

MILAN BOARD OF EDUCATION



OPERATING PROCEDURES

Vision Statement:

Milan Area Schools: Founded on Tradition Focused on Excellence

Mission:

Milan Areas Schools is a community committed to achieving academic excellence for all learners through research, collaboration, and continuous improvement.

Belief Statements:

We Believe in.....

- Providing a safe and orderly environment that contributes to successful learning.
- Implementing sound instructional strategies that are based on research, best practice, and evaluation.
- Offering real world 21st century experiences that make learning relevant.
- Supporting quality teaching through continuous professional development. Fostering a positive school culture through shared leadership and high expectations.
- Allocating resources to enhance curriculum, instruction, and assessment.
- Honoring the traditions of our community by collaboration with all stakeholders to maximize student learning.

Philosophy of the Board

A Board of Education is a legal entity for providing a system of public education within a geographic area of the State of Michigan. The system was created by, and is governed by, State statutes. Members of a Board are chosen by citizens to represent them and the State in the governance of the local schools. The Board has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of residents. While the Board has an obligation to determine and assess citizen desires, it is understood that when the voters elect delegates to represent them in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decision, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. Maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body.
- B. Establish policies and make decisions on the basis of declared educational philosophy and goals.
- C. Act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the Board of Education has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.
- D. The Milan Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and all stakeholders of the district.

MILAN BOARD OF EDUCATION OPERATING PROCEDURES

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Code of Ethics

As members of the Milan School District Board of Trustees, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect and professionalism. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interest of the school district as a whole, and to that end, we shall adhere to the following educational and ethical standards.

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

1. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
3. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
5. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
6. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
7. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;
8. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
10. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
11. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools

1.0 Board Development

1.1 New Candidate Orientation

1. All candidates who run for the Board of Education will be given the opportunity to meet with the superintendent and one other Board member.
2. All candidates will be given a candidate packet of information to include, but not be limited to:
 1. Letter from the Superintendent
 2. District information sheet
 3. Mission and Goal statement
 4. Role of Board Members and Team
 5. Issues facing the district

1.2 New Board Member Orientation

1. All newly elected trustees to the Board of Education will have a meeting with the Superintendent and Board President prior to being seated at the Board table for their first meeting as a School Board member. The meeting will follow an agenda developed by the Superintendent and Board President with input from Board members.
2. Newly elected trustees will be invited to attend all meetings of the Board held prior to the time they officially take office. They will receive copies of all agenda, reports and other communications normally received by Board members except information or material of a confidential nature.
3. The Board President shall assign an experienced Board member to act as a mentor to each new Board member.
4. All new trustees are also expected to take all of the 100 level courses offered by the Michigan Association of School Boards (MASB), beginning with 101: Introduction to School Board Service. New trustees are also expected to attend the annual MASB conference.

1.3 Board Election of Officers

1. The officers shall be a President, Vice-President, Secretary, and Treasurer. All officers shall be members of the Board and the Board may assign a district employee to provide clerical assistance to the Board. Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office for one additional term.
3. Prior to the annual organizational meeting, the Board President shall poll trustees for interest in officer positions and request that those interested trustees find a fellow Board member to nominate them for office.
3. The President will begin the organizational meeting by accepting nominations for the new President. After election of the new President, he or she will assume the chair and continue the officer selection process.

1.4 Board Officer Transition Process

1. Current officers will relate the duties and responsibilities of the office to their replacement.
2. New officers will review the written description of the office prior to taking office.

1.5 Role and Authority of Officers (Bylaw 0170)

1. No Board officer or member has authority outside of the Board meetings.
2. No Board officer or member can direct employees in regard to the performance of their duties.
3. Duties of the Board President
In addition to the duties required by law, the President shall:
 - A. Preside at all Board meetings unless unable to attend.
 - B. Follow the parliamentary guidelines in Robert's Rules of Order.
 - C. Appoint members to all Board Committees, unless otherwise provided by Board policy, this procedure manual, or Board consensus.
 - D. Designate a Board member responsible for mentoring new Board members.
 - E. Call special meetings as needed
4. Duties of Vice-President
 - A. Act in the capacity and perform the duties of President in the event of the absence or incapacity of the President
 - B. Become President only upon being elected to the position.
 - C. Perform other duties as prescribed by the Board.
5. Duties of the Secretary
 - A. Keep or cause to be kept, an accurate record of the proceedings of each Board meeting.
 - B. Send or cause to be sent, notices of Board meetings.
 - C. In the absence of the President and Vice-president of the Board, call to order and conduct an election of a president pro tem.
 - D. Perform other duties as directed by the President.
6. Duties of the Treasurer
 - A. Perform duties the Board may prescribe in its bylaws relating to the administration of School District funds.

