LAKE ORION COMMUNITY SCHOOLS BOARD OF EDUCATION OPERATING PROCEDURES

Vision Statement: Empowered Dragons experience joy and success

Mission Statement: Empowering the Dragon community to achieve excellence

Belief Statements:

We believe…

- Preparing Dragons is a collaboration of students, staff, families and community.
- We have a responsibility to provide a safe, welcoming, equitable learning environment where all individuals are respected and valued.
- In fostering an environment that cultivates each individual's maximum potential.
- Character development is an integral part of education.
- In a dynamic innovative approach to educating Dragons.

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The Lake Orion Community Schools Board of Trustees adopts these guidelines as Standard Operating Procedures to:

- Document methods for conducting District business;
- Improve communication;
- Assist with orientation and transition of new Board members;
- Clarify roles and expectations;
- Ensure all Board members are part of the team; and
- Establish an agreed upon code of ethics.

CODE OF ETHICS

As members of the Lake Orion Community Schools Board of Education, 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 interests of the school district as a whole, and, to that end, all decisions will place the needs of children first by adhering to the following educational and ethical standards.

Board members will;

A. Attend all regularly scheduled and specially set Board meetings, arrive on time, and be informed of the issues to be considered at the meetings.

B. Assist in making policy decisions only after full discussion at publicly held Board meetings.

C. Render all decisions based on available facts, not surrender judgment to individuals or special groups, be firm, fair, just and impartial in all decisions and actions, and avoid being placed in a position of conflict of interest.

D. Encourage the free expression of opinion by all Board members, make a good faith effort to understand and accommodate the views of others, and seek communication among the Board, students, staff, and the community at Board meetings as required, to conduct Board business.

E. Recognize that the role of the Board is to govern and oversee the management of the District, and delegate authority to the Superintendent for the day to day operations of the district.

F. Communicate to fellow Board members and the Superintendent at appropriate times, the expression of public concerns.

G. Become informed about current educational issues and seek continuing education opportunities.

H. Respect the confidentiality of information that is privileged under applicable law, including closed session discussions.

I. Make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, creed, sex, sexual orientation, national origin, disability or social standing.

J. Recognize that the Board must make decisions as a whole in public, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board.

K. Disagree in a professional manner.

L. Recognize the channels to refer appropriate complaints to the Superintendent and will do so.

M. Disseminate pertinent information gathered at training workshops and conferences with the Superintendent and fellow Board members.

The Board President will;

- Make sure that persons addressing the Board follow established Board policy guidelines as outlined in Board Bylaws.
- Make sure that persons addressing the Board do so in a professional manner and not allow inappropriate communication to be directed to the Board or the Superintendent during Board meetings.
- Ensure that all Board members are given an opportunity to reflect their views.

1.0 MEETINGS

1.1 Developing the Board Meeting Agenda

1.1.1. Who Can Place Items on Agenda and the Guidelines

A. Agendas are created by the Superintendent and Board President and are presented to the Board trustees for review on the at least one week prior to the Board meeting. Board packets are presented to the Board on the Friday before the Board meeting.
B. Board members must request in writing or verbally to the Superintendent and Board President any item they desire to have placed on the agenda.

1.1.2. Use of Consent Agenda

A. When the agenda is prepared, the Superintendent and 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 such as field trips, meeting minutes, recurring reports and bill payments grouped together under one 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.

1.1.3 Regular Board Meeting Agenda Outline

A. Shall be aligned with the district strategic plan and include but not be limited to:
- Call to order
- Pledge of Allegiance
- Approval of Agenda
- Presentations
- Public Participation for action items
- Strategic Area Discussion Items
- Department/Committee Reports
- Action Items including consent agenda (bills, minutes, field trips)
- Public Participation for topics not related to action items
- Recap/next steps
- Closing comments
- Adjournment

1.1.4 Annual Board Meeting Agenda Items

January - March
Organizational Meeting: Officers, Committees & Representatives, Meeting Dates
Board Operating Procedures Review
Budget Workshop/Multi-year Budget Forecast
Current Year Budget Amendment 1
Assessment Data Presentation – Mid-year
April - June
District Fee Schedule
Annual Education Report

Budget Planning/Future Year Budget
Current Year Final Budget Amendment
Oakland Schools Budget Resolution
Oakland Schools Board of Education Election (as needed)
Oakland County Parent Advisory Committee Representatives (as needed)
Truth in Budget and Taxation Public Hearing
Tax Rate Levy (L-4029)
Student Handbooks
MASB District Membership and Trust
MHSAA Membership Resolution
Legal Agents of Record
Assessment Data Presentation – End of Year
Financial Agents of Record and Operational Delegation
July - September
School Loan Revolving Fund Resolution
Head Start Program Governance
Board Self-Assessment
Shared Time Service Staff
Tenure Recipients (Informational report only)
MASB – Fall Conference Voting Delegates
October - December
Superintendent Evaluation
Audit Presentation
Summer Tax Resolution
Assessment Data Presentation – Beginning of Year

Other Presentations:

- Strategic Plan Updates (beginning, middle and end of year)
- Departmental and building reports or others as appropriate

Other Action Items (including but not limited to):

- Curriculum Materials and Resources
- AFSCME, LOSA, LOEA Contracts – Timing subject to collective bargaining
- Bid Awards
- Certified Staff New Hires, Layoffs or Non-renewals
- Student Expulsions
- Election Ballot Proposals
- FOIA Appeals
- Position Creation or Reinstatement
- Board or Superintendent Vacancies
- Spring Scheduling 21f
- International Trips
- Agreements (i.e., real estate, municipality, ISD, International Academy)
- Resolutions (i.e., bond issuance, funding, prevention, advocacy)

1.2 Board Member Preparation for Meetings

A. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.
   1. Review the material in the Board Packet sent to them prior to the meeting.
   2. Whenever possible, requests for additional information should be addressed through the Superintendent prior to each Board meeting.
   3. The Superintendent requests questions by Monday at noon prior to the meeting.

1.3 Board Member Participation/Conduct during Meetings

1.3.1 Board Meeting Protocol

A. Board members will maintain professional and courteous behavior throughout the meeting.
B. Board members will demonstrate respect to fellow Board members, district staff and public participants.

1.3.2 Persons Addressing the Board

A. Audience participation at Board meetings is limited to the portion of the meeting designated as Public Participation. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board.
B. A person may address the Board on an agenda or non-agenda item by signing in before the beginning of the meeting. Each speaker is limited to five minutes unless modified according to Board Bylaws.
C. Delegations of more than five persons addressing the same issue are encouraged appoint one person to present their views before the Board.

1.3.3 Board Response to Persons Addressing the Board

A. The Board president may direct administration to investigate item(s) and report back to the Board and/or the individual citizen.
B. Board members should refrain from responding to or entering into discussion with the audience during the meeting.

1.3.4 Hearings, Grievances, Student/Employee Discipline

A. The Board will conduct all hearings in accordance with the applicable Board policies.
B. During hearings, Board members will seek legal counsel as deemed necessary.
C. The Board shall not use a student's or employee's name in any public discussion.
D. Student/disciplinary hearings will be held in a closed special meeting if requested.

1.3.5 Discussion of Motions

A. All discussions shall be directed solely to the business currently under deliberation.
B. The Board President or designated chair 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.

1.4 Board Member Participation in Discussion, Debate and Voting

A. All Board members shall vote on all action items unless a conflict of interest applies and the reason is provided when abstaining.
B. All Board members may make motions, second motions and enter into discussion on all agenda items.
C. In case of tie, the action item fails. The item may be brought back to the Board on a subsequent agenda.
D. In case of a less than unanimous vote, the Board will support the majority decision.
E. A majority of the entire Board is needed to pass an action item unless state law otherwise allows.
F. As required by state law, certain topics require a super majority (two-thirds) of the Board to go into a closed session.

1.4.1 Remote Meeting Access

To accommodate the absence of any member of the Board due to military duty, or for any other purpose permitted by law, a Board member may attend a meeting and participate in board deliberations and decisions by remote participation.

