

# **LIVONIA PUBLIC SCHOOLS BOARD OF EDUCATION**

## **OPERATING PROCEDURES**

In effective school systems, the Superintendent and the Board function as a “Board Team.” The School Board is the corporate policy making body for the district, and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Livonia Board of Education Trustees and Superintendent function as a “Board Team” to provide open communication to the staff, students, parents, and community members of the district.

The Livonia Board of Education adopts these guidelines as Standard Operating Procedures to facilitate clear expectations and smooth operations of the School Board, and to effectively communicate these with the Board Team, staff and members of the district.

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# Livonia Public Schools Shared Vision

Livonia Public Schools stands as a lighthouse district, a beacon of excellence offering exceptional educational opportunities to all children and serving as a source of pride for our community. As a premier school system, we promote a passion for learning and a philosophy that puts the needs of children and their education first.

**Climate and Environment** We are a caring community that knows and lifts every child. All employees, parents and community members appreciate and honor the unique contributions each brings to our education community. Therefore, we see a school district where we...

- provide a safe, joyful, welcoming environment for all who enter and a place where students are eager to learn
- respect, value, empower and trust one another
- celebrate the uniqueness of each individual in a climate of acceptance and understanding
- value open, honest, and two-way communication among all stakeholders (families, students, staff and community)
- invite parents and community members to be active partners
- benefit from facilities that are updated, well maintained and inviting, including cutting-edge technology and equipment

**Engaged Learners** An exemplary learning community inspires and motivates all students to reach their full learning potential. Therefore, we see a school district where students...

- experience joy in learning
- flourish in a learning environment where creativity and imagination abound
- are encouraged to give their personal best and challenged to go beyond the ordinary
- have their unique learning needs met
- experience learning that connects to the real world through a variety of opportunities for exploration
- are assessed using reliable and timely instruments that measure what students are expected to learn, and guide instruction

**Enhancing Employee Capacity** As an exemplary school district, we operate on the premise that a school district can only be as good as the people it employs. Therefore, we have a deep commitment to holding the highest standards for ourselves and others, and providing the opportunity to learn and grow. We see a school district where an empowered staff.

- works cooperatively and collaboratively to expand their ability to support and improve student
- broadens the potential for success through innovative and creative ideas
- values and seeks meaningful individual professional development
- experiences focused professional development based upon best practices and current research
- uses state-of-the-art technology and equipment to enhance job effectiveness

**Organizational Capability** We understand that the pursuit of excellence requires persistence, tenacity and courageous patience. Therefore, we see a school district where our processes support

- continuous improvement in all that we do
- implementation of innovative ideas when determining structural and operational changes
- participative problem-solving and decision-making

**Outcomes For Our Students** Our schools excel at preparing each student for his/her life journey. Therefore, we see a school district where students are

- persons of character who are contributing members of society and life-long learners
- independent, confident and hopeful, with the skills to plan a successful future
- analytical and capable decision makers
- proficient in math, literacy and communication skills
- prepared for future education and career opportunities

This Shared Vision document provides the “imagination” of what we hope to become, a blueprint for continuous improvement, and the benchmarks by which we will evaluate our progress. We dedicate ourselves to these ideals.

# **Livonia Public Schools Collective Commitments**

The Livonia Public Schools Shared Vision provides the imagination of what we hope to become and a blueprint for continuous improvement. The clarity of our Shared Vision and commitment to it is crucial to our success. We have identified the following Collective Commitments that will define the behaviors that lead us to our Shared Vision.

## **Learning: Our Priority**

- Learning is what we're all about - for students as well as adults. We are committed to both individual and collective growth.
- We make learning come alive through engaging and inspiring our students.
- Individual differences matter; we strive to provide for our students' unique needs.

## **Our Environment**

- We create positive, welcoming and safe environments where students, staff and parents are eager to learn, work and visit.

## **Our Interactions**

- Respect and integrity are at the core of our interactions with one another. When these are compromised, everything is compromised.
- We model responsible, ethical behavior.

## **Our Practices**

- We collaborate in order to produce results superior to those achieved individually.
- We are innovative in our pursuit of excellence. We actively seek a better way.
- We recognize and celebrate our successes.