1.6 Student Body Representatives (Bylaw 0141.1)

The Board may have up to 2 representatives from the high school student body selected by the Superintendent. Each representative shall be allowed to participate in all Board discussions and attend committee meetings to which they may be assigned or invited. The student body representatives shall not be allowed to vote or participate in closed sessions.

1.7 Committees (Bylaw 0155)

Committees of Board members shall perform the duties as assigned by the Board, which may include deliberating, making decisions or recommendations, and taking other actions specifically authorized by the Board.

All committees shall comply with the Open Meetings Act. A committee may meet in closed session to review the specific contents of an employment application provided that the applicant requests that the information remains confidential. It may not, however, meet in closed session to protect an applicant's identity.

The Board President is authorized to appoint, as soon after the organizational meeting as practical, members of the Board to the standing committees where they shall serve a term of one year.

The Board has the following standing committees:

1. Building and Grounds
2. Finance
3. Personnel
4. Scholarship
5. Policy

Ad hoc committees may be created and changed at any time by:

1. The President
2. A majority of the members present at any meeting at which the need for a committee becomes evident.
3. The Superintendent with the approval of the Board.

Members of ad hoc committees shall serve until the committee is discharged.

The Superintendent shall serve as an ex-officio member of each committee.

A member may request or refuse appointment to a committee.

Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President.

1.8 Board Retreat Sessions

The Board shall hold a minimum of one retreat each year to discuss issues such as team building, assessment of Board member training needs, strategic plans, budget and state funding updates, curriculum review, and a review of district policies and rules. The Board should review the prior year's data regarding the district's performance on annual goals, key or new initiatives or curriculum, and a review of the need for setting new or revised operating procedures for the current year.

1.9 Board Self-evaluation and Goal Setting

Self-evaluation and goal setting will be done annually per board calendar.

1.10 Procedures for Board Travel and Training Opportunities (see Policy 0175.1)

1. Board members are encouraged to further their professional training and take advantage of available training or conferences within or outside of the district.
2. Board members should arrange travel, accommodations, and classes through the Superintendent's office.
3. All Board members are to comply with the board policy on travel expenditures and submitting travel or training expenses.
4. Board members should report on the conferences attendance they attend.

1.11 Board Members Concerns about another Board Member's Performance

If a Board member has a concern about another Board member's performance, they should first discuss it with the offending member. If still unsatisfied with the results, the issue should be discussed with the Board president. If the concern is with the Board president, the concerned member should discuss it with the Vice-President.

1.12 Removal of a Board Officer from Office

The Board may remove a member from a Board officer position for cause. In the event of a vacancy in a Board officer position, the Board shall elect another Board member to the office for the remainder for the term.

1.13 Vacancies

The office of a Board member shall become vacant immediately upon the occurrence of any of the events listed in Bylaw 0142.5. If less than a majority of the offices of the District becomes vacant, the remaining members of the Board shall fill the vacancy immediately. If the vacancy is not filled within thirty (30) days after it occurs, the Board of the Intermediate School District shall fill the vacancy by appointment. A person elected or appointed to fill a vacancy on the Board shall file an acceptance of office and shall hold the position until the next regular school election.

If the majority of the Board is still seated, the vacancy shall be filled by the Board using the following procedure:

1. The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
2. All applicants are to submit a notice of their interest, in writing, to the Superintendent.
3. The Board shall interview all interested candidates to ascertain their qualifications.
4. Appointment by the Board to fill a vacancy shall be by majority vote of the full Board.

2.0 Meetings Bylaw (0160)

The parliamentary authority governing the Board of Education shall be Robert's Rules of Order, Newly Revised, in all cases in which it is not inconsistent with statute, administrative code, these bylaws, or the rules of order of this Board. Four (4) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum. The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead. If neither person is available, any member shall be designated by a plurality of those present to preside.

2.1 Meeting Types

1. Regular Meetings- The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.
2. Special Meetings- Special meetings of the Board may be called by the President or by any two members of the Board provided there is compliance with the notice provision of these Bylaws.
3. Emergency Meetings- In the event of a severe and imminent threat to the health, safety, or welfare of the District, its employees, or students, any member of the Board may call an emergency session provided the majority of the Board concur that delay would be detrimental to efforts to lessen or respond to the threat. Actual notice of any emergency meeting shall be attempted, but not required to other Board members.

