

DOUGLAS COUNTY SCHOOL DISTRICT BOARD ITEM

BOE Meeting: February 11, 2025

Subject: GP 1.4, Other Board Officers

Recommended Action: The Board of Education may submit comments, ask for clarification, and request additional information to assist the Board in the compliance ruling for this policy, which will occur March 4, 2025 as recommended by Director Susan Meek, Douglas County School District Board of Education.

Pertaining to Governance Policy: Governance Process 1.4, Other Board Officers. Complete GP 1.4 policy language is attached to this Board item as well.

Background: The Douglas County School Board routinely and systematically participates in a process of self-evaluation where it regularly reviews its Board-Superintendent Linkage and Board Process policies. The review is meant to be positive, constructive, and educational.

Rationale/Objective: The objective of monitoring Governance Process 1.4, Other Board Officers is three-fold:

1. To ensure that Douglas County School District Board of Education is in compliance with this policy;
2. To hold itself accountable to the public for its performance; and,
3. To review policy wording.

Cost/Benefit Analysis: NA

Alternatives: The Board of Education may:

- a) Accept the report as is and adopt a resolution at the March 4, 2025 meeting, indicating that the Board is in compliance;
- b) Not accept the report and ask that changes to the report be made and brought back for further discussion; or,
- c) Accept the report as is and adopt a resolution at the March 4, 2025 meeting stating that the Board is out of compliance.

Submitted by: Director Susan Meek, DCSD Board of Education

Date: February 11, 2025, updated on February 27, 2025

GP 1.4 Other Board Officers

In addition to the President, the Board shall have a Vice-President, a Secretary and a Treasurer. The Secretary and Treasurer may be staff members appointed by the Board. The Board may also appoint an Assistant Secretary and an Assistant Treasurer. No Board member may serve more than two terms in any single office of the Board. Staff members serving as Board officers are exempt from term limits.

President

According to the law, the president of the Board shall preside at all meetings of the Board (C.R.S. 22-32-105). The agenda for regular meetings is set by the Board President. The president must sign any written contract to which the school district may be a party when such contracts are authorized by the Board and must sign all official reports of the district except when otherwise provided by law. The president ensures the integrity of the Board's process and normally serves as the Board's official spokesperson. The president otherwise enjoys the same privileges, responsibilities and authority as other Board members. The president is a voting member of the board and, except for matters pertaining to the conduct of meetings, has decision-making authority no greater than that of other Board members.

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Vice President

In the absence or inability of the president, the vice president shall have and perform all of the powers and duties of the president. Delegation of other responsibilities will be determined as needed including participation on agenda planning.

Secretary

The Board Secretary drafts and sends replies on behalf of the Board in response to communications directed to the entire Board in compliance policies regarding members' ability to speak for the Board as a whole. This includes corresponding with public comment participants following public comment, attesting any formal, written documentation, and contract executions of the Board, and participating in agenda planning.

Assistant Secretary (see also BOARD OF EDUCATION OFFICE)

The assistant secretary shall cause notice to be given to each member of the Board of all special meetings of the Board, cause minutes of each meeting of the Board to be kept and preserved, serve as custodian of the seal of the district and perform other tasks as assigned by the Board and/or Superintendent (C.R.S. 22-32-106).

Treasurer

The treasurer assists with the development of the Board Department Budget, approves Director reimbursement requests, and expenditure requests not already budgeted. The Treasurer will be the liaison between the Board and the FOC unless delegated to another board member.

Assistant Treasurer

The treasurer must account for all monies belonging to the district and submit reports as may be required by the Board (C.R.S. 2-32-107). All warrants, orders or checks drawn in payment of lawfully incurred and properly authorized obligations of the district must bear the written or facsimile signature of the assistant treasurer of the Board. The Business Services Department shall administer receipts and disbursements and take care of all accounting processes, the Assistant Treasurer, Chief Financial Officer, is legally responsible for all requirements set forth in the law.

Memorandum

TO: Board of Education
FROM: Director Susan Meek, DCSD Board of Education
DATE: February 11, 2025, *updated on February 27, 2025 based on the February 11, 2025 Board Discussion*
SUBJECT: Monitoring Report for Governance Process 1.4, Other Board Officers

I certify that, to the best of my knowledge, this information is accurate as of February 27, 2025

Period Monitored: May 8, 2024 through February 6, 2025

Monitoring Report Status: Compliance

Supporting Evidence

1. Board Officer Roles and Responsibilities

- The Board has a **President, Vice-President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer**, as outlined in GP 1.4.
- These positions are aligned with Colorado Revised Statutes (C.R.S. 22-32-105, 22-32-106, and 22-32-107).
- No Board member has served more than **two consecutive terms in the same office**, ensuring compliance with term limits.

