public or staff members or a combination thereof as it deems necessary. The type and function of each work team shall be dictated by the needs of the district as determined by the board of education.

Any work team established at any time during a school year by the board of education will be given a board-approved, clear and concise written statement of purpose and timeline in which to complete its charge. Such a work team shall be created for a specific purpose, role, or study that the board determines needs to be done. Community representatives shall be included in the membership whenever possible to broadly represent the school district. Appointment of a work team chair will be made by the school board president and/or the superintendent of schools. The board shall appoint all members of such work teams. Community members may be selected from volunteers, the recommendation of PTOs, and other community organizations. The board president or designee may serve as ex-officio on all work teams.

All work team activities will be handled in accordance with the Open Meetings Act. Minutes will be taken for all work team meetings. These minutes will indicate date, time, location, members present, members absent, guests, items discussed, and recommendations to be made to the full board of education. The chair of each work team shall be responsible for ensuring the proper conduct of the group and its members consistent with board and administrative policy, regulations and procedures.

Work teams shall have no power or authority to act on behalf of the board, shall hold hearings only as approved by the board, and shall limit activities and considerations to the charge given the work team by the board of education. No work team shall be composed of a quorum of the board.

Work teams shall not assume or preempt any of the responsibilities assigned to the superintendent of schools by the board of education.

All work teams will report to the superintendent of schools and/or the board as the board may require. They may make use of outside resources and consultants when deemed desirable, with the approval of the superintendent. Required staff assistance shall be made available by the superintendent. Work teams shall comply with applicable provisions of the Open Meetings Act.

Work team reports shall be approved by the majority of the team and shall be submitted in writing to the superintendent of schools for presentation to the board of education. Final recommendations of work teams shall be determined solely by its membership and shall include all options the team considered, the benefits and consequences of each option, and the rationale for any preferred/recommended options. The submission of minority reports shall be permitted.

The work team will present a preliminary report to the superintendent for presentation to the board. The superintendent will present the preliminary report to the board, receive feedback and questions from the board, and communicate those to the work team. The superintendent may be assisted by work team members in presenting the preliminary report to the board at the superintendent's request.

The work team will deliver its final report to the board, addressing any feedback and questions raised by the board during the work team's preliminary report.

Work team reports and supporting data shall be made available to all board members prior to the meeting at which it appears on the agenda. Board members shall have access to the same database and have ample time to study and assimilate the information before considering work team recommendations. All recommendations from board-established work teams shall be thoroughly discussed by the board prior to any action by the board. All final decisions shall rest with the board.

The board of education shall keep the public informed of work team findings and any action on work team recommendations.

Work teams will be considered dissolved upon acceptance by the board of education of their findings regardless of the board's action on the recommendation. No work team shall exist longer than one year unless re-appointed by the board. The board may dissolve any work team at any time.

REFERENCE: PA289 1996 MCL380.11, 15.263, Revised School Code  
AG Opinion #5183, #5183A, #5286  
Open Meetings Act 267, 1976 as amended

Policy

Adopted: 05-10-76

Amended: 07-24-06

Reviewed: 01-24-11

Board-appointed work teams shall be given a beginning date, purpose, and ending date. Specific topics for study or well-defined areas of activity shall be assigned in writing at the time a work team is appointed. Upon completing its assignment, each work team shall be promptly dissolved.

1. Work teams shall organize with assistance from the superintendent or designee. The superintendent or designee shall provide appropriate district material to each work team as needed and shall inform the team of the area of its jurisdiction and the matters the board wishes the work team to consider in making its recommendations to the board.
  - 1.1 At the request of the work team or on the initiative of the superintendent, the superintendent shall assign such school personnel to assist a work team in its charge as the situation warrants.
  - 1.2 At the request of the work team or upon the initiative of the board, limited financial assistance may be given to a work team. The board may request the work team to submit budget requests to the board for approval.
  - 1.3 A work team shall be instructed as to its relationship to the board, to individual board members, to any liaison to the work team, to any individual providing assistance to the work team, and to the remainder of the professional staff.
2. Work teams shall meet as frequently as necessary to accomplish the mission assigned by the board.
  - 2.1 The superintendent will advise the work team on compliance with the Open Meetings Act in order to ensure proper meeting posting.
  - 2.2 The superintendent shall be informed as to the progress a work team is making and relay such information to the board.
3. A process of communication shall be established between each work team and the superintendent and the board. Each work team shall report to the superintendent and/or the board as the board may require.
  - 3.1 As directed by the board, or upon the initiative of the work team, the board shall be furnished with minutes of each meeting of the work team within ten days following work team meetings. All work team meeting minutes will be filed with the secretary of the board.
  - 3.2 Each work team shall submit a report of its activities and accomplishments to the board at least once every three months.

4. The recommended order of business to be followed by board-appointed work teams is:
  - a) call to order;
  - b) roll call (sometimes omitted);
  - c) presentation of the minutes of the previous meeting (most often sent in advance);
  - d) state the purpose for holding the meeting;
  - e) state briefly the program for the meeting;
  - f) discuss and resolve agenda items as they appear;
  - g) consider new business; and
  - h) adjourn the meeting.