A Board member participating remotely will be considered present at the meeting and will be entitled to participate in open session deliberations at the meeting if:

- The member is able to hear other members of the Board and any members of the public present at the meeting who are recognized by the Board during public comment;
- All persons present at the meeting location are able to hear the Board member who is participating remotely; and;
- When video technology is used, the remote participant is visible to all persons present at the meeting location.

A Board member participating remotely in a closed session of the Board shall provide assurance to the Board that no other person is able to hear, see, or otherwise participate in the closed session from the remote location.

1.5 Board Member Responses to Inquiries about Closed Sessions

A. Board members are to refer any inquiries about closed sessions to the Superintendent or the Board President.
B. Any confidential information from a closed session shall not be discussed outside of the closed session.

1.6 Participation by People other than Board Members in Closed Session

Participants are limited to:

A. The person requesting the closed session, and where applicable, their counsel, a union representative, their parent(s) or guardian(s).
B. Representatives of the administration that have pertinent information.
C. Additional persons that the Board approves.

1.7 Board Organization

1.7.1 Election of Officers: The President, Vice President, Treasurer and Secretary shall be elected at the Board's annual organizational meeting.

The President Pro Tem (temporary) opens the floor for nominations for the office of President. Any member of the Board may nominate any other member, and nominations do not require a second. The President Pro Tem will ask if the nominee accepts the nomination and if there are any other nominations. If no further nominations are forthcoming, the President Pro tem can close nominations for the office and then a vote is taken on the nominated individual. If the person receives a majority vote, the newly-elected president immediately assumes the chair and conducts the election of other officers. If two or more members are nominated for an office, a roll-call vote will be necessary to elect the officer. In this case, members will each state the name of the nominee they vote for during the roll call. The member receiving a majority vote of the members currently serving on the Board is elected. A plurality is never sufficient to elect, as when three candidates split the vote (3-2-2). In the event of a tie between two candidates, a second vote must be taken, followed by as many votes as it takes to elect one candidate.

The elected officers will hold office for one year, and continue in office until their successors are chosen and take office. Board officers are eligible for re-election to their office. If an officer position is vacated, the Board will vote to select a replacement officer at the next meeting.

1.7.2. Role and Authority of Officers

A. No Board member or officer has authority outside the Board meeting.
B. No Board member can direct employees in regard to performance of their duties.
C. Duties of officers: Refer to Board Bylaws.

2.0 COMMUNICATION

2.1 Board Member Communication with Each Other

A. A quorum of Board members shall not deliberate issues outside the board meetings.
B. Communications shall abide by the spirit and letter of the Open Meetings Act.

2.2 Board Member's Responses to Community or Employee Contacts

The Board recognizes that as elected officials there will be requests and contacts from the public and/or employees, therefore it is recommended:

A. The Board member should refer the citizen to the appropriate person/chain of command as appropriate.
B. The Board member should notify the Superintendent or Board President of potentially significant requests or issues.

2.3 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 and shall attempt to coordinate media responses with the Superintendent.
C. Individual Board member contacts with the media should be representative of the individual Board Member; not the Board as a whole and should be coordinated with Administration whenever possible.

2.4 Board Communication with the Community

A. Board, as a whole, will communicate with the community through public hearings, regular Board meetings and regular publications.
B. Individual Board members are expected to communicate with the community; however, they cannot speak for the entire Board.
C. Individual Board members may communicate with the community at forums, coffees, PTO meetings and other such venues.
D. Individual Board members may participate in various community service organizations.

2.5 Communication between Administration and Board Members

A. The Superintendent will exercise his/her best judgment and discretion to determine when information should be shared with Board members based on the specific situation.
B. Board members should copy the Board President when emailing questions or concerns to the Superintendent.

2.6 Community electronic communications with the Board

A. The Board will have a web form on the District website to allow community members to submit their issues to the entire Board.
B. There should be a timely email response within 7 days of any website submission.
C. The Board President or designee shall determine the appropriate response and who shall respond to the inquiry. Any response shall go to all Board members.

