OKEMOS PUBLIC SCHOOLS

Operating Procedures

BOARD OF EDUCATION



2026

OKEMOS BOARD OF EDUCATION
OPERATING PROCEDURES

Mission

Together, educating with excellence, empowering every learner for life.

Vision

Every learner. Every day. Stronger Together.
Educating Students to Care and Positively Impact their Community.

Value Statements

Together we value:

- Every learner's individuality, experience, and growth
- Communities that are safe, empathetic, and engaged
- A culture of innovation, integrity, and excellence for all

Table of Contents

I. ROLES AND RESPONSIBILITIES

A. Responsibility and Ethics

1. Governance Resolution……...1
2. Commitments……..1
3. Oath of Office……2
4. Code of Ethics……2

B. Monitoring and Oversight

1. Development of Strategic Plan……2
2. Board's Review of the District's Progress Toward Goals and Accomplishments……2
3. Board's Review of District Programs and Operations……2

C. Policy Review, Development, and Adoption

1. Development and Review of Board Policy……3
2. Adoption of Policies……3
3. Development and Review of Board Operating Procedures……3

D. Budget Review and Development

1. Adoption of the District Budget (Full Cycle)..... 3

E. Superintendent As Sole Employee

1. Evaluation of the Superintendent……4
2. Employment of the Superintendent……4
3. Board Members Concerns about the Superintendent's Professional Performance……5
4. Incapacity of the Superintendent……5
5. Appointment of Interim Superintendent: Planned……..5
6. Appointment of Interim Superintendent: Unplanned……5
7. Establishing a Contract with the Superintendent……6
8. Departure of the Superintendent……6
9. Hiring of Personnel Other Than the Superintendent…….. 7

II. ELECTIONS AND DEVELOPMENT

A. Becoming a Trustee

1. Candidates……...7

2. New Members……7
3. Procedures for Filling a Board Vacancy…… 8
4. Compensation……..9
5. Reimbursement of Expenses……...9

B. Board Member Learning and Development

1. Certification/Continuing Education…….. 10
2. Board Retreat…… 10
3. Procedures for Board Travel and Training Opportunities…….10
4. Board Members Site Visits / District Events……..11
5. Self-Assessment…… 11

III. COMMUNICATION AND FUNCTION

A. Internal and External Communication

1. Board Member Communication with Each Other……...……. 12
2. Board Member Responses to Employee Contacts…… 12
3. Board Member Communication with the Media…….. 12
4. Board Member Communication with the Community……. 12
5. Concerns About Another Board Member's Performance……13
6. Administration Communications with Board Members……... 13
7. Community Electronic Communications with the Board……13
8. Community Member Request for Privacy in Communications……14
9. Board Member Protocol with Administration and District Personnel……..14

B. Leadership and Organization

1. Selection and Operation of Board Committees ……...……... 15
2. Election of Officers …… 16
3. Role and Authority of Officers ……... 16
4. Board Officer Transition Process ……... 16

IV. MEETINGS

A. Open Meetings Act……. 16

B. Regular Meetings

1. Developing the Board Meeting Agenda ……...16
2. Consent Agenda ……... 17
3. Regular Board Meeting Agenda Items ……18
4. Annual Calendar of the Board Agenda Items ……... 18
5. Broadcasting and Taping ……..19

C. Special Meetings

1. Annual Organizational Meeting……20
2. Work Sessions ……..20
3. Discussion of Employee/Student Issues……20
4. Staff Grievances and Student/Employee Discipline Hearings……..20
5. Closed Sessions ……20
6. Board Member Responses to Inquiries about Closed Sessions…… 21
7. Participation by People Other Than Board Members in Closed Session ….21

D. Meeting Protocols

1. Guidelines for Board Members ……21
2. Meeting Procedures ……..21
3. Board Member Preparation for Meetings …… 22
4. Meeting Norms …… 22
5. Discussion of Motions ……. 23
6. Board Member Participation in Discussion, Debate and Voting ……..23
7. Public Comment ……...23
8. Persons Addressing the Board ……. 23
9. Board Response to Persons Addressing the Board ……..23

I. ROLES AND RESPONSIBILITIES

A. Responsibility and Ethics

1. Governance Resolution

In effective school districts, the Superintendent and the Board function as a team. A structured approach to developing a shared vision for the district and setting meaningful goals is enhanced by a system of standard operating procedures, codified in this document. The School Board is the policy making body for the District and the Superintendent is responsible for implementation. Therefore, the Okemos Board of Education and Superintendent function as a team to provide a stable environment and purposeful direction. The Okemos Board of Education commits to the following governance standards.

a. The Board of Education, in cooperation with the superintendent and stakeholders, establishes and commits to a vision for the school district that emphasizes high expectations for achievement of all students and high expectations for performance for all district employees.
b. The Board of Education governs in a manner that is dignified and worthy of trust.
c. The Board of Education is accountable to the school district community.
d. The Board of Education holds the Superintendent accountable for creating the outcomes identified in the strategic plan.

The Okemos Board of Education adopts these operating procedures to effectively guide our work on behalf of the students we are elected to serve.

2. Commitments

In our work together and out in the community, Trustees should make the following commitments:

a. Focus on issues and what is best for students, not people or personalities, in a fair and equitable way.
b. Hold the space for difference. Promote dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).
c. Seek to understand–stay curious.
d. Presume positive intention.
e. Prepare for meetings and send questions ahead of time, when possible.

f. Respond to emails and/or requests for information in a timely manner (for communication from Trustees and/or Administration, Board Members two business days unless otherwise requested).
g. Do what you say you're going to do and hold each other accountable
h. Be honest, truthful, and accessible with and to the superintendent, community, staff, and each other.

