

# **HARPER CREEK COMMUNITY SCHOOLS**

**EDUCATE • EMPOWER • EQUIP**

**Students for Life**

## **BOARD OF EDUCATION Minutes**

Monday, April 15, 2024

5:30 PM – Special Meeting

Working as an Effective Governance Team Workshop

Harper Creek Administration Building

7454 B Drive North, Battle Creek, MI 49014

- I. Call to Order – The meeting was called to order by President Bess at 5:30 PM.
- II. Pledge of Allegiance – Mr. Bess led the Pledge of Allegiance and a moment of silence.
- III. Roll Call – Mrs. Allwardt called Roll. Members Present: Mrs. Allwardt, Mr. Bess, Dr. Borders, Mr. Halverson, Mr. Smith, Mrs. Wallace and Mrs. Waterson.
- IV. Review and Approval of Agenda
- V. Comments Related to Agenda Items - None
- VI. Information and Discussion
  - A. Working as an Effective Governance Team Workshop – Mr. Michael Rochholz from MASB opened the workshop by introducing himself. Previously, he was President of the Schoolcraft Board of Education as well as the Past President of the MASB. Mr. Rochholz discussed the best practices of the board. He stated that a board is a group of people with a common purpose who identify goals to achieve outcomes. In addition, Mr. Rochholz presented a diagram of Tuckman's Five Stages of Development and stated that boards fall somewhere within this range – forming, storming, norming, and performing. Also, Mr. Rochholz discussed that a board has a unity of purpose with a common focus, vision, values, and beliefs. Mr. Rochholz discussed the roles and responsibilities of board members.
    - 1. Setting the direction
    - 2. Ensuring accountability
    - 3. Establishing Structures
    - 4. Demonstrating Community Leadership
    - 5. Developing positive relationships

Mr. Rochholz continued by stating that the board does the strategic work looking 3-5 years into the future. The administrators do the tactical work looking 1-3 years ahead and the teachers do the operational work looking at the days, and months ahead.

Another item Mr. Rochholz discussed was goal setting and policies. He stated that it is important to review the policies and for board members to know where to find the District's Policies. The handbooks and the policies must align.

Another best practice of effective boards is to complete a self-assessment to determine what we are doing well, what we need to work on, and the IDKs of the board. These self-assessments foster healthy dialogue and improve the board's understanding of its role and responsibilities.

Next, Mr. Rochholz discussed the School Board onboarding process. It was determined that Harper Creek Board of Education would like to develop a stronger onboarding process including assigning newly elected members to a board mentor.

Another item discussed was the committee structure. The Board will determine the necessary committees, and assignments, and which committees should be disbanded. Mr. Rochholz discussed the committee's roles.

- 1. Committees serve a purpose

2. Are based on desired outcomes
3. Have a particular charge/responsibility
4. Report back to the Board
5. The committee has a purpose tied to strategies
6. Committee members know their roles

The Harper Creek Board of Education committees will be tasked to define the current committees, structure, and meeting schedule. The members will report these findings and definitions to the whole Board. At the July meeting the Board may make changes if they deem it necessary.

Next, Mr. Rochholz discussed the role of Building Representatives. He discussed that board members should define the outcomes and the benefits of the role. The Harper Creek Board discussed attending events and building relationships with building principals.

Another item discussed is the Board Reports given by District administrators. The Harper Creek Board stated that Board Reports should be a summary or overview of the activities of that department. In the sharing, the action items or three “need to know” were discussed as holding value. The Harper Creek Board of Education discussed the value of presentations at Board meetings.

Lastly, Mr. Rochholz discussed Student Board members asking what are the current rules established for the students. It was determined that this is an area for improvement. Board members discussed onboarding student members by helping them to determine a focus area, set desired goals and outcomes, and strategies for project management. With a built-in structure, the students will be more likely to gain quality real-world applications for their time on the board. With regular check-ins on progress, the students will be able to understand their board roles and provide an interactive partnership.

In closing Mr. Rochholz mentioned the importance of board celebrations. Celebrations are important to build relationships.

- VII. Comments from the Audience -None
- VIII. Items for the Next Meeting
- IX. Adjournment - President Bess adjourned the meeting at 8:01 PM.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda.