

**OKEMOS PUBLIC SCHOOLS BOARD OF EDUCATION**



# **OPERATING PROCEDURES**

**2024**

# OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES



## OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

### **Mission Statement:**

Together...educating with excellence, inspiring each learner for life.

### **Vision Statements:**

Leading in Educational Equity

Educating Students to Care and Positively Impact their Community

### **Value Statements**

In pursuit of excellence, we value:

- **EQUITY** - Understanding, acknowledging, and responding to the diverse needs and strengths of all individuals.
- **RELATIONSHIP** - Engaging in intentional interactions to nurture respect, trust, and open communication among all.
- **CULTURE** - Creating a safe and inclusive environment that encourages kindness, empathy, wellbeing, and individuality.
- **INTEGRITY** - Maintaining exceptional ethical standards rooted in honesty and transparency.
- **INNOVATION** - Inspiring creativity and change to adapt to an ever-changing world.

**OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES**

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# OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

## ROLES AND RESPONSIBILITIES

### Responsibility and Ethics

#### **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. The School Board is the corporate 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 open communication to the staff and community. The Okemos Board of Education commits to the following governance standards developed by the Michigan Association of School Boards:

- 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.
- The Board of Education governs in a manner that is dignified and worthy of trust.
- The Board of Education is accountable to the school district community.
- The Board of Education holds the Superintendent accountable for creating the outcomes identified in the strategic plan.

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

#### **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.

#### **Code of Ethics (Policy 2302)**

The Okemos Board of Education will maintain the education and well-being of students are their primary focus, operate in a transparent manner, and adhere to the following ethical standards and principles:

1. Board Members will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools and Okemos Public Schools policies and procedures.
2. Board Members will make decisions in terms of the educational welfare of all children in the School District, regardless of ability, race, creed, sex, sexual orientation, national origin, disability, or social standing.
3. Board Members will represent all School District constituents honestly and equally and refuse to surrender their responsibilities to any partisan group or interest.
4. Board Members will avoid any conflict of interest prohibited by law or appearance of such that could result from their position and will not use their membership on the Board for personal gain.

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5. Board Members will recognize that individually they have no legal authority and that decisions can be made only by a majority vote at a public meeting of the Board.
6. Board Members will take no private action that might compromise the Okemos Board of Education or administration and will respect the confidentiality of privileged information.
7. Board Members will abide by majority decisions of the Board, while retaining the right to pursue future board discussion on ~~seek changes in such decisions~~ through ethical and constructive channels.
8. Board Members will encourage and respect the free expression of opinion by fellow Board members and will participate in Board discussions in an open, honest, and respectful manner, honoring differences of opinion and/or perspective.
9. Board Members will prepare for, attend, and actively participate in School Board meetings.
10. Board Members will become sufficiently informed about and prepared to act on the specific issues before the Board.
11. Board Members will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing their responsibility to represent the interests of the entire school community.
12. Board Members will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the School District.
13. ~~The~~ Board Members will model continuous learning and work to ensure good governance by taking advantage of leadership and professional development opportunities, including those sponsored by state and national school board associations, and encourage their fellow Board members to do the same.
14. Board Members will strive to focus on its primary work of supporting the district's vision, mission, and goals, through the allocation of resources, establishing policy, supervising the Superintendent, and advocating for students.

### Monitoring and Oversight

#### **Establishment of the District's Vision, Mission and Strategic Goals**

The Board and the Superintendent shall develop a collaborative process to develop and revise, as needed, the district vision, mission statement, and District goals.

#### **Board's Review of the District's Progress Toward Goals & Accomplishments**

- A. The Board will review progress towards the district goals 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.

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### **Board's Review of Instructional Programs**

- A. The Board will review instructional programs on an annual basis.
- B. Each Board member will be given a copy of the instructional program prior to the meeting.

### **Board's Review of Programs Other than Instructional Programs**

The Board will receive updates on non-instructional programs (i.e. Athletics, Clubs...) on an annual basis.

## Policy

### **Development and Review of Board Policy**

- A. The Board has retained a third-party vendor specializing in school policy to provide new and updated 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 reviewed and evaluated at least every three (3) years or as needed by the Board Policy Committee.
- D. 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.
- E. Board Policies shall be available for public review comment at least 30 days prior to Board action on implementation of the policy.

### **Adoption of Policies**

- A. Unless a specific motion is made to waive the reading, the Board will present and discuss district policies 30 days before implementation.
- B. After the 30-day posting period, the Board may formally adopt or approve policies.

### **Development and Review of Board Operating Procedures**

- A. Board Operating Procedures will be developed and revised in response to Board need.
- B. Board Operating procedures will be adopted via consensus of the Board.
- C. Board Operating procedures shall be reviewed yearly as part of the Board's Annual January Organization meeting.

## Budget

### **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 as necessary to meet the district goals within the expected revenues and expenses.
- C. The administration shall present to the Board an annual budget for consideration every spring. Pursuant to State law, the budget shall be approved prior to June 30.  
The Executive Director of Finance shall report to the Board regularly as to the budget status and any recommended changes.

## Superintendent As Sole Employee

### **Evaluation of the Superintendent (Board Policy 4603)**



## **OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES**

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 will adopt a state-approved evaluation process.
- B. The Board shall evaluate the Superintendent's performance annually in June.
- C. In June, the Superintendent shall give the Board a self-evaluation including supporting documentation.
- D. The Superintendent may choose to have their review during a Closed or Open Session of the Board.
- E. The Board will approve the Superintendent evaluation in open session.
- F. The Board will review and recommend contract provisions, if needed, for the Superintendent, on an annual basis.

### **Employment of the Superintendent (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.

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent.

It is the responsibility of the BOE to assess the long-term leadership needs of the District to help ensure the selection of a qualified and capable leader who is representative of the community, a good fit for the District's mission, vision, goals, and objectives, and who has the necessary skills to lead and manage the District.

It may be aided in this task by:

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

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

- A. Preparation of a written job specification for the position of Superintendent
- B. Preparation of written specification of qualification in addition to proper State certification
- C. Preparation of informative material describing this District and its education goals
- D. Where feasible, the opportunity for applicants to visit the schools of the district.
- E. 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.
- F. Solicitation of applications from a wide geographical area
- G. 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.

All interviews of applicants by the Board or a committee of the Board shall be done in open meetings. At the time of application, the Board President 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.

[AP: Add language about hybrid standardized questions]

The Superintendent must submit to a criminal history record check from the Michigan State Police.

## **OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES**

This succession procedure defines how the BOE will replace the Superintendent whether their departure is planned or unplanned as defined below.

### **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.

### **Incapacity of the Superintendent (Board Policy 4604)**

It is the legal duty of the Board of Education to appoint a Superintendent 'pro tempore' by a majority vote of the Board upon determination that the Superintendent is incapacitated in such a manner that they are unable to perform the duties of the office.

The Board shall fix the compensation of the Superintendent 'pro tempore' who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is sooner. They shall perform all of the duties and functions of the Superintendent and may be removed at any time by a majority vote of the members of the Board.

The Board will exercise its authority under law to determine the incapacity of the Superintendent at the request of the Superintendent and with medical documentation, or upon certification of a physician selected and compensated by the Board.

If the Board determines that the Superintendent is unable to perform the duties of the office, they may:

- A. At the Superintendent's request, be placed on sick leave, with pay, not to exceed the amount of their accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy.
- B. At the request of the Board be placed on sick leave with such pay to which they may be entitled, or which may be authorized by Board policy.
- C. At their request, be placed on a leave without pay.

The foregoing leave shall not extend beyond the contract or term of office of the Superintendent.

The Superintendent shall, upon request to the President of the Board, be returned to active-duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the Superintendent to establish to its satisfaction that they are capable of resuming such duties on a full-time basis.

The Board may demand that the Superintendent return to active service, and upon medical documentation that the Superintendent is able to resume their duties, the Superintendent shall return to active service.

The Superintendent may request a hearing before the Board on any action taken.

### **Superintendent's Planned Departure**

Circumstances that trigger the implementation of this Succession Procedure:

- Superintendent announces retirement or departure.

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The following are key activities that need to occur:

- 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, the BOE shall:
  - Regularly update staff and other key stakeholders on progress; and
  - Announce public meetings as appropriate.