2.7 School Board Members use of social media

As active users of social media, including online platforms as well as other media such blogs and personal web sites, Lake Orion Community School Board members should operate within appropriate guidelines when communicating online about School Board and School District business. The School Board Member Ethics policy should serve as guidelines for School Board members' use of social media.

A. When posting on social media, a School Board member shall clarify that he/she is speaking as an individual School Board member and not as an official School Board Spokesperson
B. School Board members shall refrain from deliberating School Board business online. A School Board member shall not post statements that make it appear that he/she has already formed an opinion on matters pending School Board approval. School Board members should enter a debate at meetings with open minds.
C. Direct complaints or concerns should not be presented online. Instead, they should be presented to the appropriate administrator for investigation. The School Board

operates as a body, which means no single School Board member may act alone. In most cases, an appropriate administrator and not the School Board is responsible for handling a community member's concern. This preserves the chain of command of the School Board.

D. School Board members shall post only content that the School Board has already released to the public. Information considered confidential by law shall not be disclosed by School Board members. In light of the sensitivity of many School Board matters and the risk of inadvertent disclosure of confidential materials, School Board members should limit the use of social media to sharing content already released to the public by the School District.
E. When a School Board member is posting through the use of School Board issued devices, or using School District Internet access on a personal device, he/she shall be aware of and comply with the School Board's acceptable use policy.
F. School Board members should always conduct themselves online in a manner that reflects well of the School Board and the School District and shall avoid posting information that has not been verified and made public by the School Board. If a School Board member repeats a false rumor or "half-truth" online, the School Board member's repetition of unverified information may constitute defamation if the statement results in harm to another person
G. School Board members should encourage positive engagement with the community. School Board members should emphasize the importance of maintaining professionalism and decorum, including prohibiting use of offensive language, personal attacks or unprofessional behavior.

3.0 BOARD DEVELOPMENT

3.1 New Member Orientation: A new Board member orientation, led by the Superintendent and Board President, held prior to the first official Board meeting attended by the member, should include but not be limited to the following:

A. Orientation to the Board/Board Responsibilities
B. Orientation to Board/Superintendent Roles and Relationship
C. Orientation to the District:
    1. School Finance
    2. School District Facilities
    3. School Curriculum and Instruction
    4. Administration and Staff
    5. School-Community Relations
    6. As appropriate, building visits

3.2 Board Officer Transition Process

A. Officers to relate duties and responsibilities of the position to their replacements.
B. New officers to review written description of position as outlined in 1.7.2 before taking office.

3.3 Board and Superintendent Evaluation and Establishment of Goals Shall be Conducted Annually.

3.4 Board Member 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 that Board member.
B. If still unsatisfied with the results of the first meeting, then they should discuss it with the Board President for assistance with resolution. If concerns are regarding the President, they should be discussed with the Vice President or other Board officer.

3.5 Procedures for Board Travel and Training Opportunities

A. **School Event Attendance:** Board members are encouraged to attend school events, including athletic competitions, fine arts performances, graduation ceremonies, academic exhibitions, and other District activities, to demonstrate support for students, staff, and the school community. When attending public events, Board members are subject to the same rules and procedures as other attendees, unless otherwise invited or authorized by District administration.
B. **School Building and Facility Visits:** Board members do not have unrestricted access to District buildings, facilities, or operational areas by virtue of their elected position. Visits to District buildings or facilities for Board-related purposes must be arranged in advance through the Superintendent. Such visits shall be reasonably accommodated consistent with District operations, student and employee privacy, instructional needs, and safety and security requirements. Individual Board members shall not make unannounced visits in their official capacity. These requirements do not restrict Board members from participating in normal parental activities, attending public events, or accessing District facilities under the same conditions as other members of the public.
C. **Role and Authority During Visits:** Individual Board members have no independent administrative or supervisory authority over District employees, students, facilities, or school operations. Board members shall not direct staff, interfere with instructional or operational activities, or undertake an individual investigation, supervision, or evaluation of an employee's performance. Any concerns regarding District operations, personnel, facilities, or building security identified during a visit shall be communicated to the Superintendent through established Board procedures.
D. Board members should report on highlights of their conference attendance at a subsequent Board meeting.