2.2 Notice of Meetings (see Bylaws 0165)

2.3 Developing the Board Meeting Agenda

2.3.1 Guidelines for Placing Items on the Agenda

1. Agendas are created by the Superintendent and Board President and presented to the Board on the Friday prior to the Wednesday meeting.
2. Board members must request in writing or verbally to the Board President at least eight (8) days prior to the Board meeting any item they desire to have placed on the agenda.
3. In accordance with the Michigan Open Meetings Act, no item can be placed on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by law.
4. The Board President shall include on the agenda all trustee requested agenda items that have been timely submitted according to Board operating procedures.
5. Any agenda item considered for a closed session shall state the reason(s) permitted under the appropriate section(s) of the Open Meetings Act.
6. Any questions or requests from Board members will be addressed through the Board President by the Monday prior to each Board meeting.

2.3.2 Closed Sessions

The Board reserves the right to include non-Board members in their closed session. For purposes of this section, this includes any district administrator, Board consultant, or Board advisor. However, participation shall be subject to a majority vote of the Trustees present should any Trustee express concern about non-Board members in attendance.

0167.2 Closed Session

The Board may, by means of a roll call vote, meet in a closed session, one closed to the public, for the following purposes:

1. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, staff member, or individual agent, if the named person requests a closed hearing **(a majority vote is required)**
2. to consider the dismissal, suspension, or disciplining of a student only if the student, or students' parents request a closed hearing **(a majority vote is required)** (Also see Bylaw 0169, Student Disciplinary Hearings)
3. for strategy and negotiation sessions connected with the negotiation of a collectively-bargained agreement if either negotiating party request a closed hearing **(a majority vote is required)**
4. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained **(a two-thirds (2/3's) vote is required)**
5. to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have detrimental financial effect on the litigating or settlement position of the public body **(a two-thirds (2/3's) vote is required)**
6. to consider material such as written opinions of counsel which are exempt from discussion by State or Federal statute **(a two-thirds (2/3's) vote is required)**
7. to review the specific contents of an application for employment or appointment if the candidate requests that the application remain confidential **(a two-thirds (2/3's) vote is required)**

However, all interviews for employment or appointment of the Superintendent shall be held in an open meeting of the Board.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose the content of discussions that take place during such sessions. The only exceptions will be discussion with the District's legal counsel or as directed by an order of a court with proper jurisdiction.

It is expected that Board members shall not record nor communicate by any means, electronic or otherwise, with a party or parties outside such meetings regarding the substance of such meetings either during or after the course of such meetings.

0168.2 Closed Meeting

The Board shall designate a person to keep separate minutes of each closed meeting of the Board. These minutes shall be retained by the Secretary of the Board, but shall not be

available to the public and shall only be disclosed if required by a civil action filed under M.C.L.A. 15.270 et seq. These minutes may be destroyed one (1) year and one (1) day after approval of the minutes of the regular meeting at which the closed session was approved.

2.3.3 Use of Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature that are grouped together under a single action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

2.3.4 Board Meeting Agenda Outline

Milan Area Schools
Board of Education
Regular, Workshop, or Special Meeting
Day and Date
Agenda

- I. Call to Order
- II. Pledge of Allegiance
- III. Board recognitions
- IV. Educational Program Reports
- V. Communications

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 meeting. There are two times for public participation during the meeting as indicated in the agenda. When addressing the Board, you will be asked to state your name and address. The Board determines the amount of time granted to individuals or groups to speak. Each person shall be allowed to speak for up to 3 minutes. If a delegation is present to address the board, the delegation may select up to 5 representatives to speak on its behalf, for a total of not more than 15 minutes. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such items will be referred to the superintendent for advisement, investigation, study, and/or recommendations or designated as future agenda items for Board consideration.

- A. Public Comments
- VI. Consent Agenda
 - A. Approval of Minutes
 - B. Approval of Bills/Reimbursement of Expenses
 - C. Hiring of Personnel
 - D. Annual Resolutions
 - E. Resignations and Leaves
- VII. Old/New Business
 - A. Budget and Finance Issues
 - B. Curriculum Issues
 - C. Personnel Issues
 - D. Board Issues
 - 1. Bylaws and Policies
 - E. Student Issues
 - F. Buildings and Grounds
 - G. Superintendent's Comments

H. Assistant Superintendent's Comments

I Addenda

1. Board Member Comments
2. Public Comments
3. Closed Session

VII. Adjournment

2.3.5 Annual Calendar of Board Agenda Items

The following calendar lists various agenda items that are commonly found on the monthly regular or workshop meeting agendas:

Milan Area Schools Board Annual Calendar

January

Regular

- Approve Bills/Expenses
- Swear In New Board Members (even years)
- Election of Officers
- Committee Assignments
- Appoint WASB and WAE Representatives
- Review New Courses (if applicable)

Workshop

- Mid-Year Review of District and Building Improvement Plans

February

Regular

- Approve Bills/Expenses
- Approve New Courses (if applicable)

Workshop

- Determine Board Goals for the District
- Determine Board Goals for the Superintendent
- Review Enrollment Figures

March

Regular

- Approve Bills/Expenses
- Quarterly Focus School Report (if applicable)
- WISD Biennial Board Member Election
- Present Board Goals for the District
- Present Board Goals for the Superintendent

Workshop

- Review Budget Amendment

April

Regular

- Approve Bills/Expenses
- Approve Budget Amendment

Workshop

- Review Board Operating Procedures

May

Regular

- Approve Bills/Expenses
- Announcement of the Budget Truth-In-Taxation Hearing
- Review WISD Budget Resolution
- Best Practices Resolution (if applicable)
- Curriculum Review Presentation
- Annual Food Service Management Contract or Renewal (possibly in June)
- Approve Board Operating Procedures

Workshop

- Approve WISD Budget Resolution
- Review Final Budget Amendment
- Review Preliminary Budget

June

Special Tax Hearing

- Annual Budget Truth-In-Taxation Hearing

Regular

- Approve Bills/Expenses
- Approve Final Budget Amendment
- Approve Preliminary Budget
- Approve General Appropriations Act
- Quarterly Focus School Report (if applicable)
- Approve Curriculum Purchases
- Annual Bullying Update
- All Buildings SIP Strategy Presentation Follow-Up

Workshop

- Final Review of Current District and Building Improvement Plans
- Roll Out of Upcoming District and Building Improvement Plans
- Approve State Aid Note Borrowing

July

Regular

- Approve Bills/Expenses
- Set Board Meeting Dates
- Deposit & Banking Resolutions
- Delegate Posting Responsibilities
- Appoint Legal Counsel
- School Loan Revolving Fund Annual Loan Application
- Review New Courses (if applicable)
- NWEA Data Update (K-8)

Retreat

- Discuss Board Self Evaluation
- Determine Board Goals for the Board

August

Regular

- Present Board Goals for the Board
- Approve Bills/Expenses
- Approve New Courses (if applicable)

Workshop

September

Regular

- Approve Bills/Expenses
- Quarterly Focus School Report (if applicable)
- One Building SIP Strategy Presentation

Workshop

- One Building SIP Strategy Presentation

October

Regular

- Approve Bills/Expenses
- Annual Audit Report
- One Building SIP Strategy Presentation

Workshop

- Review Enrollment Figures
- One Building SIP Strategy Presentation

November

Regular

- Approve Bills/Expenses
- Resolution to Levy Summer Taxes
- NWEA Data Update (K-8)

Workshop

- Discuss the Superintendent's Evaluation
- Review Budget Amendment

December

Regular

- Present the Superintendent's Evaluation
- Extend the Superintendent's Contract
- Approve Bills/Expenses
- Approve Budget Amendment
- Quarterly Focus School Report (if applicable)

Workshop

At Appropriate Meetings as Required

- Approve Teacher Contract
- Approve Support Staff Contract
- Approve Transportation Contract
- Approve Administrative / Non-Union Salaries
- Approve Administrative Handbook
- Approve Superintendent's Contract
- MME Data Update
- MHS Assessment Day Data Update
- State Standardized Test Data Update (MEAP)
- Approve Graduates (MHS, FCI, Adult Education)
- Staff Hiring and Resignations (as appropriate)
- Negotiation Strategies
- Staff Recognitions
- Student Recognitions
- Student Discipline Hearings
- Approval of Overnight Student Trips
- Board Retreats
- Board Self Evaluation
- Policy Updates
- Review Instructional Programs

2.4 Board Member Preparation for Meeting

1. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.
2. Board members will study the material in the Board packet sent to them prior to the meeting.
3. Questions or requests will be presented to the Board President or Superintendent, depending on the question being asked, prior to each Board meeting.

4. Any answers to questions addressed in #3 above shall be shared with all Board members.

2.5 Board Meeting Protocol

1. Board members will follow the Board approved code of ethics while in and outside the Board meetings. (See Bylaw 0144.2)
2. Board members will comply with all legal and local policy regarding the execution of Board meetings.
3. Board members will maintain professional and courteous behavior throughout the meeting even during emotionally charged discussions over complex issues.
4. Board members will demonstrate respect to fellow Board members and public participants through the following behavior:
 - A. Listen and treat each other respectfully.
 - B. Be cordial when disagreeing.
 - C. Say what needs to be said as briefly and clearly as possible.
 - D. Direct comments solely to the business under deliberation.

 - E. Refrain from condescending or critical comments to members of the staff, public, or Board.
 - F. Focus on issues, not people or personalities.
 - G. Courteously accept other viewpoints and Board votes, which were not supported by self.
 - H. Seek solutions and reasonable compromises or consensus when there are differences of opinion
 - I. Make decisions in the context of what is best for all students in the district.
 - J. Avoid immediate decisions and votes and possible shorter-term solutions when the issue calls for more discussion, understanding, and a more in-depth approach or solution to the issue (except in emergency situations).
 - K. Be willing to publicly apologize to staff, patrons, or Board members if behavior is inappropriate or disruptive to the progress of the meeting.
 - L. Attempt always to have dialogue with multiple perspectives rather than simple discussions and yes or no decisions.
 - M. As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situation warrant exceptions.

2.6 Discussion of Motions

1. All discussions shall be directed solely to the business currently under deliberation.
2. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board.
3. The Board President shall recognize a Board member prior to the member giving their comments.

2.7 Board Member Voting (Bylaw 0167.1)

0167.1 Voting

All regular and those special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members elected or appointed to and serving on the Board and a proper record made of the vote. Meetings of the Board shall be public and no person shall be excluded therefrom.

Unless specifically authorized by Michigan conflict of interest laws, any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. Failure to vote, absent a statutory exception (see 0144.3 Conflict of Interest), constitutes a breach of the Board member's duty as a public official. In situations in which a specified number of affirmative votes is required and abstentions have been noted, the motion shall fail if the specified number of affirmative votes have not been cast. In a situation in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

All actions requiring a vote shall be conducted by roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

2.8 Persons Addressing the Board (Bylaw 0167.3)

Audience participation at the Board meetings is limited to the portion of the meeting designated as Public Comments. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer. The following wording will be included in each Board meeting addenda under the Communications heading:

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 meeting. There are two times for public participation during the meeting as indicated in the agenda. When addressing the Board, you will be asked to state your name and address. The Board determines the amount of time granted to individuals or groups to speak. Each person shall be allowed to speak for up to 3 minutes. If a delegation is present to address the board, the delegation may select up to 5 representatives to speak on its behalf, for a total of not more than 15 minutes. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such items will be referred to the superintendent for advisement, investigation, study, and/or recommendations or designated as future agenda items for Board consideration.

The Board President may exercise discretion in allowing patrons comments to exceed 3 minutes or to extend the 15 minute time allotted for Open Forum.

2.9 Board response to persons addressing the Board

1. The Board President may respond to inquiries with specific factual information

or recitation of existing policy, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with the notice of the meeting.

2. The Board President may ask for clarification of any public comments.
3. The Board President may ask for items to be investigated and a report given back to the Board.
4. Board members can hear comments.
5. Board members may discuss concerns and request investigation.
6. Board members will not respond or enter into discussions with the audience during the meeting as:
 - A. Items on the agenda will be discussed as appropriate and scheduled on the agenda.
 - B. Items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board policy.

2.10 Discussion of Employee /Student Issues

The Board will not entertain negative comments on individual employees or students in public session.

2.11 Hearings (Bylaw 0169.2)

1. The Board will conduct all hearings in accordance with the applicable Board policies.
2. During hearings, Board members will seek legal counsel as deemed necessary.
3. Board shall observe the parliamentary guidelines in Robert's Rules of Order or established policy or practice.
4. Student disciplinary hearings will be held in a closed special meeting if requested.

3.0 Communications

3.1 Board Member Communication with Each Other

Board members may communicate with each other for purposes of asking questions, clarifying information, expressing points of view, or socializing under circumstances that do not conflict with or circumvent the Michigan Open Meetings Act.

3.2 Use of E-mail (Bylaw 0167.5)

0167.5 Use of Electronic Mail

Since E-mail is a form of communication that would conflict with the Open-Meetings Law, it will be used to conduct business of the Board only for the purposes of communicating:

1. Messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;
2. Possible agenda items between the Superintendent and the Board President;
3. Times, dates, and places of regular or special Board meetings;
4. A Board meeting agenda or public record information concerning items on

the agenda;

5. Requests for public record information from a member of the administration, school staff, or community pertaining to District operations;
6. Responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages deleted or otherwise, may be subject to disclosure under the Freedom of Information Act, unless an exemption would apply.

3.3 Trustee Requests for Information Other than Agenda Items (Bylaw 0143)

1. Individual Trustees, acting within their official capacity, shall have the right to seek information from the district. The request for information shall be made to the Superintendent or another person designated by the Superintendent. An oral report with appropriate documents may be used for delivery of such information as determined by the Superintendent.
2. Directives to the Administration to prepare reports shall be done in the form of written request through the President. Should the President deny the request, it may be resubmitted by two or more Trustees to the Administration. Within a reasonable period of time, the Administration shall respond by providing copies of the requested material to the Trustee (and all other Trustees) or provide report as directed by the Board.

3.4 Board Member Communication with the Community

1. The Board will communicate with the community through public hearings, regular Board meetings, and regular publications.
2. Individual Board members are not authorized to speak in an official capacity outside of the Board room.
3. Board members are encouraged to communicate with individuals, community organizations, elected officials, governmental units, and businesses to promote an understanding of the role of public education and the district within the community.
4. Board members are discouraged from engaging in negative conversations with the public regarding school matters.
5. Community electronic communications with the Board, including Social Media and text messages, need to comply with Board Policy regarding Board member communication and be consistent with the Open Meetings Act.
6. The Board will have a contact link or form on the district's website to allow community members to E-mail their issues to the entire Board.
 - A. Any community E-mail inquiries will be shared with other

Board members.

- B. Citizens are encouraged to indicate if they would like a response.
- C. Good faith efforts should be made to provide and E-mail responses within 48 hours of any website inquiry.
- D. A Board member who wishes to respond to an E-mail inquiry should contact the Board President to indicate their interest in responding.
- E. The Board President or designee shall determine the appropriate responses and who shall respond to the inquiry. Any responses shall be forwarded to all Board members.

3.5 Community Member Request for Privacy in Communications

- 1. The Board encourages openness in all community communications.
- 2. Any community member who requests privacy in communications should not expect a response.
- 3. Any board member response to a community member may be subject to public disclosure.

3.6 Board Member Campus Visits

- 1. Trustees are encouraged to attend building partnership, PTA meetings and other special events at various buildings to represent the Board in support of building activities.
- 2. Trustees must notify the principal of visits to his/her building except where the Board Trustee is acting in the capacity of a parent, a volunteer, meeting participant and/or attending other scheduled events. Trustees must follow the procedures in place for visitors when entering a building.
- 3. Trustees shall consider instructional activities in progress and interact with staff and students only during free periods, mealtime and recess unless acting as a designated volunteer or as requested by invitation.
- 4. Trustees shall not direct any staff member or student except when urgent safety or liability concerns are immediately present.
- 5. Trustees shall be mindful of public perception when in one-on-one discussions with students and staff.
- 6. Board Trustees will not individually undertake to observe the performance of employees including classroom teachers for the purposes of “evaluating” a teacher’s performance.

3.7 Board Member Response to Community or Employee Complaints

The Board recognizes that as elected officials there will be requests or complaints from the public and/or employees, therefore, strict adherence to these procedures are required.

3.7.1 Citizen Request/Complaint to Individual Board Members

- 1. The Board member who is presented with a request or complaint outside the Board meeting shall receive enough information to understand the nature of the request or complaint.
- 2. Questions of a general nature or the expression of a position on a school matter that would be considered communicating with their elected official may

be responded to by the Board member in general terms that share basic information helpful to answer the community member's question or to address their concern.

3. The Board member should next refer the citizen to the appropriate person in the chain of command.
4. The Board member should not become personally involved in the request or complaint.
5. The Board member should remind the citizen of their role and that, as a Board member, they must remain impartial in the event the situation comes before the Board.
6. The Board member should notify the Superintendent as soon as possible of potentially significant requests or complaints.
7. The Superintendent will ensure that the citizen is contacted in a timely manner. Board members will be notified of the disposition of the complaint if appropriate as deemed by the Superintendent.

3.7.2 Employee Request/Complaint to Individual Board Members

1. The Board member should hear the employee request or complaint to be sure they understand the nature of the complaint.
2. The Board member should then refer the employee to the appropriate person in the chain of command.
3. The Board member should not become personally involved in the request or complaint.
4. The Board member should remind the employee of their role and that, as a Board member, they must remain impartial in the event the situation comes before the Board.
5. The Board member should notify the Superintendent as soon as possible of potentially significant requests or complaints.
6. The Superintendent will ensure that the employee's request or concern is addressed in a timely manner. Board members will be notified if the Superintendent deems it appropriate.