3. Oath of Office

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State and that I will faithfully discharge the duties of the office of Member of the Board of Education of the Okemos Public Schools, Michigan, according to the best of my ability. (see **Board Policy 2402)**

4. Code of Ethics (see **Board Policy 2302)**

B. Monitoring and Oversight (see Board Policy 2101)

1. Development and Monitoring of Strategic Plan

The Board and the Superintendent shall use a collaborative process to develop and revise, as needed, a strategic plan that includes the district vision, mission statement, value statements, and District goals. The Board will review, discuss, and approve how the success of the strategic plan will be monitored and evaluated.

2. Board's Review of the District's Progress Toward Goals & Accomplishments

a. The Board will review progress towards the district goals in conjunction with evaluating the Superintendent on at least on a semi-annual basis.
b. Each Board member will be given access to a copy of the district's progress towards goals by the administration prior to the review meeting.

3. Board's Review of District Programs and Operations

On an annual basis, the Board will review:

a. Instructional Programs [to be developed]
b. Enrollment Trends and Projections
c. Human Resources
d. Facilities/Operations
e. Safety and Security
f. Athletics [to be developed]
g. Student Culture [to be developed]
h. Technology
i. Food Services
j. Early Childhood & Childcare

k. Transportation

The focus and substance of the reports will be collaboratively developed, revised with the Superintendent, and available on the district website

C. Policy Review, Development, and Adoption (see Board Policy 1301)

1. Development, Review, and Adoption of Board Policy

a. The Board has retained a third-party vendor specializing in school policy to provide draft Board policies.
b. New Board policies can be developed in response to District or administration needs or changes in federal or state regulations.
c. The Board shall ensure policies are evaluated for legal compliance.
d. Every year the Board Policy Committee, in consultation with the Superintendent, will identify policies for systematic review and alignment with Okemos goals and priorities..
e. Administrative Guidelines are developed by the administration and reviewed by the Board. These procedures shall be available to the Board thirty days prior to implementation, whenever possible.
f. Board Policies shall be available for public review comment at least 30 days prior to Board action on implementation of the policy, unless a specific motion is made to waive the posting period
g. After the 30-day posting period, the Board may formally adopt policies.

2. Development and Review of Board Operating Procedures

In the event of a conflict between Board Policy and Operating Procedures, Board Policy will guide understanding and decision making.

a. Board Operating Procedures will be developed and revised in response to Board needs.
b. Board Operating Procedures will be revised via consensus of the Board.
c. Board Operating Procedures shall be reviewed yearly as part of the Board retreat with the goal of adopting an updated version for the following year at a regular meeting of the Board in December.
d. The current version of the Board Operating Procedures will be publicly available on the district website.

D. Budget Review and Development

1. Development and Adoption of the District Budget (Full Cycle)

a. The Board shall be involved in the development of the district budget.

b. The Board shall meet with the administration as needed during the year to review the school budget and recommend changes to meet the district goals within the expected revenues and expenses.
c. The administration shall engage the Board in an annual budgeting process in the second semester of each year. Pursuant to State law, the budget shall be approved prior to June 30.
d. The Superintendent or designee shall report to the Board regularly as to the budget status and any recommended changes.

E. Superintendent As Sole Employee

1. Evaluation of the Superintendent (see Board Policy 4603)

The Superintendent is the sole employee of the Board of Trustees. As such the Board is responsible for hiring, supporting, supervising, and evaluating the Superintendent.

a. The Board shall evaluate the Superintendent's performance annually in June.
b. In May, the Superintendent shall give the Board a self-evaluation including supporting documentation.
c. The Superintendent may choose to have their review during a closed or open session of the Board.
d. The Board will approve the Superintendent evaluation in open session.
e. The Board may review and recommend contract provisions, if needed, for the Superintendent, on an annual basis in conjunction with the budgeting process.

2. Employment of the Superintendent (see Board Policy 4602)

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent of Schools as chief executive officer and fix their salary and term of office which shall be no more than five (5) years. It may be aided in this task by:

- An ad hoc committee of Board members
- The services of professional consultants
- The counsel of the outgoing Superintendent
- The participation of members of the community

Recruitment procedures may be prepared in advance of the search and may include:

- Preparation of a written job specification for the position of Superintendent
- Preparation of written specification of qualification in addition to proper State certification
- Preparation of a written description of the District, including its education goals
- Solicitation of a diverse pool of applicants from a broad geographical and demographic area

- Consideration of all applicants fairly without discrimination on the basis of race, color, gender, age religion, national origin or ancestry, marital status, disability, height, weight, and/or any other legally protected characteristic unrelated to the position of Superintendent
- The Board will develop and implement a hiring process that includes the opportunity for different stakeholder groups (e.g., staff, students, parents, community members) to provide input
- The requirement that each selected candidate for the position be interviewed by Board members in a format that encourages them to express their educational and leadership philosophies
- Where feasible, the opportunity for selected candidates to visit the schools of the district and meet stakeholders

All interviews of applicants by the Board shall be done in open meetings, including those conducted on-line or in hybrid formats. At the time of application, the Board President or designee shall see that each applicant has been informed that Michigan law may not permit the Board to protect their application from disclosure, and any interview must be open to the public.

Any candidate's intentional misstatement of fact material to their qualification for employment or the determination of their salary shall be considered by this Board to constitute grounds for their dismissal.