## **Our Communication**

- We want everyone to have a real voice. With that comes a responsibility to speak openly, to listen to others, and to be part of the solution.
- We engage in open and timely communication with each other.

## **Our Resources**

- We safeguard and conserve our district resources with great diligence.

We will honor, advance and value these Commitments; the education of our students depends on it.

# BYLAWS OF THE BOARD

BHA

## BOARD OPERATIONS CODE OF ETHICS

May 18, 2015

**As members of the Livonia Public Schools Board of Education, we shall promote the best interests of the school district as a whole, and will make decisions that place student learning and the success of all students first by adhering to the following educational and ethical standards:**

As a Board member,

I will make decisions in terms of the educational welfare of children, and will seek to develop and maintain schools that meet the individual needs of all children regardless of their race, color, national origin, age, religion, sex, height, weight, marital status, or handicap/disability.

I will focus Board action on policy making, strategic planning, and designating and evaluating the Superintendent.

I will recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day-to-day operations of the District and will not seek to participate in the day-to-day operations.

I will review and evaluate all policies, bylaws, procedures, and processes, and will work to make desired changes so they will be current, ~~up to date~~, and relevant.

I will come to Board meetings prepared to discuss and take action on all agenda items. I will study the material in the Board packet and follow established Board Operating Procedures for additional information prior to each Board meeting.

I will give the Superintendent or Board President notification of my concerns prior to the Board meetings, so that the concerns can be properly addressed.

I will understand that I have not only the right, but the duty, to express my views and opinions and ask questions at the Board table, and will make a good faith effort to understand the views of others.

I will recognize that the Board must make decisions as a whole in public. I will render all decisions based on the available facts and my independent judgment, and I will refuse to surrender my independent judgment to individuals or special interest groups.

I will avoid being placed in a position of conflict of interest, and, if such a conflict is unavoidable, I will disclose such interest and abstain from voting on such matters.

I will respect the decision and the implementation of the consensus of the Board once a decision has been made.

I will recognize that while I am free to express my personal views, the Board President is the spokesperson for the Board and the Superintendent is the spokesperson for the District.

I will be respectful and listen to all ideas presented to the Board, be it from parents, staff, students, community members, other Board members, or other stakeholders. I will listen and then refer any person to appropriate personnel.

I will communicate to other Board members and the Superintendent expression of public reaction to Board policies and school programs.

I will exercise caution when communicating between and among Board members via electronic communication, and will abide by the Open Meetings Act.

I will hold confidential all matters that, if disclosed, would needlessly injure individuals, schools, or the district. I will respect the confidentiality of information that is privileged under law, including closed session discussions.

I will stay informed about current educational issues by individual study and through participation in programs providing needed information; for example, those sponsored by my state and national school board associations.

I will take no private action that will compromise the Board, the Administration, or the District.

I will refrain from using my Board position for personal or partisan gain.

I will support the employment of those persons best qualified to serve as District staff.

I will support and protect District personnel in the proper performance of their duties.

I will, along with my fellow Board members, review, revise (if appropriate) and sign this Code of Ethics annually at the beginning of each year.

### **As Board President,**

I will ensure that persons addressing the Board follow established policy guidelines as outlined in Board policy.

I will ~~ensure that~~ **advise** persons addressing the Board **to** do so in a ~~professional~~ **respectful** manner and not allow inappropriate communication to be directed to the Board or the Superintendent during Board meetings.

I will ensure that all Board members are given an opportunity to express their views. I will work toward building consensus among all Board members.

I will follow parliamentary procedure, to the extent that it does not conflict with Board policy.

## **1.0 MEETINGS**

### **1.1 Developing the Board Meeting Agenda (BCBC)**

#### **1.1.1. Who can place items on agenda and the guidelines:**

- A. Agendas are created by the Superintendent and Board President, and presented to the Board no later than the Friday preceding the Regular Meeting.
- B. Any two Board members may request in writing or verbally to the Superintendent or Board President any item they desire to have placed on the agenda.