3.8 Board Member Communication with the Media

1. The Board President or designee shall be the official spokesperson to the media for the Board.
2. The Superintendent or designee shall be the official spokesperson for media inquiries involving district matters, employees, operational/policy procedures, and other matters of an informational nature.
3. Board members should direct all medial questions to the Board President or Superintendent.
4. Trustee reserves the right, when communicating outside of a Board Meeting, to state his or her personal perspective on an issue, provided that the Board member emphasizes that such information is expressed as an individual and is not the opinion of the Board. Board members must remember that once a decision has been made by the Board, a Board member must demonstrate support of such action.

3.9 Superintendent Communications with Board Members

1. The Superintendent will exercise his/her best judgment and discretion to communicate with Board members based on the specific situation.
2. Three types of communication with Board members:
 - A. Not urgent or not in the media- Board Weekly Memo.
 - B. Important but not a crisis-E-mail to each Board member.
 - C. Crisis/Emergency situation- Phone call to each Board member.
 - a. The Superintendent or designee will provide the following information: What, Where, Who, Action taken, and a public statement for the Board member.
 - b. Phone calls will be placed in the following order: President, VP, Secretary, Treasurer and Trustees.
 - c. The Superintendent or designee will provide updates as practical.
 - d. Mass electronic communication from the Superintendent will be preapproved.

4.0 District Oversight

4.1 Establishment of the District Vision, Mission and Annual Goals

At a Board session(s) the Board, with administration assistance, shall develop 3-5 annual goals that provide for self and team improvement in areas such as governance, operating procedures, educational improvement, financial planning, community relations, and strategic planning processes.

4.2 Board Approval of District Goals

One of the major functions of the Board of Education is to work with the administration to establish goals by which the District can accomplish its mission and to provide the resources necessary for their accomplishments. Because of the importance the Board places on accomplishing goals, it has established the following policy for effective assessment of the District's progress toward their realization.

4.3 Board Review of Building and Department Improvement Plans

The Board will be provided copies of building improvement plans and one page strategic plans for each building and department by November 1st of the current year.

4.4 Review of Building/Department Level One Page Strategic Plans/Building Improvement Plans

This review should assure that the objectives are aligned with the District's annual goals and can be assessed by review of appropriate data.

4.5 Board Review of the District Progress Toward Goals Accomplishment

1. At a Board session, the Administration shall provide updates that demonstrate the District's progress regarding the academic goals established and approved by the Board.
2. The Administration will provide the Board with benchmark evaluation and other available data to demonstrate progress toward achievement of the academic goals. This information will be presented in a format that is disaggregated by building, subject matter, and population group. In addition, to

the extent possible, the information should include year-over-year comparisons of each grade level as well as longitudinal tracking of students from grade-to-grade.

4.6 Board Review of the Instructional Program

1. Board members will be continually guided by what is best for all students in the District.
2. The Board will annually review the instructional program for each subject category.
3. Each Board member will be given a copy of the instructional program prior to the meeting.

4.7 Board Review of Programs Other Than Instructional Programs

Periodically, the Administrations shall present reports regarding implementation and evaluation of the District's non-instructional programs. The reports should provide for historical analysis of measurements of specific programs offered by the District and provide data on performance monitoring.

4.8 Development and Adoption of the District Budget

The Superintendent or designee is charged with drafting a tentative detailed budget process calendar for review by the Board in December of each year. At a minimum, the following should be included:

1. Tentative dates by which the Board will receive enrollment and staffing projections, and other data required for making informed decisions on the Budget.
2. Tentative timelines by which buildings, departments and other budget areas will report their budget work.
3. Tentative date for community hearing and input on the proposed budget.
4. Timing for completion of legal requirements related to the budget.
5. The final draft of the budget shall be presented to the Board for adoption by June 30th of each year.

4.9 Annual Review of the District's One Page Strategic Plan

Annual Review of the One Page District Strategic Plan.

1. 3-5 Year Targets
2. 3-5 Key Thrusts
3. Annual Key Initiatives

The results of such review and analysis should insure that they are aligned with the District's 3-5 Year targets, can be evaluated for achievement, and are consistent with the adopted Strategic Plan. The Administration will use this information as a guide in preparing the District's budget and staffing needs.

5.0 Policy and Procedures (Bylaw 0131.1)

Because adherence to policy is critical, all Trustees are required to familiarize themselves with the District Policy Manual. The Administration is responsible for ensuring that each new Board member understands how to access a copy of the complete manual at the orientations meeting.

5.1 Review of District Policy

At a minimum, the Board should review its policies as part of a 3 year cycle to ensure that policies are up to date based on recommendations of NEOLA or as required in response to legislative and other governmental actions, judicial rulings, the Board's attorney, and Administration's review.

5.2 Development of District Policy

As required by Board policy, the Superintendent should periodically advise the Board on the need for additions or updates to policy as may be necessary for the proper conduct of District operations.