3.6 Board Member's Campus Visits

A**. School Event Attendance:** Board members are encouraged to attend school events, including athletic competitions, fine arts performances, graduation ceremonies, academic exhibitions, and other District activities, to demonstrate support for students, staff, and the school community. When attending public events, Board members are subject to the same rules and procedures as other attendees, unless otherwise invited or authorized by District administration.
B. **School Building and Facility Visits.** Board members do not have unrestricted access to District buildings, facilities, or operational areas by virtue of their elected position. Visits to District buildings or facilities for Board-related purposes must be arranged in advance through the Superintendent. Such visits shall be reasonably accommodated consistent with District operations, student and employee privacy, instructional needs, and safety and security requirements. Individual Board members shall not make unannounced visits in their official capacity. These requirements do

not restrict Board members from participating in normal parental activities, attending public events, or accessing District facilities under the same conditions as other members of the public.

C. **Role and Authority During Visits:** Individual Board members have no independent administrative or supervisory authority over District employees, students, facilities, or school operations. Board members shall not direct staff, interfere with instructional or operational activities, or undertake an individual investigation, supervision, or evaluation of an employee's performance. Any concerns regarding District operations, personnel, facilities, or building security identified during a visit shall be communicated to the Superintendent through established Board procedures.

4.0 BOARD DISTRICT OVERSIGHT

The Board of Education is established by the authority of the laws of the State of Michigan and is charged with setting policies that govern the District with the purpose of supporting the District's vision and mission. As Trustees of the school district, the Board defines its role in district oversight via the District Strategic Plan as well as through Standing Committees, and Ad Hoc Committees.

4.1 Strategic Planning Process: The Strategic Plan is a dynamic document that will guide the Board in decision making at the school and district level, and will assist in determining how the current programs contribute to the district vision, mission and goals. The Board will receive periodic updates on strategic plan goals. The strategic planning process will be reviewed annually by the Superintendent and the Board and updated according to the district needs as appropriate. The district strategic plan also serves as a guide for the district and its schools, specifying vision, mission, performance goals, objectives, and benchmarks and the policies and strategies to achieve each strategic objective. The strategic plan is effectively communicated, leads to understanding, support and action, and is evaluated for effectiveness. As a work of continuous improvement, the Board strives to lead the district in a plan that always seeks to improve in each of the Strategic areas identified.

Strategic Plan progress is reviewed by the Board regularly and posted on the District's website.

4.2 Board Standing Committees: Standing committees are those that relate to the ongoing governance of the district and are used on a continual basis. All committees shall comply with the Open Meetings Act and will perform the duties as assigned by the Board, which includes research, deliberation, making recommendations to the full Board, and other actions specifically authorized by the Board. Board committees shall be comprised of no more than three current Board of Education members appointed by the Board President. Board member interests, availability and officer positions will be taken into consideration (i.e., Treasurer shall be on Finance Committee). Alternates shall also be assigned for each committee to cover for pre-planned absences when possible.

4.2.1 Policy Committee: The Board currently utilizes the services of NEOLA for policy development and guidance. The Policy Committee drafts new policies on a range of topics, revises existing policies, reviews existing and new policies for consistency in

substance and format and makes recommendations for such changes to the full Board for approval. Responsibilities include:

1) Evaluating and drafting of new policies as necessary
2) Reviewing and revising of existing policies when necessary
3) Comparing new and existing policies for consistency in substance and format
4) Providing recommendations for policy changes to the full Board for approval consideration

Policy Committee Process: A Policy Committee will meet as needed with a NEOLA representative, along with the Superintendent and Executive Assistant, to address their responsibilities. Policy is a plan of action and it is used to establish the limits within which freedom of judgment can be exercised. A policy may originate from the constitution, from statute, from local determinations and /or from customary patterns of formal behavior. The role of the policy committee is advisory and any recommendations it provides to the Board shall not be substituted for any required review and acceptance by the Board of Education. The Board has the right to accept, reject or modify all or any part of a committee recommendation.