The person selected for the position of Superintendent may be required to undergo a physical examination reasonably related to the duties they will be required to perform, the cost of which shall be borne by the district. (*See M.C.L. 15.601, et seq., 380.1229, 380.1230, 380.1246, 380.1536)*

3. Board Member Concerns about the Superintendent's Professional Performance
The Board values the Superintendent role in the community and how the district is represented. If this representation is less than favorable and witnessed by a Board member, the Board member shall:

a. Communicate their concerns directly to the Superintendent.
b. Communicate with the Board President to address questions and/or concerns.

4. Incapacity of the Superintendent (see Board Policy 4604)

5. Appointment of Interim Superintendent: Planned

a. The Board will meet to determine the process and schedule/timeline to be followed to replace the Superintendent.

b. Until the new Superintendent assumes the position or the Superintendent returns, the Board shall regularly update staff and other key stakeholders as needed.

6. Appointment of Interim Superintendent: Unplanned

In the event of an emergency, the Board will appoint an Interim Superintendent until it can determine a more permanent course of action.

Circumstances that constitute an emergency include:

- Death of the Superintendent
- Superintendent becomes temporarily or permanently incapacitated
- Superintendent's employment is terminated
- Superintendent leaves unexpectedly

The Board will meet within 10 business days to determine the process and schedule/ timeline to identify next steps. The Board will

a. Regularly update staff and other key stakeholders as needed. This may include written communications to key staff, parents, and students explaining the event and anticipated actions.
b. Establish contract terms.
c. Identify potential impacts and allocate resources as needed.

7. Establishing a Contract with the Superintendent

The Superintendent must be employed pursuant to a signed contract. Such contract shall include:

a. The term for which employment is contracted, including beginning and ending dates.
b. That tenure in a position shall not be granted.
c. The salary which the Superintendent shall be paid and the intervals at which they shall be paid.
d. The benefits to which they are entitled.
e. Such other matters as may be necessary to a full and complete understanding of the employment contract.

8. Departure of the Superintendent

Upon the permanent departure of the Superintendent, the Board President shall direct the Interim Superintendent to, as needed:

a. Secure cash and checks
b. Secure employee files
c. Secure contracts
d. Secure key fob and other building keys

e. Change security codes, passwords and combinations
f. Change locks
g. Safeguard personal property of the departing Superintendent
h. Cancel or change credit cards and authorization
i. Change signature cards

If appropriate based on the circumstances, the Interim Superintendent or designee shall work with and direct others to work with the appropriate authorities on any questions or concerns regarding any potential legal issues.

9. Hiring of Personnel Other Than the Superintendent

The Board does not directly hire any personnel other than the Superintendent.

a. In accordance with Michigan State Law, the Board, based upon the recommendations from the Superintendent, will have final approval of applicable personnel recommendations. The Superintendent will select professional staff and support staff.

Board members can request information such as the number of applicants, the number of interviews conducted, and the number of finalists, as well as feedback on the process gathered from the interview committee after the position is filled.

II. ELECTIONS AND DEVELOPMENT

A. Becoming A Trustee

1. Candidates

Potential candidates are encouraged to:

- Attend board meetings and reach out to the Superintendent and Trustees
- Review Okemos Public Schools website for information about the district and current initiatives
- Review MASB Get On Board - Candidate's Guide to School Board Elections

2. New Members

Newly elected members will be oriented to the work of the Board by the Board President, in collaboration with the Executive Committee and assistance from other Trustees and the Superintendent.

a. Orientation to the Board/Board roles and responsibilities including a discussion about "who decides" particular types of issues.

b. Explanation of the Open Meetings Act, and the Freedom of Information Act (FOIA)
c. Orientation to Board/Superintendent Roles and Relationship
d. Explanation of the current evaluation cycle for the Superintendent, including goals and agreed upon progress measures. Additionally, Board Members will be notified of legally required Superintendent Evaluation Training.
e. Access and use of Board Policies, especially the 2000 series, and Board Operating Procedures
f. Although new members are encouraged to reach out to any Trustee with questions, they will also be assigned a Mentor Trustee. Mentor Trustees are expected to reach out twice a month for the first three months of new member service, and one a month for April, May, and June of the new member's first year.

Newly elected members will become familiar with the work of the District through an orientation that may include explanations of the District's:

- Administrative Guidelines
- Instructional Programs
-
- Human Resources
- Facilities/Operations
- Safety and Security
- Athletics, Clubs & Extracurriculars
- Student Culture
- Technology
- Food Services
- Community Education
- Transportation
- Current Budget, including a description of the district's student enrollment trends and projections.

3. Procedures for Filling a Board Vacancy (see Board Policy 2404)

As soon as a vacancy occurs, the Board has 30 calendar days to fill that vacancy. This procedure applies to filling a vacancy created by one of the circumstances cited in Section 301 of the Election Code (resignation, death, loss of residency, etc.).

