

# School Visits by Members of the School Board

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Presented by  
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# School Visits by Board Members

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**A.** Virginia Code Section 22.1-79 (2) & School Board Policy Section 2-2.1(A)(11)

Secure, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and take care that they are conducted according to law and with the utmost efficiency

**B.** School Board Policy Section 10-1.3 (C)

Periodically, Board members may visit schools within the division. The purpose of these visits is to assist in fulfilling their responsibilities and increase understanding of actual educational practices. School Board members follow the same procedures applicable to all other visitors when visiting a school.

# DUTIES OF SCHOOL SUPERINTENDENT

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A. Virginia Code Section 22.1-70

A division superintendent shall perform such other duties as may be prescribed by law, by the school board and by the State Board.

B. VDOE Regulation 8VAC20-390-80

It shall be the duty of the division superintendent to visit and inspect each school in his division. He shall inquire into all matters relating to the management of the school, the course of study, method of instruction, and use of textbooks, and shall give particular attention to the conditions of the school buildings.

# DUTIES OF SCHOOL SUPERINTENDENT

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## C. School Board Policy Section 3-1.1(B)(2)

The School Board expects the administration to specialize in planning, organizing, implementing, and evaluating educational programs.

There is a need to balance the duty of board members to visit schools and school property against the duty of the school superintendent to manage schools and implement educational programs. In order to balance these two competing objectives, reasonable restrictions regarding visits by board members are required so that board members will not unduly interfere with the management of schools, which is the responsibility of the school superintendent.

# REASONABLE RESTRICTIONS

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A. Time

B. Place

C. Manner

# PROPOSED POLICY

## SECTION 2-2.1:1

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A. The school superintendent is responsible for the day-to-day operations of Suffolk Public Schools. “Day-to-Day” operations refer to those regular activities and tasks of the school superintendent to ensure the smooth functioning and ongoing success of Suffolk Public Schools. Day-to-Day operations include all duties and responsibilities assigned to the school superintendent by Virginia Code, regulations of the Virginia Department of Education, policies of the School Board, and the superintendent’s contract of employment.

# PROPOSED POLICY

## SECTION 2-2.1:1

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B. On selected days of the week during the months of February, April, October, and December, members of the School Board and/or the full School Board are permitted to visit school facilities owned or utilized by Suffolk Public Schools for school operations.

# PROPOSED POLICY

## SECTION 2-2.1:1

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C. Members of the School Board or the full School Board are allowed to determine the days and times for each school visit in consultation with the school superintendent. The purpose of all visits is to enable members of the School Board to receive as full information as possible about the conduct of the public schools as provided for by Virginia Code § 22.1-79 (2).

# PROPOSED POLICY

## SECTION 2-2.1:1

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D. During any group visit by the full School Board of buildings owned or utilized by Suffolk Public Schools for school operations, members of the School Board are prohibited from discussing or transacting any public business. All visits must comply with School Board Policy Sections 2-2.6:1(A)(5), 2-2.6:1(B)(5), 2-2.6:1(B)(12), 2-2.6:1(B)(13), and 2-2.6:1(B)(14).

# PROPOSED POLICY & REASONABLE RESTRICTIONS

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## TIME RESTRICTIONS

1. Visits can take place during the months of February, April, October & December. Visits can be by either the full school board or by individual members of the school board
2. An individual board member can select days and times for visits or the full school board can select days and times for group visits during the months of February, April, October & December by consulting with the school superintendent

# PROPOSED POLICY & REASONABLE RESTRICTIONS

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## PLACE RESTRICTIONS

1. School facilities owned by the School Board and
2. Facilities utilized by Suffolk Public Schools for school operations

# PROPOSED POLICY & REASONABLE RESTRICTIONS

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## MANNER

1. The purpose for school visits is to receive full information about the conduct of Suffolk Public Schools as provided for by Virginia Code Section 22.1-79(2)
2. Board members cannot discuss or transact public business because to do so would constitute a meeting in violation of VFOIA.
3. Must comply with Policy Sections 2-2.6:1(A)(5), 2-2.6:1(B)(5), 2-2.6:1(B)(12), 2-2.6:1(B)(13), and 2-2.6:1(B)(14).

# REASONABLE RESTRICTIONS

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- 4. Must not interfere with day to day operations [Policy 2-2.6:1(A)(5)]
- 5. Must not to communicate directly with subordinate administrators without first discussing with the school superintendent [Policy 2-2.6:1(B)(5)]
- 6. Must notify school superintendent prior to visiting schools, unless invited by building principal and must check in at the office [Policy 2-2.6:1(B)(12)]
- 7. Must not go unannounced into a classroom unless attending a scheduled activity or attending a parental duty [Policy 2-2.6:1(B)(13)]
- 8. Must not make an official visit to schools for the purpose of inspecting schools, gathering information, or giving direction to any employee [(Policy 2-2.6:1(B)(14)]

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# QUESTIONS & COMMENTS

# INFORMAL RULES PRESENTATION

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# GOVERNING PRINCIPLES

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- 1. Promote justice and courtesy for all
- 2. Maintain order
- 3. Consideration of one item at a time
- 4. Ensure that all sides of an issue are heard
- 5. Ability for each member to provide input
- 6. Provide for majority rule
- 7. Protect the rights of the members including the minority

# BASIC PRINCIPLES

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- 1. Quorum must be present
- 2. All members have equal rights, privileges and obligations
- 3. No person should speak until recognized by the chair
- 4. Only one question at a time and only one person may have the floor at any one time
- 5. Members have a right to know the pending question and have it repeated before voting
- 6. Full and free discussion of every main motion is a basic right

# BASIC PRINICIPLES

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- 7. Majority decides a question except when basic rights of members are involved or there is a rule that provides otherwise
- 8. Silence gives consent. Those who do not vote allow the decision to be made by those who do
- 9. The chair can speak in discussion without leaving the chair and the chair votes on all questions

# MOTIONS

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- 1. Before a vote is taken on a motion, the motion can be amended but the full board must agree to the amendment
- 2. The chair cannot make a motion
- 3. The maker of the motion should be given the chance to speak first
- 4. Motions to limit or close debate are not allowed
- 5. The chair announces the result

# DEBATE

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- 1. A subject can be discussed informally without there being a motion on the floor
- 2. If a motion is pending, all discussions must be relevant to the pending question
- 3. No member can speak more than twice on a debatable motion
- 4. Each time a member speaks on a motion there is a ten minute limit
- 5. Debate must address issues and not personalities

# DEBATE

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- 6. Cannot attack a member's motives for having made a motion
- 7. All statements and remarks are made through the chair
- 8. Cannot speak against your own motion
- 9. Can only read from reports or quotations with permission from the chair, unless a member objects. If an objection is made a vote is then called for

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# QUESTIONS & COMMENTS