4.2.2 Finance Committee: The Finance Committee functions as a conduit of information between the Board of Education and Administration. Activities result in recommendations to the entire Board for any appropriate action to maintain fiduciary responsibility for the organization. Responsibilities include:

1) Reviewing audit activities in conjunction with the outside auditing firm and administration
2) Participating in annual and long range budget planning with administration
3) Reviewing all financial reporting on a regular basis
4) Providing oversight and monitoring district financial operations

Finance Committee Process: A Finance Committee will meet as needed with the Assistant Superintendent of Business and Finance and is responsible for reviewing matters of audit or financial concern within the operation of the District. Overall the Committee reviews district financial issues and may make recommendations to the Board as a whole. The Board Treasurer shall serve on this committee.

4.2.3 Curriculum Committee: The Curriculum Committee recommends action to the Board of Education regarding curriculum and primary resources, and monitors student achievement, and supports overall teaching and learning. Responsibilities include:

1) Review of policies related to curriculum, assessment, evaluation, promotion/retention and graduation
2) Reviewing curriculum program changes
3) Consideration and review of classroom textbooks and primary resources
4) Review and Evaluation of Teaching and Learning strategic plan updates
5) Monitoring the progress of pilot programs

Curriculum Committee Process: A Curriculum Committee will meet as needed with the Assistant Superintendent of Teaching and Learning. All primary curriculum and materials that are required by district staff for use by students in a course or class, including on line materials, must be vetted through the staff and DDCC guidelines

prior to their review by the curriculum committee. Once the committee has reviewed such materials, they will then make a formal recommendation to the full Board. The Curriculum Committee will also review and discuss student performance data. It is part of this committee's role to compare data results with the District's Strategic Plan goals and objectives for student achievement, along with the Assistance Superintendent of Teaching and Learning, to determine recommendations for any changes to be presented to the full Board.

4.2.4 Superintendent Evaluation Committee: The Superintendent Evaluation provides an opportunity for open communication about performance expectations and feedback between the Superintendent and the Board of Education. Responsibilities include:

1) Jointly establishing evaluation criteria on an annual basis
2) Working with Superintendent to develop a timeline for a mid-year review to track the Superintendent's progress and make necessary changes to performance criteria, as needed; establish a similar timeline for a formal evaluation
3) Providing an opportunity for candid, constructive feedback to Superintendent
4) Conducting reviews and negotiating provisions of the Superintendent's contract when requested by either the Superintendent or the Board. At a minimum, review of the Superintendent's contract should be conducted biennially during the first half of even years.

Superintendent Evaluation Committee Process: A Superintendent Evaluation Committee will meet as needed, with the Superintendent, to jointly establish a "set of evaluation criteria" for the upcoming year. The criteria will be based on the District's Strategic Goals and Objectives but may include other initiatives as deemed appropriate by the Superintendent and committee. The Committee and Superintendent will establish a specific timeline to include at least one mid-year review and formal evaluation dates. The criteria, behaviors and timeline, as well as revisions to the instrument, will be presented to the Board of Education for approval.

The mid-year review will be held with the full Board and will act as an opportunity to review progress and modify the criteria (if requested by the Board or Superintendent). Modifications will be approved by the Board.

The Superintendent Evaluation Process will:

- Serve as a tool in which the Superintendent may reflect upon his/her effectiveness as a district leader
- Focus on the goals and objectives of the District

4.2.5 Board Self-Assessment Committee: The Board Self-Assessment Committee establishes and executes a tool for assessing performance of the Board of Education. Results are shared with the Board and actions are taken to improve Board performance. Responsibilities include:

1) Evaluating the Board's effectiveness and developing recommendations for improvement based on the results of the assessment
2) Sharing the findings of the self assessment with the entire School Board
3) Assist in organizing and monitoring the Board's activities for improvement throughout the school year and updating the Board as necessary

4) Assist the Board in establishing recommendations and goals for professional development
5) Lead an annual review of Board Operating Procedures for discussion at the February workshop

Board Self Assessment Committee Process: A Board Self-Assessment Committee will meet as needed to create and refine the Board Self-Assessment process and the Board Operating Procedures.