Identifying Potential Trustees

a. A Special meeting date will be set to interview and appoint a new Board member.
b. The vacancy will be announced via the district website, social media pages, and appropriate media outlets and the announcement will supply all potential

candidates with the information needed (application, resume, etc.) in order to be considered for the vacant seat.

c. All Board members will review candidate information prior to the Special meeting.
d. The Board President, with input from other Board members, will create a list of questions to be answered by all applicants during the interview process.
e. Based on the candidate information that was reviewed, and the number of applicants, the Board may limit the number of interviews conducted.
f. A meeting may be held to select candidates to interview

Candidate Interviews

a. Applicants who are not being interviewed will be sequestered in a room outside of the Board room. Applicants who are sequestered are not to use any electronic devices. This ensures that no one has an advantage by getting the questions from a friend or family member who may be in the audience. Any candidate that uses an electronic device while they are sequestered will forfeit their application.
b. Once interviewed, applicants may stay in the Boardroom to hear the answers of the other applicants but, in fairness to other candidates, are encouraged to leave the room after being interviewed
c. The Board will ask applicants questions from the same list of questions collaboratively created by the Board President.
d. Each applicant will have up to 30 minutes to answer the questions asked by Board members. An applicant who answers one question to a fuller extent may not be able to answer all the questions if their allotted time has elapsed. In addition, applicants can only answer the questions asked by Board members, even if time remains.
e. The Board may decide to have each applicant draw a number to determine the order of the interview.

After each applicant has been interviewed, the Board will narrow the list of candidates and discuss who they think is the best candidate to fill the vacancy:

a. All Trustees select their top 2 or 3 candidates to move forward for consideration (Trustees should all identify the same number of candidates).
b. Based on the above, Trustees will discuss the top 2 or 3 candidates. If consensus is not reached, a straw poll can be conducted to identify the top 2 or 3 candidates.
c. The Board will then discuss the top 2 or 3 candidates, highlighting points of strengths and wonderings about each.

d. After discussing candidates, a Board member may make a motion to name a candidate as the new Board member. A roll call vote on the motion is taken (no secret ballots).
e. If the candidate earns a minimum of 4 votes, they will be appointed as the new Board member and sworn in.
f. If the nominated candidate does not receive 4 votes, the Board then proceeds back to discussing and nominating candidates, until a candidate receives 4 votes.
g. The Superintendent is not to be involved in discussion, voting, or making the selection.

4. Compensation (see Board Policy 2306)

5. Reimbursement of Expenses (see Board Policy 2305)

B. Board Member Learning and Development

1. Certification/Continuing Education

a. New Board members are required to participate in MASB Superintendent evaluation training prior to evaluating the Superintendent.
b. All Board members are strongly encouraged to participate in additional professional development activity such as county and state level conferences and workshops offered through educational or legal organizations and additional MASB classes and offerings.
c. In order to serve in a Board Officer position on the Executive Committee, Board members must take MASB CBA 101 or commit to doing so within six months of assuming the role. To be considered for Executive Team positions–President, vice President, Secretary–Board members are encouraged to become CBA certified within a year of being elected to the role.

2. Board Retreat

An annual Board retreat, scheduled during the January organizational meeting, will generally occur in the Summer when school is not in session.

The Executive Committee, in consultation with the Superintendent and with input from the Board, shall plan the retreat. This may include:

- Surveying Trustees to identify discussion topics for the retreat
- Using the retreat survey and the Board's self-assessment to develop a draft agenda
- Sharing draft agenda with the Board, prior to it being finalized, for additional input

- Agenda items may include Calendar, Board Operating Procedures, Board Development, Priorities for Coming Year, Year in Review
- Engaging an external facilitator (if using)
- Distribute a survey to Trustees after the retreat to inform future retreat planning
- Develop a summary report that includes next steps and timeline, if pertinent

3. Procedures for Board Travel and Training Opportunities

a. Board members should arrange travel, accommodations, and classes through the Superintendent's office.
b. All Board members are to comply with the Board Policy on travel expenditures and submitting travel/training expenses.
c. Board members should report on their conference attendance at the next Board meeting.

4. Board Members Site Visits / District Events

Site visits are intended to help Board members learn about the relationship between district policy, leadership, budgetary investments, and school operations. Board members will not engage in any activity related to employee evaluation.

All Board members must notify the principal or designee and Superintendent in advance of site visits to campuses when they are not attending a scheduled or normal parental activity, during school hours. Board members are encouraged to coordinate with the Superintendent to visit schools together, when possible, and must check in at the office.

All Board members are encouraged to attend **District events**. District events that Board members traditionally attend include:

- New School Year Staff Kick-Off
- New Teacher Orientation
- Homecoming Football Parade and Game
- Okemos Education Foundation Commitment to Excellence Dinner
- Annual Okemos Music Patrons Spaghetti Dinner
- High School Senior Awards Ceremony
- High School Graduation (strongly encouraged)

5. Self-Assessment

- The Board self-assessment is done annually in June to help inform agenda planning for and discussion at the annual retreat.
- The Executive Committee will develop the assessment.

III. COMMUNICATION AND FUNCTION

A. Internal and External Communication (see Board Policy 2101)

1. Board Member Communication with Each Other

a. All Board members shall have an understanding of and comply with the Open Meetings Act.
b. Electronic Communications
   - In order to avoid potential OMA violations, only the Superintendent's Executive Assistant, Superintendent, and, on occasion, the Board President should email the entire Board regarding Board business.
   - Board members will not "Reply All" to electronic communications sent to all Trustees.

2. Board Member Responses to Employee Contacts

As the Board recognizes that, as elected officials, employees will periodically make requests, strict adherence to this procedure is required.

a. Explain to the employee that any information shared will be dealt with appropriately.
b. Listen with empathy and understanding
c. Refer them to use every tool available as an employee and encourage them to follow the chain of command.