2. Execution of Duties

- **President:** Presided over all Board meetings and acted as the official spokesperson. GP 1.4 states that “**the President ensures the integrity of the Board’s process,**” which led to a robust conversation on a couple of areas of Board policy during the February 11, 2025 Board meeting.
- **1- Agenda Setting and Placement of Agenda Item Without a Written Request**
 - Board Governance Policies related to agenda setting include:
 1. GP 1.3.5 states: “The Board President is required to set the agenda and run the agenda planning meeting (GP 1.5).”
 2. GP 1.4 states: “The agenda for regular meetings is set by the Board President.”
 3. GP 1.5.3 states: “The Board President is required to set the agenda and run the agenda planning meeting (GP 1.5).”
 - a. A Board member may recommend or request a matter for Board discussion by submitting the item to the President no later than the regularly scheduled agenda planning session.

- b. The meeting agenda will be finalized at a regular agenda planning session by the President. Any other Board member and the Superintendent are welcome to attend.
 - c. The meeting agenda and packet presentations that require action are to be received by Board members at least four days prior to the scheduled Board meeting.
 - d. By an affirmative vote of a majority of the members of the Board present at a regular meeting, additional matters may be added to the agenda of any such Board meeting.
- Other Policies related to agenda setting:
 - 1. Policy BEDH, Public Participation at School Board Meetings, states: "Members of the public wishing to make formal presentations before the Board, other than public comment, should submit an advanced written request with the superintendent and/or Board president so that such presentations, when appropriate, may be scheduled on the agenda."
- Board Correspondence regarding policy adherence:
 - 1. Nov 14, 2024 – Board Email from President Williams stated, "To be transparent, I have been approached by a group of individuals who are wanting to start a charter school. They have asked for time on the agenda for a presentation and a release to CSI. I have agreed to give them time at the December meeting. They are also working on getting someone from CSI to come so we could ask questions about the process should they arise."
 - 2. Nov 14, 2024 – Board Email from Director Meek requested, "Please forward the requests that you've received so that I feel fully informed."
 - 3. Nov 14, 2024 – Board Email from President Williams stated, "Up to this point, all conversations have been verbal. They will be getting me all necessary items for the agenda."
 - 4. Nov 20, 2024 – Board Email from Director Meek requesting that policy BEDH be followed.
- **2. Meeting with a Teacher Regarding a Curriculum Request**
 - At the Nov 19, 2024 Board meeting, President Williams stated that she was scheduling a time to meet with a teacher in order to better understand the curriculum and to be better prepared to address concerns.
 - 1. Policy BSL 1.3 explicitly states that: *"The Board will not evaluate, either formally or informally, any staff other than the Superintendent and the Board's secretary."*
 - 2. Policy GP 1.8.3.1 emphasizes: *"Members' interaction with the Superintendent or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized."*
 - The Board President role does not include unilateral authority to meet with individual employees. The absence of such authority is reinforced by GP 1.3, which outlines the President's responsibilities, and by **BSL 1.2**,

which designates the Superintendent as the sole link between the Board and operational staff. These policies ensure the Superintendent's authority is respected, and staff interactions are properly channeled through the district's operational leadership.

- Despite the public statement at the Nov 19, 2024 meeting, President Williams never met with the teacher.

- **Vice-President:** No opportunity presented itself for the Vice-President to assume duties of the President during this reporting period.
- **Secretary:** Drafted replies on behalf of the Board, ensuring compliance with policies on correspondence and official documentation.
- **Assistant Secretary:** Maintained Board records, ensured notification of meetings, and facilitated operational communications.
- **Treasurer:** Assisted in the development of the Board Department Budget and is required to approve proposed Board expenditures over \$2,000 prior to using the funds to ensure budget solvency. Board budget conversations have been held during Board meetings on September 24, 2024, November 19, 2024, and January 28, 2025.
- **Assistant Treasurer:** Ensured accurate accounting of district funds, meeting all statutory fiscal responsibilities.

3. **Transparent Monitoring and Accountability**

- The **Board's self-evaluation process is systematic and constructive**, with reports reviewed at scheduled intervals.
- All supporting documentation is archived by the **Board Assistant Secretary**, ensuring accessibility and transparency

Conclusion: To the best of my knowledge this information is accurate as of February 27, 2025. This report should reflect that the Board is compliant with Governance Process 1.4, Other Board Officers.

Additional input for Board Consideration:

1. The Board discussed updating the policy GP 1.4 to remove the Board President office from this policy as it is already addressed under GP 1.3.