### **Unplanned Departure: Emergency Superintendent Succession Procedure**

If circumstances trigger the implementation of the Emergency Succession Procedure, then the responsibility for the day-to-day operations of the district will fall to the Assistant Superintendent for Curriculum & Instruction until the Board can determine a more permanent course of action. **[BOARD DISCUSSION]**

Circumstances that trigger implementation of the Emergency Succession Procedure:

- Death of the Superintendent
  - Superintendent becomes permanently incapacitated.
  - Superintendent's employment is terminated.
  - Superintendent leaves unexpectedly
- A. The Board will meet within 10 business days to determine the process and schedule/timeline to be followed to replace the Superintendent.
  - B. If appropriate based on the circumstances, the Director of Human Resources shall work with and direct others to work with the appropriate authorities on any questions or concerns regarding any potential legal issues.
  - C. If the Superintendent's employment was terminated for cause and it is deemed necessary, have the interim leadership team immediately begin taking steps to:
    - Secure cash and checks
    - Secure employee files
    - Secure contracts
    - Secure key fob and other building keys
    - Change security codes, passwords and combinations.
    - Change locks.
    - Safeguard personal property of the departing Superintendent.
    - Cancel or change credit cards and authorization.
    - Change signature cards.
  - D. Until the new Superintendent assumes the position, the BOE shall:
    1. Regularly update staff and other key stakeholders on progress
    2. Publish a written memo to staff, District parents and other key stakeholders explaining the event and anticipated actions.

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.

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The Superintendent so appointed shall devote themselves to the duties of the office.

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.

M.C.L. 15.601, et seq., 380.1229, 380.1230, 380.1246, 380.1536

### **Hiring of Personnel Other Than the Superintendent**

- A. The Board does not directly hire any personnel other than the Superintendent.
  1. 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.
- B. After the selection is completed, the Superintendent will:
  1. Provide the name of the recommended candidate in the Board packet before the upcoming Board meeting.
  2. Provide the number of applicants, the number of interviews conducted, and the number of finalists.
  3. Provide the rationale for why the candidate is recommended.
- C. The Superintendent, upon request of a Board member, will provide feedback on the process gathered from the interview committee after the position has been filled.

## ELECTIONS AND DEVELOPMENT

### Becoming a Trustee

#### **Candidates**

The Board President and Superintendent will host an informal meeting for all candidates. Topics to be covered:

- District Overview
- Overview of the Roles and Responsibilities of School Board Members
- MASB Get On Board - Candidate's Guide to School Board Elections
- MASB Recruiting School Board Candidates

#### **Procedures for Filling a Board Vacancy (Policy 2404)**

- A. 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.)
  1. A Special meeting date will be set to interview and appoint a new Board member.
  2. The vacancy will be announced via the district website and appropriate media outlets and will supply all potential candidates with the information needed (application, resume, etc.) in order to be considered for the vacant seat.
  3. All Board members will review candidate information prior to the Special meeting.
  4. The Board President, with input from other Board members, will create a list of questions to

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- be answered by all applicants during the interview process.
5. Based on the candidate information that was reviewed, and the number of applicants, the Board may limit the number of interviews conducted.
  6. All applicants who will be interviewed must be present at the start of the Board's Special meeting.
  7. Each applicant will draw a number to determine the order of the interview.
  8. Applicants who are not being interviewed will be sequestered in a room outside of the Board room.
  9. 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.
  10. Any candidate that uses an electronic device will forfeit their application.
  11. Once interviewed, applicants may stay in the Boardroom to hear the answers of the other applicants.
  12. The Board will ask each applicant the same questions.
  13. 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.
- B. After each applicant has been interviewed, the Board will narrow the list of candidates through the following process:
1. Each applicant's name will be announced separately with a question of support asked.
  2. All Board members will narrow their support to their top 2 or 3 candidates.
  3. After each name is called and a tally of the number of Board members who support each candidate is announced, the top 2 candidates will then be announced.
  4. The Board will then discuss the top 2 candidates. After discussing both candidates, a Board member may make a motion to name a candidate as the new Board member.
  5. If a candidate's name is placed in nomination and supported, Board members should have another opportunity to discuss the candidate nominated.
  6. After the discussion is over, a vote on the motion is taken. (no written votes)
  7. If the candidate earns a minimum of 4 votes, they will be appointed as the new Board member.
  8. If the nominated candidate does not receive 4 votes, we then proceed back to 4 above, until either of the 2 candidates receives 4 votes.
  9. The Superintendent is not to be involved in discussion, voting, or making of the selection.

### **New Members**

The following items shall be part of the agenda during new Board member orientation by the Board President with the assistance of the Superintendent.

- Orientation to the Board/Board responsibilities
- Access and use of the Board Policies, Board Operating Procedures
- Orientation to Board/Superintendent Roles and Relationship. The following items are generally shared areas of expertise between the Board and the Superintendent, and therefore should be a joint responsibility in the orientation process.
  - Clarification of roles and responsibilities including a discussion about "who decides" particular types of issues.

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- Explanation of the Open Meetings Act, and the Freedom of Information Act (FOIA)
- Explanation of how authority is delegated to the Superintendent.
- Explanation of the District's Administrative Guidelines manual.
- A copy of the Superintendent's job description and contract and discussion of how it evolved.  
A copy the current Superintendent evaluation, current materials, and discussion of how and when they are used. Additionally, Board Members will be notified of legally required Superintendent Evaluation Training.
- An explanation of how communication flows between Board members and the Superintendent and how to use the chain of command, and access to the concerns flowchart.
- A review of written Board policies governing the Board/Superintendent relationship.
- School Finance:
  - Access to the District's budget. Explanation of how, when and by whom it is prepared; how the district's mission and goals are translated into a dollar and cents plan; where the money comes from, where it goes and how it is spent. Other points may include:
    - Fund Balance
    - Grants
    - Past, Current, and Future Budget Priorities
  - An explanation of financial accountability processes: how funds are accounted for; how expenditures are authorized; what financial reports are provided and how to interpret them, including summary of the last audit, etc.
  - An explanation of the funding process for the school District.
  - A description of the district's student enrollment trends and projections.
  - Data on district per pupil cost and expenditures.
  - An explanation of the assessed valuation and tax structure of the district.
  - Data on the existing bond indebtedness of the district and when various building debts will expire.
  - Information on federal and state aid to your District's education program.
- School District Facilities:
  - Summary showing the number, location, condition, and anticipated maintenance and repair costs for each building owned/operated by the district. This list shall be updated January 1<sup>st</sup> of every year.
  - An explanation of construction projects contemplated and in process.
  - A description of the district's building maintenance program, including the third-party custodial agreement.
  - A description of the geographic boundaries and attendance zones for each of the schools within the district.
- School Curriculum and Instruction
  - An explanation of curriculum standards required by state law and implemented by the State Board of Education and District's process for reviewing and selecting curriculum materials.
  - An explanation of district-wide and local school improvement initiatives (areas of strength, areas for growth)
  - An explanation of the educational offerings of the district, including Montessori, Wilson Talent Center, Michigan Virtual, etc.
  - Information on state standardized testing, information on the District's MTSS and growth data, recent results, and the utilization of those results.

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- Data on the percentages of student who go on to various other post-graduations options (four-year college, two-year college, military, trade school, etc.)
- Explanation of teacher-pupil ratio and median class size, by grade level, for the district.
- An explanation of the district's involvement with the Ingham ISD, other collaborative educational facilities/programs, and Schools of Choice.  
The district's special education programs/courses offered for students. (PRICCO)
- A description of libraries, technological tools and other instructional materials in use now or planned for the future.
- A listing of extra and co-curricular activities (Schedule B of OEA Contract) in the district.
- Explanation of Board Policies on Library and Textbooks
- Explanation of curriculum review process
- Explanation of the District's policies related to reproductive health.
- Administration and Staff
  - A copy of the job description of the Superintendent, Board Secretary and top administrators. (MARIO)
  - An organizational chart of the school district's management structure. (MARIO)
  - An explanation of personnel recruitment and hiring procedures. (MARIO)
  - Data on average and median salaries of teachers and administrators. (MARIO)
  - Data on staff/administrator ratios. (MARIO)
  - A copy of the district's collective bargaining agreement(s), and a brief history of the recent collective bargaining activities in the district. (MARIO)
  - An explanation of the district's evaluation criteria and procedures for administrators, teachers and support staff. (STACY – teachers, MARIO – everyone else)
  - An explanation of the district's orientation and mentoring program for new teachers.
  - An explanation of the district's staff development program.
- School-Community Relations
  - An explanation of programs, activities and interest of education-oriented groups and associations (e.g., PTO/A, family councils, booster clubs, Okemos Education Foundation, Okemos Music Patrons, Okemos Athletic Boosters, advisory committees, sports clubs etc.).
  - An explanation of the district's public relations program, the district "Brand", how it is coordinated, and what activities regularly take place (e.g. Homecoming, Fun Run, Trunk or Treat, Woof Pack).
  - An explanation of the District's internal and external communication plan.