3. Board Member Communication with the Media

a. The Superintendent or their designee is the spokesperson for the district.
b. The Board President shall be the official spokesperson for the entire Board to the media/press.
c. All Board members who receive calls from the media should direct them to the Board President or designee.
d. Board members who receive calls that they believe requires their response will confer with the Board President before making any formal response.

4. Board Member Communication with the Community

a. The Board communicates formally with the community through Board meetings and community forums. In specific situations the Board President may communicate to community members through email (e.g., updates regarding a Superintendent search).
b. As the Board recognizes that as elected officials there will be requests and contact from the public, strict adherence to the following is required:
    - Listen with empathy and understanding.
    - Encourage community members to communicate through official channels.
    - Explain to the community member that any information shared will be dealt with according to District policy.
    - Refer to the **Point of Contact Chart** and inform the Board President and Superintendent where appropriate.
    - This does not apply to casual conversations with community members.
c. If community members persist and do not seem satisfied with the Trustee's referral to the appropriate personnel
    - The Board member should inform the Board President and the Superintendent about the issue.
    - Should the complaint rise to the Superintendent, information regarding the issue will be included in the yellow sheets as appropriate.
    - Any community email inquiries should be shared through the Superintendent's Office with other Board members.

5. Concerns About Another Board Member's Performance

a. If a Board member has a concern about another board member's performance, they should first discuss it with the other member.
b. If concerns are unresolved, then they should discuss it with the Board President or other Board officers.
c. The Superintendent is not to be involved.

6. Administration Communications with Board Members

The Superintendent will exercise her or his best judgment and discretion to determine when information should be shared with Board Members based on the specific situation.

There are three types of communication with Board members:

- Not urgent or not in the media – Updates in the Yellow Sheets
- Very important, but not a crisis – Email to each Board member
- Crisis/Emergency situation – Phone call to each Board member

a. In the case of an emergency or crisis, when safe to do so, the Superintendent or their designee will provide the following six pieces of information: What, Where, When, Who, Action taken and a public statement for the Board members.
b. Phone calls will be placed in the following order: President, Vice-President, Secretary, Treasurer, and Trustees.
c. The Superintendent or their designee will provide updates as appropriate.

7. Community Electronic Communication with the Board

The Board's presence on the district's website should support community member's communication with the Board.

a. The Board will have a contact link or form on the district website to allow community members to email their issues to the entire Board.
b. The website and/or form will state in a conspicuous place the following: "The school Board members are trustees primarily charged with the vision, budget, goals, and policy for the district. Any operational or staffing issues should go through the building principal first, then to the administration."
c. Any community email inquiries should be shared through the Superintendent's Office with other Board members.
d. An automated email response will acknowledge the receipt of the citizen's inquiry containing the text:

"Thank you for your inquiry to the Okemos Board of Education. It will be shared with all the Board members. Please remember that Board members cannot address your inquiry individually and that Board members are charged with the vision, budget, goals, and policies for all children in the district.

As a reminder, community members are highly encouraged to utilize the Point of Contact Flowchart to have issues addressed and resolved at the most efficient and appropriate level. Classroom issues should always be first addressed with the classroom teacher."

e. Individual Board members that receive an email to their school email address should forward the email to the Board President and the Superintendent, but may respond with discretion to the individual of the appropriate chain of command and /or notification that the information has been passed along in order to facilitate an appropriate response.

8. Community Member Request for Privacy in Communications

a. The Board encourages openness in all community communications.
b. Any community member who requests privacy in communications should not expect a response.

c. Any inquiry/response may be subject to public disclosure per FOIA.

9. Board Member Protocol with Administration and District Personnel

a. Board members hold no individual authority to direct the Superintendent.
b. No single Board member should endeavor to deliver direction or make requests to District personnel without the express permission of the Superintendent. The Superintendent is held responsible through his evaluation for the effectiveness of all staff.
c. Communications are, at times, necessary to gather information, express gratitude, or ask for clarifications. These are completely appropriate and would not undermine the authority of the Superintendent.
d. Board members should not involve themselves in issues that may arise during casual conversations but may wish to convey such issues to the Superintendent via email or phone in order that they may respond or at a minimum be aware of the issue. If the issue involves Board policy, the Board President should also be informed.
e. Concerns about an administrator's actions/decisions should be shared with the Superintendent and the Board President and can be communicated via email. Additional dialogue with administration may be warranted as determined by the Superintendent.

B. Leadership and Organization

1. Selection and Operation of Board Committees (see Board Policy 2505)

Committee members are appointed by the Board President with the exception of the Executive Committee. Committee meeting dates, working agendas, and materials will be made available to all Trustees and the Superintendent. Board Committees do not make decisions on behalf of the Board; rather, Committees discuss, request, and organize pertinent information to inform full Board discussion and decision making.

a. Standing Committees

Executive Committee The purpose of this committee (President, Vice President, and Secretary) is to develop board meeting agendas and to develop and maintain the board planning calendar that should include:

- Agenda planning
- Calendar planning
- Board self-assessment and retreat planning

- Organize Superintendent evaluation and negotiate Superintendent contracts
- New Board member orientation
- Provide Committee reports
- Set Executive Committee meeting dates

Policy Committee The purpose of this committee is to review Board policies (and recommended revisions and additions) before discussion by the full Board. Like all Board committees, this one will provide Committee reports.

Advocacy Committee The purpose of this committee is to review new legislation, its impact on the district, and recommend resolutions for adoption. Additionally, it shall promote appropriate board engagement in advocacy activities and engage the community to identify areas where they may wish to advocate for issues that would serve to advance the educational opportunities of Okemos students. Like all Board committees, this one will provide Committee reports.