Board Self Assessment Cycle:

1) Establish a Timeline: July/August
2) Conduct Self Assessment: August
3) Review data from the Board Self Assessment with the full Board: September
4) Establish Plan of Action: August/September
5) Monitor Progress: Throughout the year

4.3 Ad Hoc Committees: Ad Hoc Committees will be formed for limited periods of time to address a specific need. Members of Ad Hoc Committees will serve until the committee is discharged. Committees shall be comprised of no more than three current Board of Education members appointed by the Board President. Ad Hoc committees may be created and changed at any time by:

1) The Superintendent with full approval of the Board
2) The Board President with full approval of the Board

4.3.1 Lamp of Learning Committee: The Lamp of Learning Committee recognizes and rewards students who have demonstrated exemplary achievement both in the classroom and in the community. This is accomplished via ceremonies recognizing student achievement and annual scholarships enabling further education. Responsibilities include:

1) Reviewing award recognition criteria on an annual basis
2) Overseeing and attending annual award ceremonies for the district's three middle schools and high school
3) Promoting the Lamp of Learning scholarship program to students, families and local businesses
4) Reviewing scholarship applications and selecting scholarship winners each year
5) Determining sponsorship opportunities for the Lamp of Learning program; raising funds for scholarships and organization's awards ceremonies

Lamp of Learning Committee Process: A Lamp of Learning Committee meets with the Board Administrative Assistant as needed. The Lamp of Learning Committee helps raise funds for all awards including scholarships that are provided for qualifying students. The committee also determines the sponsorship incentives for each level, and how many scholarships will be offered annually according to available funds. The committee also meets to review and select the scholarship recipients.

4.4 Review and Development of Board Policy

4.4.1 Review of Board Policy

A. Board policies are reviewed and updated by the Board Policy Committee.

B. Revised policies are brought to the full Board for approval.

4.4.2 Development of Board Policy

A. New Board policies are developed in response to district, administration, or legal needs by the Board Policy Committee.
B. New Board policies are brought to the full Board for approval.

4.5 Development and Adoption of the District Budget (full cycle)

A. The Board Finance Committee shall meet with the Assistant Superintendent of Business and Finance as needed during the year to review the school budget and make amendment proposals as necessary to meet the district goals within the expected revenues and expenses.
B. The Assistant Superintendent of Business and Finance along with the administration shall present to the Board an annual budget for approval every spring.
C. The Board Finance Committee and Assistant Superintendent of Business and Finance shall report to the Board periodically as to the budget status and changes.
D. The full Board will approve the district budget and all budget amendments.

4.6 Hiring and Evaluation of the Superintendent

4.6.1 Hiring the Superintendent

The Board will employ a Superintendent of Schools in conformity with the Revised School Code and other applicable laws.

4.6.2 Evaluation of the Superintendent

A. The Board shall evaluate the superintendent's performance annually.
B. The Superintendent Evaluation Committee shall develop the process that is to be followed by the Board for the purposes of evaluating the Superintendent's performance.
C. The Superintendent Evaluation Committee will consolidate the results of the evaluation and present it to the Board and Superintendent.
D. The Superintendent may choose to have his/her review during a closed or open session of the Board.

5.0 BOARD SELF ASSESSMENT

5.1 Board Self-Assessment

A. Board Self Assessments are done on an annual basis under the leadership of the Board Self-Assessment Committee.
B. The Board Self-Assessment Committee will compile the results of the assessment and present it to the full Board.
C. Board activities may be developed under the leadership of the Board Self-Assessment Committee.
D. The Board will follow the assessment cycle developed by the Board Self-Assessment Committee.

5.2 Board Operating Procedures

5.21 Review of Board Operating Procedures

A. Board Operating Procedures are reviewed and updated annually by the Board Self-Assessment Committee.
B. Revised Board Operating Procedures are brought to the full Board for approval.

5.22 Development of Board Operating Procedures

A. New Board Operating Procedures are developed in response to Board needs by the Board Self-Assessment Committee.
B. New Board Operating Procedures are brought to the full Board for approval.