### **Compensation (Board Policy 2306)**

Board members receive no compensation per District policy.

### **Reimbursement of Expenses (Board Policy 2305)**

#### **Vacancies**

#### **Elected/Appointed**

### Board Learning and Development

#### **Certification/Continuing Education**

- A. New Board members are required to participate in MASB Superintendent evaluation training prior to evaluating the Superintendent.

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- 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.

### **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.
- D. Any discrepancy will go to the whole Board for approval.

### **Board Members Site Visits**

- A. All Board members are encouraged to attend District events.
- B. All Board members must notify the principal or designee and Superintendent of visits to campuses when they are not attending a scheduled or normal parental activity, during school hours.
- C. Board members will check in at the office.
- D. Site visits are intended to help Board members learn about the relationship between district policy, leadership, and budgetary investments and school operations. Board members will not engage in any activity related to the employee evaluation

### **Self-Assessment**

- A. The Board self-assessment is done annually in June.
- B. Self-assessments are done as a team (Board and Superintendent), facilitated by an independent third party.

## COMMUNICATION AND FUNCTION

### Internal and External Communication

#### **Board Member Communication with Each Other**

- A. All Board members shall have an understanding and comply with the Open Meetings Act.
- B. Electronic Communications:
  - 1. In order to avoid potential OMA violations, all communication regarding Board business intended for the entire Board shall go through the Superintendent's Executive Assistant. Board members will not "Reply All" to electronic communications sent to all Trustees.

#### **Board Member Responses to Employee Contacts**

The Board recognizes that as elected officials there will be requests and contacts from employees, therefore 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.



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### **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.

### **Board Member Responses to the Community**

The Board communicates formally with the community through public hearings, regular Board meetings, and community forums.

The Board recognizes that as elected officials there will be interactions, requests, and less formal contact from the public, therefore strict adherence to this procedure is require.

- A. Explain to the community member that any information shared will be dealt with according to District policy.
- B. Listen with empathy and understanding.
- C. Refer to the Point of Contact Flowchart and inform the Board President and Superintendent where appropriate.

### **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.

### **Administration Communications with Board Members**

- A. The Superintendent will exercise their best judgment and discretion to determine when information should be shared with Board Members based on the specific situation.
- B. Three types of communication with Board members:
  - 1. Not urgent or not in the media – Updates in the Yellow Sheets
  - 2. Very important, but not a crisis – Email to each Board member
  - 3. Crisis/Emergency situation – Phone call to each Board member
    - a. In the case of an emergency or crisis, when safe to so do, 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.

### **Community Electronic Communications 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.
  - 10. 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

## OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

district. Any operational or staffing issues should go through the building principal first, then to the administration.”

11. Any community email inquiries should be shared through the Superintendent’s Office with other Board members.
12. 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 individual Board members cannot address your inquiry individually and that Board members are charged with the visions, 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 address and resolved at the most efficient and appropriate level. Classroom issues should always be first addressed with the classroom teacher.*

- B. 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.

### **Community Communications Directly to a Board Member**

The Board recognizes that as elected official there will be requests and contact from the public, therefore strict adherence to this procedure is required.

- This does not apply to casual conversations with community members.
- The Board member should inform the Board President and the Superintendent about the issue.
- Listen with empathy and understanding.
- Direct the community member(s) to the Point of Contact Flowchart
- Should the complaint rise to the Superintendent, information regarding the issue will be included in the Friday update as appropriate.

Any community email inquiries should be shared through the Superintendent’s Office with other Board members.

### **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.

### **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.

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- 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.

### **Leadership and Organization (Board Policy 2505)**

#### **Selection and Operation of Board Committees**

- A. Committee members are appointed by the Board President.
- B. Responsibilities of each standing committee:
  - 1. LET'S DISCUSS COMMITTEES [**BOARD DISCUSSION**]
  - 2. Policy – To review and recommend revisions to Board policies and Board Operating Procedures.
  - 3. Advocacy – To review new legislation, its impact on the district, and recommend resolutions for adoption. Additionally, 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.
- C. 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.
- D. Minutes and notes of committee meetings will be posted in BoardBook.