Facilities Committee The purpose of this committee is to

Finance Committee TBD

b. Ad Hoc Committees

Ad Hoc committees may be assigned for a specific need or purpose but will be time limited. They will meet on an as needed basis. Okemos Board Presidents have formed ad hoc committees focused on such topics as identifying a superintendent search partner, developing the process of creating a strategic plan, etc.

2. Election of Officers (see Board Policy 2405)

3. Role and Authority of Officers (see Board Policy 2406)

4. Board Officer Transition Process

a. The current officers shall relate their duties and responsibilities of the position to their replacement officers.
b. The new officers shall review written descriptions of the position before taking office.

IV. MEETINGS

A. Open Meetings Act (see Board Policy 2501)

All regular and 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. *M.C.L. 380.1201*

a. Any time four or more Board members are gathered together to discuss school business, it is considered a meeting (quorum).
b. In addition to the following procedures, at all times Board members shall adhere to the Board Code of Ethics.

B. Regular Meetings (see Board Policy 2501)

1. Developing the Board Meeting Agenda

The Board's Executive Committee and Superintendent shall prepare Year at a Glance calendar at the beginning of every school year. From this calendar and other district business they shall develop a written agenda prior to each regular and special meeting.

a. The Board President and the Superintendent shall submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.
b. The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the district with such recommendations as they shall make.
c. Each agenda may contain the following statement:
"Welcome to this regular meeting of the Okemos Board of Education held in public for the purpose of conducting the business of the school board."
d. The agenda for each regular meeting shall be posted to BoardBook, or if BoardBook is unavailable, mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and available materials should be received no later than the Thursday prior to Board meetings scheduled for the following Monday so as to provide time for the study of the agenda by the member. Trustees should make every effort to share questions with the Board President and Superintendent by the end of the day on Sunday. The Superintendent and his or her team will make every effort to ensure that reports and/or revised reports are posted or delivered before noon of the day

of the meeting The Superintendent will inform the Board if any presentation materials are modified less than three hours before the start of the meeting. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

e. It is the preference of the Board that action items are not added within 24 hours of meetings
f. Discussion items may be added if there are time constraints that need to be accounted for.
g. Action items should not be added unless timing is critical.
h. The Board shall transact business according to the agenda prepared by the Superintendent and Board Executive Committee and submitted to all Board members in advance of the meeting. The order of business may be altered, and items added at any meeting by a majority vote of the members present.

2. Consent Agenda

The Board of Education may use a consent agenda to keep routine matters within a reasonable time frame.

a. When the agenda is prepared, the Board President and the Superintendent 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 grouped together under one action item. For each item listed as part of the 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.
b. Consent items typically include, but are not limited to:
    - Minutes of prior meeting(s)
    - Bills for payment
    - Items that require annual adoption, such as bank signatories, memberships in associations, etc.
    - Other items deemed appropriate.
c. A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a non-action item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

3. Regular Board Meeting Agenda Items

The Executive Team and the Superintendent will collaboratively develop Board meeting agendas. These agendas will typically include the following:

a. Meeting Location
b. Call to Order
c. Welcome and Meeting Format
d. Mission Minute (an opportunity for Trustees to share some of the great things happening in Okemos schools).
e. Presentations
f. Citizens Address Agenda and Non-Agenda Items
g. High School Student Reports/Requests
h. Superintendent Reports
i. Board Reports/Requests
j. Consent Agenda
k. Other Action Items
l. Discussion Items
m. Comments from the Public
n. Other Matters
o. Adjournment

4. Annual Calendar of the Board Agenda Items

The Executive Committee will maintain two types of calendars that will be available to all Board members: 1) A Year at a Glance calendar that includes activities that will occur each month throughout the school year, and 2) an Agenda Planning Calendar that includes agenda items for upcoming and future meetings.

5. Broadcasting and Taping

a. All meetings for the conduct of the affairs of and the transaction of business by the Board, including work sessions, community meetings, and retreats shall be open to the public.
b. All regular meetings shall be recorded and archived. Special meetings and/or work sessions may be streamed and/or recorded at the discretion of the Executive Committee in consultation with the Superintendent.

C. Special Meetings

1. Annual Organizational Meeting (see Board Policy 2506)

At the first regular meeting in January of each calendar year, the Board will hold an organizational meeting.

2. Work Sessions

The Board will meet in work sessions to delve deeply into topics selected by the

Executive Committee, in conjunction with the Superintendent and consultation with Trustees. Work sessions will be reflected in the Annual Planning Calendar but additional work sessions can be scheduled by the Executive Committee as needed. Although regular board business can be conducted at work sessions, the majority of time will be spent on the identified topic.

3. Discussion of Employee/Student Issues
The Board will not encourage or actively participate with negative comments on individual employees or students in a public session.

4. Staff Grievances and Student/Employee Discipline Hearings (see Board Policy 5206A)

5. Closed Sessions
Per section 8 of the Open Meeting Act, the Board will only meet in Closed Session in specific circumstances. These are as follows:

a. Complaints and Disciplinary Action of school district employee or school board member (a)
b. Teacher Tenure Proceedings (a)
c. Periodic Personnel Evaluations, typically for Superintendent (a)
d. Student Discipline (b)
e. Collective Bargaining Strategy (c)
f. Purchase or Lease of Property (d)
g. Pending Litigation (e)
h. Applications for Employment and Appointment to Public Office (f)
i. Exempt Material (h)
j. Security Planning and Threats (k)

The letters in parentheses refer to the specific reasons outlined in Section 15.268, Section 8 of the Open Meetings Act.