6.0 Personnel

6.1 Evaluation of the Superintendent

An annual evaluation of the Superintendent shall be made a part of the Board's annual calendar. Each Board member shall complete an evaluation to be compiled by the Board President. This compilation and supporting documents will be made part of the permanent Board record.

6.2 Board Member Concerns about the Superintendent's Professional Performance

A Board member's concern about performance shall be discussed with the Superintendent and Board President in an effort to seek understanding and resolution. If such action is not productive, the Board member should consult with the Board President. The Board member or President may request that an item be placed on the agenda in order to discuss the specific nature of concerns that prompted the request. Discussion of such times shall be in accordance with the Open Meetings Act.

6.3 Board Member Conduct Regarding Personnel Issues

1. Given the serious and delicate nature of personnel issues, each Board member is responsible for familiarization of the grievance procedure included in each negotiated contract or in administrative rules.
2. Any personnel issue related materials received by a Board member must be held in the strictest confidence. A Board member shall neither share information from the documentation nor from what has occurred during a grievance proceeding.
3. Board members may only consider information that is presented during the grievance process and Board members will not privately seek out information or advice regarding the grievance in question.
4. Any public statement arising from a personnel issue will be made by the Board President or designee.

7.0 Agreement and Violations

1. As part of the annual Board Calendar, these Operating Procedures will be subject

- to review and approval by consensus of the Board.
2. Any violation of these operating procedure may subject a Board member to Board approved discipline which might include any of the following:
 - A. Loss of executive office position
 - B. Loss of committee or representative assignments
 - C. Prohibited attendance at certain functions or restriction regarding being on school property
 - D. Official censure

NEW SCHOOL BOARD MEMBER ORIENTATION AGENDA

A. Meetings

1. Regular – 2nd Wednesday
2. Workshop – 4th Wednesday
3. Board Packets (Dropbox)
4. Closed Sessions
 - a. Negotiation Strategies
 - b. Discipline (staff or student – at their request)
 - c. Interaction with Legal Council
5. Adding Agenda Items
6. Voting Process
7. Review of Bills
8. Previous 12 Month's Meeting Minutes (available in Dropbox)
9. Agendas and Minutes Online for Community

B. Committees

1. Building and Grounds, Finance, Personnel, Policy, Scholarship
2. Ad Hoc
3. Committee of the Whole

C. Policy Manual

1. NEOLA (digital)
2. Policies Reviewed Regularly as Recommended by NEOLA
3. Policies (approved by the Board)
4. Administrative Regulations (prepared by the Administration to implement Board policies)

D. Budget and Finance Issues

1. June Preliminary Budget
2. December, April, and June Revisions
3. Final Budget with Audit

E. Board – Superintendent Relations

1. Why is a good relationship important?
 - a. Higher Student Achievement
 - b. Good for the Kids
 - c. Good for the Community

F. Communications with the Superintendent

1. Memos – Information From the Superintendent’s Desk
2. Email
3. Phone calls
4. Board Packets
5. In person
6. Email
7. Phone

G. Recommended Guidelines

1. Never Surprise the Board or the Superintendent at a Board Meeting
2. Individual Board Members Don’t Have Authority – Only the Board Does
3. Follow the Chain of Command, and Insist Others Do the Same.
4. Don’t Make Assumption: Get the Facts and the Information You Need to Make an Educated Decision
5. Keep Things Short and Simple: Make Your Point with a Few Well-Chosen Words
6. Do Your Homework. Read and Study your Board Agenda and Any Background Information Provided. Call the Superintendent of the Board President if you Have Any Questions. If you Don’t Have Enough Information.

H. MASB and Other Sources About Being a Board Member

1. MASB Website
2. MASB Conferences
3. MASB CBA Classes – All 100 level courses are strongly recommended for all Board meetings.
4. MASB Newsletter
5. Board Procedures, Goal Development, Superintendent, Superintendent Evaluation

I. Parental/Staff Contacts

1. Listen
2. Refer to Chain of Command
3. No Power Outside of Board Room (1 of 7 in the Board Room)

J. Pay

1. \$25 Per Meeting
2. Your Prerogative

K. Other

1. Hiring Procedures (support staff, staff, administration, superintendent)
2. Evaluation Procedures (support staff, staff, administration, superintendent)
3. Curriculum Procedures
4. District Continuous Improvement Process
5. Conferences/Workshops
6. Special Events
7. Visiting the Buildings
8. Communications with Other Board Members

L. Communication is the Key

1. Board and Superintendent
2. Board and Community
3. Superintendent and Staff
4. Superintendent and Community