#### **1.1.2. Use of Consent Agenda: (BCBC)**

- A. A consent agenda may include items of a routine and/or recurring nature 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. The remaining items shall be adopted under a single motion and vote.

Consent Agenda Items, may include but not limited to

- 1. Routine items
- 2. Minutes for approval
- 3. Bills for payment
- 4. Routine renewals
- 5. Items recommended by the Superintendent and agreed to by the Board

#### **1.1.3. Committee of the Whole Meeting Agenda**

- A. Call to Order
- B. Audience Communication (Limit 3 minutes per person, 15 minutes total)
- C. Business Items
- D. Additional Audience Communication (if first ran beyond allotted 15 minutes)
- E. Adjournment

#### **1.1.4 Regular Board Meeting Agenda Outline (BCB)**

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Communications
- E. Audience Communications (limited to a total of fifteen (15) minutes, with remainder following Personnel Matters)
- F. Consent Agenda (Items on the Consent Agenda are to be voted on as a single item by the Board. Any Board member may remove items from the Consent Agenda prior to the vote. Items which are removed from the Consent Agenda will be discussed individually following the Consent Agenda.)
- G. Approval of Minutes of Previous Meeting(s)
- H. Instructional Matters
- I. Business Matters
- J. Personnel Matters
- K. Remainder of Audience Communications
- L. Reports from the Superintendent
- M. Hearing from Board Members
- N. Adjournment

### 1.1.5 Annual Calendar of Board Agenda Items

A. In order to ensure smooth and efficient Board responsibilities, and to ensure appropriate oversight of district operations, the Board will create an annual agenda of action items to be completed. They are as follows:

### BOARD OF EDUCATION - ANNUAL CALENDAR

*Purpose:* The calendar below reflects a planned schedule to help the Board of Education meet its responsibilities as outlined by Board Policy and best practice through MASB, including:

\* **Setting Policy**      \* **Evaluation of Superintendent**      \* **Strategic Planning**      \* **Budget Review**

July	<ul style="list-style-type: none"> <li>• Annual Organizational Meeting</li> </ul>
July / August	<ul style="list-style-type: none"> <li>• Mid-Year Superintendent Review</li> <li>• Finalize Goals for Upcoming School Year (Strategic Planning)</li> </ul>
September	<ul style="list-style-type: none"> <li>• Annual Education Report - Review of Student Achievement Data and District Initiatives</li> </ul>
October	<ul style="list-style-type: none"> <li>• Board Workshop to Discuss Governance, Board Self-Evaluation</li> </ul>
November	<ul style="list-style-type: none"> <li>• Annual Audit Report- Review of District Financial Condition</li> </ul>
November / December	<ul style="list-style-type: none"> <li>• Compile Necessary Information, Complete Superintendent Evaluation, and Review Superintendent Contract</li> <li>• Bargaining Strategy (in applicable years)</li> <li>• Review 1<sup>st</sup> Budget Amendment for Current Year</li> <li>• Begin Discussion of Board Officers for Following Year</li> </ul>
January	<ul style="list-style-type: none"> <li>• Seat new Board Members (in applicable years)</li> <li>• Elect Officers (annually)</li> <li>• Review/Revise the Code of Ethics (Policy BHA), Bd Operating Procedures</li> <li>• New Board Member Orientation</li> <li>• Board Workshop to Discuss Governance</li> </ul>
January/February	<ul style="list-style-type: none"> <li>• Review progress on superintendent goals</li> </ul>
March	<ul style="list-style-type: none"> <li>• Board Workshop to Discuss Governance</li> </ul>
March / April	<ul style="list-style-type: none"> <li>• Initial Budget Projections for Following Year</li> <li>• Review 2<sup>nd</sup> Budget Revision for Current Year</li> <li>• Review Superintendent Evaluation Process for Following Year</li> </ul>
March – June	<ul style="list-style-type: none"> <li>• Budget Planning for Following Year</li> </ul>
April	<ul style="list-style-type: none"> <li>• Report from District School Improvement Team on District Goals – Shared Vision (Strategic Planning) -- Approve DSIT Goals</li> </ul>
May / June	<ul style="list-style-type: none"> <li>• Review Curriculum Material Needs for Following Year</li> </ul>
June	<ul style="list-style-type: none"> <li>• Review Final Budget Revision for Current Year</li> <li>• Approve Budget for Following Year</li> </ul>
Ongoing	<ul style="list-style-type: none"> <li>• Policy Review</li> <li>• Facility Review (sinking fund projects, long-term facility plan, etc.)</li> <li>• Analyze New State Requirements for Schools</li> <li>• Review Student Performance Indicators</li> <li>• Program Review</li> </ul>