6. Board Member Responses to Inquiries about Closed Sessions

a. Board members are to refer any inquiries about Executive Sessions to the Superintendent and/or the Board President.
b. Any information from an Executive Session is confidential and shall not be discussed outside of the Closed Session.

7. Participation by People Other Than Board Members in Closed Session
Participants are limited to:

a. The person requesting the Executive Session, their council, a union representative, their parent(s) or guardian(s) where applicable.
b. Representatives of the administration that have pertinent information.
c. Additional individuals invited by the Board.

D. Meeting Protocols

1. Guidelines for Board Members (see Board Policy 2502)

Board members wishing to have something placed on the agenda will:

a. Make the request to the Board President.
b. The request will be reviewed by both the Executive Committee and the Superintendent.
c. The Board President, in consultation with Executive Committee members, shall do one of more of the following:
    - Notify the Board member when it will be placed on the agenda or when it may already be scheduled for discussion.,
    - Refer it to appropriate committee for initial discussion or recommendation, or
    - Place on agenda to be discussed at the table no later than two months from the initial request, add to the Board Planning Calendar, and notify all Board members during the Board Members Reports and Request portion of the agenda.

Board members wishing to remove something from the agenda will:

- Make the request to the Board President.
- The request will be reviewed by both the Executive Committee and the Superintendent.
- The Board President will make the final decision on the request.

2. Meeting Procedures

See Appendix A.

3. Board Member Preparation for Meetings

a. Board members will come to Board meetings prepared to discuss and/or take action on all agenda items. Board members are expected to study the material posted online in BoardBook.
    - Requests for additional information may be made before a meeting and addressed through the Superintendent prior to or at the Board meeting.
b. Board member questions on agenda items:

- Should be sent to the Superintendent and Board President whenever possible. All board members should be included in any response to questions where appropriate and to the extent possible.
- Should be submitted a minimum of 24 hours prior to a scheduled board meeting where items are to be discussed, whenever possible.

c. The Superintendent shall provide updated presentation materials in BoardBook at least 3 hours prior to the start of the Board meeting.

4. Meeting Norms

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. To support our efforts in these areas, during meetings Trustees will strive to adhere to the following meeting norms:

- Hold space for difference and promote dialogue that reflects multiple perspectives rather than simple yes/no decisions.* Seek solutions, reasonable compromises, or consensus when differences of opinion arise.
- Direct comments solely to the business under deliberation. Focus on issues and what is best for students, not people or personalities.*
- Be mindful of air time. Pause to allow other Trustees to ask questions before asking additional questions. Speak as briefly and clearly as possible.
- Speak only after acknowledgment from the Board President/Chair, unless an open forum is called.
- Set electronic devices to non-audible mode during Board meetings, except in emergency situations.
- Presume positive intent.*

By adhering to these norms, Trustees affirm their shared responsibility to conduct Board business in a respectful, professional, and collaborative manner.

5. Discussion of Motions

a. The Board President or Presiding Officer shall offer the opportunity for Board Members to discuss all motions. All discussions shall be directed solely to the business currently under deliberation.
b. The Board President or Presiding Officer 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.
c. A Board member prior to giving their comments shall ask for and receive recognition by the Presiding Officer.

6. Board Member Participation in Discussion, Debate, and Voting (see Board Policy

2503, 2301)

7. Public Comment (see Board Policy 2504)

8. Persons Addressing the Board

a. Audience participation at 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 board will designate a portion of the agenda for Public Comments.

b. A person may address the Board on an agenda or non-agenda item by completing a note card located inside the Boardroom and giving the card to the Administrative Secretary/ or designee prior to time in the agenda for Public Comments. Each speaker will be given a time limit of no more than 3 minutes. Delegations of more than five persons addressing the same issue shall be encouraged to appoint one person to present their views before the Board. The Board Secretary shall make an effort to group public topics together.