#### **Election of Officers (Board Policy 2401)**

The Board shall elect a President, Vice-President, Secretary, Treasurer and Parliamentarian.

There will be a nominating committee of the whole that will meet in January for the election of officers.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.

- A. Removal from consideration: An individual Board member may, by simple announcement, remove themselves from consideration for any or all offices of the Board.
- B. The Officers shall be President, Vice-President, Treasurer, and Secretary who shall be members of the Board. 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. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
- C. At the first eligible public meeting of the Board after the Trustee and the term begins, the current

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Board President will ask for any Board officer nominations. Each office will be voted on separately by the Board.

D. A vacancy among officers of the Board shall be filled by majority action of the Board.

### Role and Authority of Officers

- A. No Board member or officer has the 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 Policy 1001 – Organization and Functioning of the Board, President, Vice President, Treasurer, and Secretary.

### 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.

## MEETINGS

### Open Meetings Act (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 member shall adhere to the Board Code of Ethics.

### Regular Meetings (Board Policy 2501)

#### Developing the Board Meeting Agenda

The Board President and the Superintendent shall prepare and 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. [BOARD DISCUSSION]

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.

Each agenda may contain the following statement:

"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 community meeting. There is a time for public participation during the meeting as indicated in agenda item."

## **OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES**

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 should be received no later than seventy-two (72) hours prior to the meeting so as to provide time for the study of the agenda by the member. 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.

- It is the preference of the Board that action items are not added after this time.
- Discussion items may be added if there are time constraints that need to be accounted for.
- Action items should not be added unless timing is critical.

The Board shall transact business according to the agenda prepared by the Superintendent and Board President 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.

### **Consent Agenda**

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

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.

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.

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.

### **Regular Board Meeting Agenda Items**

- A. Meeting Location
- B. Opening Items:
  1. Call to Order
  2. Welcome and Meeting Format
- C. Presentations
- D. Citizens Address Agenda and Non-Agenda Items
- E. High School Student Reports/Requests
- F. Superintendent Reports/Requests
- G. Board Reports/Requests

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- H. Consent Agenda
- I. Other Action Items
- J. Discussion Items
- J. Comments from the Public
- M. Other Matters
- N. Adjournment

### Annual Calendar of the Board Agenda Items

In addition to monthly agenda items listed above, the items below may be presented as scheduled in the following annual outline: ADD GROWTH DATA THREE TIMES A YEAR)

Month	Agenda Items
July	Superintendent Evaluation Superintendent Objectives
August	Identify Board Priorities for Upcoming School Year
September	MASB Delegate Appointment(s) Winter Tax Levy
October	Resolution of the Board – National Principals’ Month
November	Audit Report – Action Summer Tax Collection – Info & Disc, then Action NEA, Administrative, Executive Council Contract Renewal
December	
January	Organizational Meeting Items Overview of FOIA, FERPA, and Open Meeting Act Read Code of Ethics Election of Officers Committee Assignments Installation of new Board members (Every other year) Resolution of the Board – National School Board Month
February	Michigan School Scorecard Report
March	Administrative Contracts
April	Approval of Summer School Plans
May	Staff Appreciation Week Proclamation Ingham School Budget – Info & Disc., then Action Ingham Schools Biennial Election Resolution Association Membership Info & Disc.: MASB, NSBA, OCSBA, MHSAA membership renewal
June	Board of Education Meeting Dates – Info & disc., then Action District Budget – Info & Disc., then Action Association Membership – Action Fiscal organization meeting: MASB, NSBA, OCSBA, MHSAA membership renewal Student Accident, Catastrophic Insurance renewal Pass balanced budget for subsequent school year

# OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

	Board Self-Assessment
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## **Broadcasting and Taping**

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.

All regular meetings shall be recorded and archived. Special meetings may be stream and/or recorded at the discretion of the Superintendent in consultation with the Board President/Executive Committee. **[BOARD DISCUSSION]**

## Special Meetings

### **Annual Organizational Meeting (Board Policy 2506)**

The Board of Education shall organize annually not earlier than January 1st immediately following an election held on a November regular election date and not later than the first meeting in January at a meeting held for that purpose. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of a President.