## 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. Board members are responsible to study the material in the Board Packet sent to them prior to the meeting.
  2. Requests for additional information will be addressed through the superintendent as follows:
    - a. Board members are always encouraged to ask questions of the Superintendent and his/her designee and have their questions answered.
    - b. Requests to the Superintendent to provide documentation or reports shall be made by a majority of Board members to the Superintendent. Within two weeks, the Superintendent shall respond by providing copies of the requested material to all Board members, or provide reports as directed by the Board.

### Another option for b.:

Requesting documentation from the Superintendent or Staff shall be as follows: Board member emails request to Superintendent and all members of the Board. Superintendent or their designee shall forward requested documents to all Board members for their review either through electronic means or via weekly Board packet. Board member requesting documentation shall report to the rest of the Board their findings or concerns if any.

- c. If there are persistent concerns by any Board member, he/she shall bring the concerns to the entire Board. The Board of Education will determine collectively how the issue will be addressed.

## 1.3 Board member participation / conduct during meetings (BCBFA)

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

### 1.3.1 Board Meeting Protocol (BHA)

- A. A Board member will maintain professional and courteous behavior throughout the meeting.
- B. Board member will demonstrate respect to fellow Board members and public participants by:
- Directing comments solely to the business under deliberation.
  - Addressing each other, staff, and public by title and last name.
  - Speaking only after acknowledgement from the Board president or committee chair.
  - Seek solutions and reasonable compromises or consensus when there are differences of opinions.
  - Setting electronic devices in a non-audible mode during Board meetings. Emergency situations warrant exceptions.
  - No surprises.

### 1.3.2 Persons addressing the Board (BCBI)

- A. Audience participation at Board meetings is limited to the portion of the meeting designated as Audience Communication. 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.

- B. A person may address the Board on an agenda or non-agenda item. Such person is requested to complete an Audience Communication form located just outside the Boardroom and give the form to the presiding officers or designee prior the Audience Communication part of the agenda. Each speaker may address the Board twice during each meeting for no more than three minutes each time.
- C. At Regular and Committee of the Whole meetings the Board shall allot 15 minutes during Audience Communication to hear persons who desire to make comments to the Board, with any remaining speakers to be heard following Personnel Matters at regular meetings or after the last agenda item at the committee of the whole meetings or study sessions.
- D. Delegations of several persons addressing the same issue are encouraged to appoint one person to present their views to the Board.
- E. Taping, videotaping, and photographing are permitted in an area designated by the Board and in such a manner as to not disrupt the dignity and function of the Board meeting. Taping, videotaping, and photographing of individuals or groups that are being recognized will be allowed outside the designated area during the Communications portion of the meeting. If the meeting is being disrupted, the Board may direct all taping, videotaping or photography to cease.

### **1.3.3 Board response to persons addressing the Board**

- A. During Audience Communication Board members are to listen to comments without response.
- B. The Board President may direct administration to investigate item(s) and report back to the Board and/or the individual citizen.
- C. Board members should not respond or enter into discussion with the audience during the meeting because:
  - 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. Since all Board members may not have had an opportunity to fully review the issue being presented prior to the meeting, comments would not be appropriate.

### **1.3.4 Discussion of Employee/Student Issues**

- A. The Board will not encourage or actively participate in negative comments regarding individual employees or students.

### **1.3.5. Hearings, Grievances, Student / Employee Discipline**

- A. The Board will conduct all hearings or presentments in accordance with the applicable Board policies.
- B. During hearings or presentment, the Board President or Superintendent may seek legal counsel as deemed necessary.
- C. The Board shall not use any student's name outside of closed sessions.
- D. Student / disciplinary hearings will be held in closed session if requested in accordance with Board policy and state law.