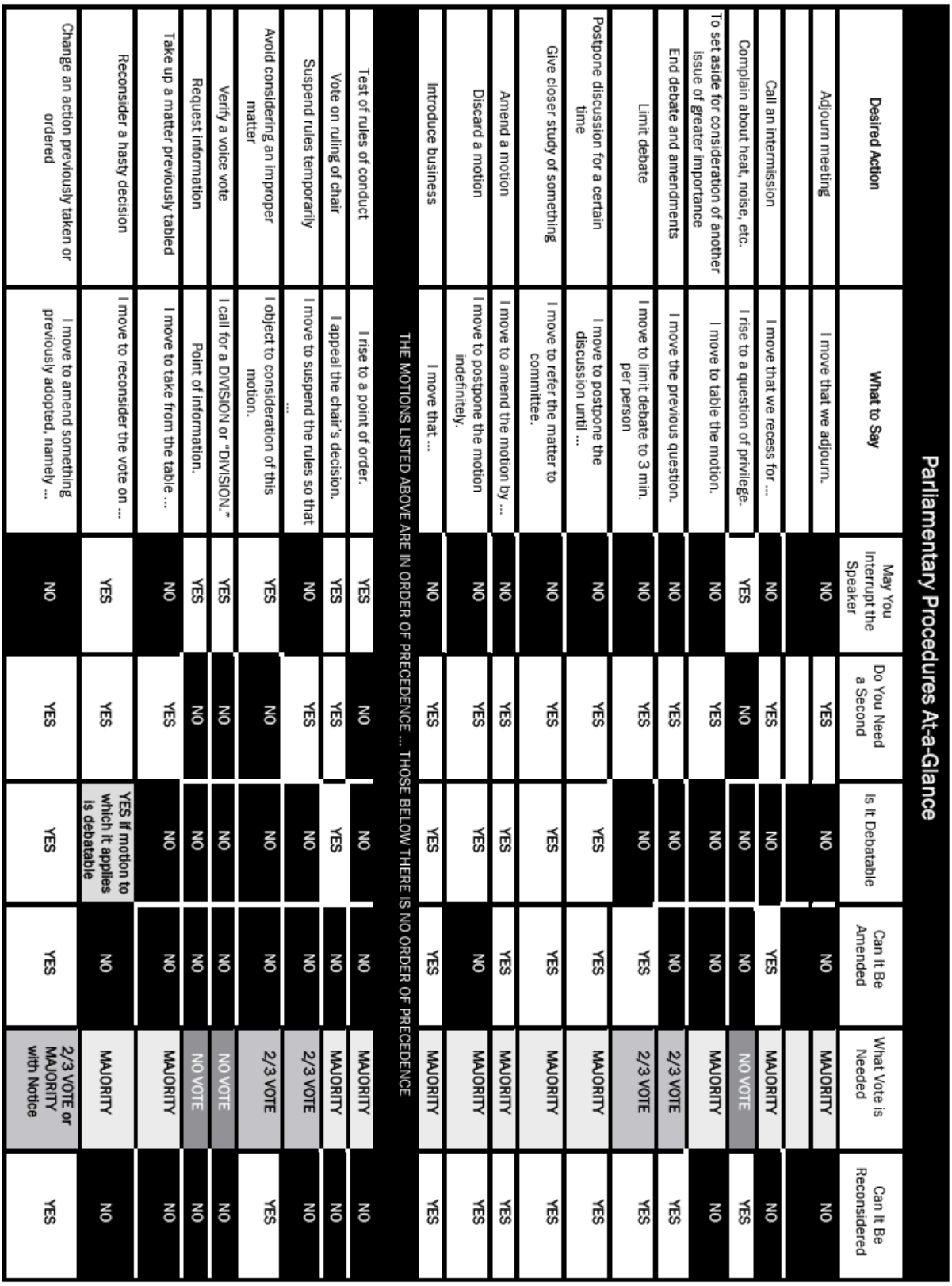
9. Board Response to Persons Addressing the Board

a. Board members will listen to comments during Public Comments.

b. Board members cannot respond or enter into discussion with the audience during the meeting as:
   - Items on the agenda will be discussed as appropriate and scheduled on the agenda.
   - Items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board Policy.
   - All public comments may be followed up by the Superintendent or designee within three business days.

c. With consensus of the Board, the Board President shall direct administration to investigate item(s) and report back to the Board and/or the individual citizen and/or to contact the citizen to have further dialogue.

APPENDIX A



Parliamentary Procedures At-a-Glance

Desired Action	What to Say	May You Interrupt the Speaker	Do You Need a Second	Is It Debatable	Can It Be Amended	What Vote is Needed	Can It Be Reconsidered
Adjourn meeting	I move that we adjourn.	NO	YES	NO	NO	MAJORITY	NO
Call an intermission	I move that we recess for ...	NO	YES	NO	YES	MAJORITY	NO
Complain about heat, noise, etc.	I rise to a question of privilege.	YES	NO	NO	NO	NO VOTE	YES
To set aside for consideration of another issue of greater importance	I move to table the motion.	NO	YES	NO	NO	MAJORITY	NO
End debate and amendments	I move the previous question.	NO	YES	NO	NO	2/3 VOTE	YES
Limit debate	I move to limit debate to 3 min. per person	NO	YES	NO	YES	2/3 VOTE	YES
Postpone discussion for a certain time	I move to postpone the discussion until ...	NO	YES	YES	YES	MAJORITY	YES
Give closer study of something	I move to refer the matter to committee.	NO	YES	YES	YES	MAJORITY	YES
Amend a motion	I move to amend the motion by ...	NO	YES	YES	YES	MAJORITY	YES
Discard a motion	I move to postpone the motion indefinitely.	NO	YES	YES	NO	MAJORITY	YES
Introduce business	I move that ...	NO	YES	YES	YES	MAJORITY	YES
THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE ... THOSE BELOW THERE IS NO ORDER OF PRECEDENCE							
Test of rules of conduct	I rise to a point of order.	YES	NO	NO	NO	MAJORITY	NO
Vote on ruling of chair	I appeal the chair's decision.	YES	YES	YES	NO	MAJORITY	NO
Suspend rules temporarily	I move to suspend the rules so that ...	NO	YES	NO	NO	2/3 VOTE	NO
Avoid considering an improper matter	I object to consideration of this motion.	YES	NO	NO	NO	2/3 VOTE	YES
Verify a voice vote	I call for a DIVISION or "DIVISION."	YES	NO	NO	NO	NO VOTE	NO
Request information	Point of information.	YES	NO	NO	NO	NO VOTE	NO
Take up a matter previously tabled	I move to take from the table ...	NO	YES	NO	NO	MAJORITY	NO
Reconsider a hasty decision	I move to reconsider the vote on ...	YES	YES	YES if motion to which it applies is debatable	NO	MAJORITY	NO
Change an action previously taken or ordered	I move to amend something previously adopted, namely ...	NO	YES	YES	YES	2/3 VOTE or MAJORITY with Notice	YES