Organizational Meeting Items:

- Overview of FOIA, FERPA, and Open Meeting Act
- Read Code of Ethics
- Election of Officers
- Committee Assignments
- Installation of new Board members (Every other year)
- Resolution of the Board – National School Board Month

## **Work Sessions Language?**

### **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.

### **Staff Grievances and Student/Employee Discipline Hearings (Board Policy 5206, 5206A)**

- 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 staff member's name in any open discussion.

### **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.

### **Participation by People Other Than Board Members in Closed Session**

Participants are limited to:

## OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

- 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 person that the Board approves.

### Meeting Protocols

#### **Guidelines for Board Members (BOARD POLICY 2502)**

- A. Board members wishing to have something placed on the agenda will:
  1. Make the request to the Board President, after gaining the support of another Board member.
  2. The request will be reviewed by both the Board President and the Superintendent.
  3. The Board President shall do one of more of the following:
    - a. notify the Board member when it will be placed on the agenda or when it may already be scheduled for discussion.,
    - b. refer it out to appropriate committee for initial discussion or recommendation, or
    - c. 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 notifying all Board members during the Board Members Reports and Request portion of the agenda.
- B. Board members wishing to remove something from the agenda will:
  1. Make the request to the Board President.
  2. The request will be reviewed by both the Board President and the Superintendent.
  3. The Board President will make the final decision on the request.

**Meeting Procedures refer to Roberts Rules/insert handout from MASB Language?**

#### **Board Member Preparation for Meetings**

- A. Board members will come to Board meetings prepared to discuss and/or take action on all agenda items.
  1. Study the material posted online in BoardBook.
  2. 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:
  1. Should be sent directly to the Superintendent. Whenever possible, all board members should be included in any response to questions.
  2. Should be submitted a minimum of 48 hours prior to a scheduled board meeting where items are to be discussed, whenever possible. (MASB)
- C. The Superintendent shall provide updated presentation materials in BoardBook at least 3 hours prior to the start of the Board meeting.

#### **Board Meeting Protocol**

- A. 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.
- B. Board members will demonstrate respect to fellow Board members, staff, and public participants through the following behavior:
  - Listen and treat each other respectfully.
  - Be cordial when disagreeing.
  - Say what needs to be said as briefly and clearly as possible.



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- Direct comments solely to the business under deliberation
- Address each other, staff, and public by title (Dr., Mr., Mrs., Ms., Trustee, etc.) and last name.
- Only speak after acknowledgment from the Board President/Chair.
- Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation.
- Focus on issues, not people or personalities.
- Courteously accept other viewpoints and Board votes, which were not personally supported.
- Seek solutions and reasonable compromises or consensus when there are differences of opinion.
- Make decisions in the context of what is best for all students in the district.
- Be willing to accept responsibility for personal behavior and communications.
- Promote dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).
- As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.

### **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.

### **Board Member Participation in Discussion, Debate and Voting (Board Policy 2503)**

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, constitutes a breach of the Board member's duty as a public official. In situations in which there is a tie vote, and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

184ch App 681, 684 (1990)

- A. All Board members shall vote on all action items unless a conflict of interest applies. This conflict must be disclosed prior to discussion.
  - Familial
  - Financial
- B. All Board members may make motions, second motions and enter into discussion on all agenda items.
- C. In case of a tie, the action item fails.
- D. In case of a less than unanimous vote, the Board will support the majority decision and go forward in harmony.
- E. A majority of entire Board is needed to pass an action item.

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All actions requiring a vote may be conducted by voice or roll call provided that the vote of each member be recorded. All votes shall be by roll call when members of the Board participate from a remote location via electronic means. Proxy voting shall not be permitted. Any member may request that the Board be polled.

### **Public Comment (Board Policy 2504)**

#### **Language?**

#### **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 the Public Comments period. 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. Online Participants who wish to give Public Comment shall provide their name and address to the district's facilitator.

#### **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:
  1. Items on the agenda will be discussed as appropriate and scheduled on the agenda.
  2. Items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board Policy.
  3. All public comments may be followed up by the Superintendent or designee within three business days.
- C. The Board President may 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.

**[BOARD DISCUSSION]**