### **1.3.6 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.

- C. The Board member, prior to giving their comments, shall ask for and receive recognition by the presiding officer.

**1.4 Board member participation in discussion, debate and voting (BCBFA, BHA)**

- A. All Board members shall vote on all action items unless a conflict of interest applies.
- B. All Board members may make motions, second motions and enter into debate on all agenda items.
- C. In case of a tie, the motion fails. The President may bring the item back to the Board on a subsequent agenda.
- D. In case of a less than unanimous vote, the Board will respect the decision and the implementation of the consensus of the Board once a decision has been made.
- E. A majority of the entire Board is needed to pass a motion, with the exception of two thirds of the entire Board needed to go into closed sessions for certain purposes as determined by law (see Board policy BDBK).

**1.5 Board member responses to inquiries about closed sessions**

- A. Any information from a closed session is confidential and shall not be discussed outside of the closed session.

**1.6 Participation by people other than Board members in closed discussion**

Participants are limited to:

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

**1.7 Board organization**

**1.7.1 Election of Officers (BBA, BBAA)**

- A. An individual Board member may decline nomination for any or all offices.
- B. The Officers shall be a President, a Vice President, Secretary, and Treasurer. The President, Vice President, and Secretary shall be members of the Board. Board officers shall serve for a term of one year, or until a successor is elected. Officers are not term limited.
- C. At the Organizational Meeting in January the current Board President will ask for Board officer nominations. Each office will be voted on separately by the Board.
- D. In the case of a vacancy of the office of president, the Vice President shall succeed to the office of President for the remainder of the term. A vacancy in the office of Vice President or Secretary of the Board shall be filled by a majority vote of the Board.

**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 policy: BBABA, BBABB, BBABC, BBABE, BBC.

**1.8 Selection and operation of Board committees (BBABA, BBC)**

- A. Standing committees are appointed by the Board President.
- B. Standing Committees include Finance, Building and Site, Curriculum, Legislative, Policy, and

- Personnel.
- C. Board members serving on standing committees will make recommendations or advise the Board as a whole relative to the committee's area of study.
  - D. The committee chairperson shall function as the liaison person between the Board and designated staff, facilitate their committee's portion of Committee of the Whole meetings, take brief minutes of their committee's work in study sessions, and keep and update the committee folder for the next committee chairperson.
  - E. Ad hoc committees are appointed by the Board President. Ad hoc committees may be formed as deemed necessary by the Board and appointed by the Board President.

## **2.0 COMMUNICATION**

### **2.1 Board member communication with each other**

- A. Board members shall not deliberate issues outside of the Board meetings.
- B. Board members may have one on one conversations, as long as the content stays between those two individuals.
- C. Electronic communications
  1. Board members shall abide by the Open Meetings Act.
  2. Communications shall be recognized as potentially subject to FOIA.
  3. One on one communications are permitted. Forwarding such messages is not permitted.
  4. Sending informational messages to a group is permitted, ~~but~~.
  5. ~~M~~members may not "reply all" or forward to other Board members ~~if the~~ a message that pertains to business before the Board.
  6. Electronic communications may not be used to conduct official Board business.
  7. The use of electronic communications is permitted to discuss non-Board business between individuals or in groups.
  8. Electronic communication between Board members during meetings is not permitted.

### **2.2 Board member responses to community or employee contacts**

- A. The Board recognizes that as elected officials there will be requests and contacts from the public and/or employees, therefore strict adherence to this procedure is required.
- B. The Board member should listen and then refer any employee, parent, student, community member or other stakeholder who contacts them with an issue to the appropriate staff member.
- C. The Board member should not become individually and personally involved in the issue.
- D. 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 his/her designee shall be the spokesperson for the district.
- B. The Board President shall be the spokesperson for the Board.
- C. All Board members who are contacted by the media should direct them to the Board President, Superintendent or his/her designee.
- D. All Board members are free to express their personal views, making it clear that the Board President speaks for the Board and that the Superintendent speaks for the district.

### **2.4 Board member communication with the community**

- A. The Board will communicate with the community through public hearings, Board meetings, and publications.
- B. Individual Board members cannot ~~spea~~ communicate for the Board, or in an official capacity outside of the Board room.
- C. Individual members may not forward to any member of the community a communication that pertains to business before the Board, because such information should be discussed in an open meeting.

## **2.5 Administration communications with Board members**

- A. The Superintendent will exercise his/her best judgment and discretion to determine what Board members need to know based on the specific situation.
- B. Three types of communication with Board members:
  - 1. Not urgent or not in the media – Board Packet.
  - 2. Very important but not 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, the Superintendent or his designee will provide the following six pieces of information:
      - What, Where, When, Who, Action Taken, and a Public Statement for Board members.
    - b. Phone calls will be placed in the following order:
      - President, VP, Secretary, and Trustees.
    - c. The Superintendent or his/her designee will provide updates as practicable.

## **3.0 BOARD DEVELOPMENT**

### **3.1 New member orientation**

Key items to be reviewed with the new Board member by the Superintendent, Board President, or Board trustee mentor (assigned by the President immediately upon election), to be determined:

- A. School District Direction and Overview – Superintendent will review with new Board member the following:
  - 1. Shared Vision Document
  - 2. Annual goals set through the Superintendent Evaluation process
  - 3. District Points of Pride document
  - 4. Annual Education Report (including district background and history)
  - 5. District School Improvement Team Annual Report to the Board/Goals
  - 6. Budget Summary
- B. Board Member Responsibilities – Board President or Board trustee mentor (assigned by the President immediately upon election) will review with the new Board member the following areas of responsibility:
  - 1. Policy
  - 2. Hiring/evaluation of Superintendent
  - 3. Budget and strategic planning

- C. Board Member Documents – Board President or Board trustee mentor (assigned by the President immediately upon election) will review with the new Board member the following documents:
1. Code of Ethics
  2. Board Operating Procedures
  3. Board Policy (possibly just begin with section B with independent review of other policies on their own time)
  4. Board Annual Calendar
  5. Superintendent Evaluation Document
  6. MASB documents (held by Administrative Assistant)
    - a. Board member duties under the Revised School Code
    - b. Open Meetings Act guide
    - c. “Surviving the 1st year”
    - d. Other
  7. MASB level 1 class information/course schedule and ongoing Board Member training opportunities
  8. Contact list for fellow Board members/direct dial list for cabinet
- D. Other Background Information
- Meet with individual members of the Superintendent’s cabinet to get an update on what is occurring in all areas of the school district. These meetings should include the following key information from staff:
1. Review of essential elements of individual Cabinet member’s role (Superintendent)
  2. Collective bargaining update – with Board’s role outlined (Human Resources)
  3. Student discipline process review – with Board’s role outlined (Elem & Secondary)
  4. Review of curriculum decisions upcoming for the Board of Education (Academic Services)
  5. Outline of the layoff/recall process (Human Resources)
  6. Review of hiring process (Human Resources)
  7. Review of different budgets utilized by the district (Business Services)
  8. Review of ~~purchasing policies~~ finance processes and procedures (Business Services)
  9. Possible tour of central office facility/map of facility (Business Services)
- Superintendent to review and facilitate the following (as well as #1 above):
10. Collective Bargaining Agreements
  11. Superintendent’s contract
  12. Last month’s Superintendent updates
  13. Map of the whole district and possible tour
  14. Meetings with Introduction to union leadership
  15. Visit Introduction to principal at one or two schools
- E. New Board Member Suggestions for the Board Mentor and Board Team
1. Immediately upon election, assign a mentor to the newly elected. They will have questions.
  2. Encourage elected to attend all meetings.
  3. Meet with elected after meetings to answer any questions about the meeting, even for 5 minutes.
  4. Explain the different kinds of meetings (general, COW, study, workshop) and what happens at each of them.
  5. Explain how an item gets on the agenda.
  6. Explain how trustees are assigned to different parts of meetings.
  7. Attend an MASB training session with the newly elected (perhaps not the same class, but

the same day).

8. Explain how to register for classes and workshops.
9. Be aware that the “newness” lasts for a full year, until everything has been done once.
10. Be patient! The newly elected doesn’t know what he/she doesn’t know.

### **3.2 Board officer transition process**

- A. Present officers are to relate duties and responsibilities of the position to their replacements.
- B. New officers to review written description of position before taking office.

### **3.3 Annual Board self-evaluation and establishment of Board goals**

- A. Board self-evaluations are to be done annually.
- B. Board self-evaluations are to be done as a Board and Superintendent team.

### **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 the offending member.
- B. If still unsatisfied with the results of the first meeting, they should then discuss it with the Board president.
- C. If still unsatisfied with the results, or if the **concern relates to** ~~member with a concern or provoking concern is~~ the Board President, then the concern will be taken to the full Board.
- D. At any time in the process, the Superintendent may be enlisted to support the process.

### **3.5 Procedures for Board travel and training opportunities (BBBE, BHA)**

- A. Board members are expected to take MASB’s CBA 101 Board Orientation class within the first six months of their Board term, and to complete CBA 102-109 for Board Certification within their first two years on the Board, in order to be educated on the diverse issues that they will be facing as a Board member. Board members are encouraged to attend the classes, as opposed to taking them online, for maximum benefit.
- B. Board members are expected to further their professional training and take advantage of available training or conferences within or outside of the district on an ongoing basis.
- C. Board members should arrange travel, accommodations and classes through the superintendent’s office.
- D. All Board members are to comply with the Board policy on travel expenditures and submitting travel / training expenses.
- E. Board members shall give a class or conference summary at an upcoming Board meeting.

## **4.0 BOARD DISTRICT OVERSIGHT**

### **4.1 Establishment of the district’s vision, mission and annual goals**

- A. The Superintendent shall ~~develop~~ **ensure the development of** district vision and mission statements and annual district goals.
- B. District vision and mission shall be presented to the Board by the Superintendent and incorporated into Board policy.

### **4.2 Board approval of district goals**

- A. The Superintendent shall examine district goals and if necessary develop or revise them at least on an annual basis.
- B. District goals shall be presented to the Board by the Superintendent and approved by the Board.

#### **4.3 Board approval of District and Building Improvement Plans**

- A. The Superintendent shall facilitate District Improvement Plans from time to time and at least on an annual basis.
- B. District Improvement Plans shall be presented to the Board by the Superintendent and approved by the Board.

#### **4.4 Board review of the district's progress toward goals and accomplishments**

- A. Board members will be continually guided by what is best for all students in the district.
- B. The Board will annually review the district goals.
- C. Each Board member will be given by the administration a copy of the district's progress towards goals prior to the review meeting.

#### **4.5 Board review of the instructional program**

- A. Board members will be continually guided by what is best for all students in the district.
- B. The Board will periodically review the instructional program for each subject category.
- C. Administration will present updates to the instructional program at a Board meeting.

#### **4.6 Board review of programs other than instructional programs**

- A. Board members will be continually guided by what is best for all students of the district.
- B. The Board will periodically review non-instructional programs.

#### **4.7 Development and adoption of the district budget (full cycle)**

- A. The administration shall present to the Board an annual budget for approval by June 30 of each year.
- B. The Director of Finance shall present to the Board quarterly budget amendments.

#### **4.8 Board members' building visits**

- A. Board members are encouraged to visit schools and school events.
- B. Board members must notify the principal or designee of visits to buildings when they are not attending a scheduled or normal parental activity.
- C. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purpose of "evaluating" an employee's performance.

### **5.0 POLICY / PROCEDURES**

#### **5.1 Development, review, and update of Board policy and bylaws (BD, BD(1), BD(2), BDA)**

- A. Board policies and bylaws are developed and updated as needed based on recommendations from the MASB, required in response to legislative and other governmental actions, judicial rulings, district's attorney and administrative review, or current practice.
- B. Board policies and bylaws are reviewed and updated annually on a four year cycle by the Board policy committee.
- C. New or revised Board policies and bylaws are approved by the voting procedure of the Board.

#### **5.2 Development, review, and update Board Operating Procedures**

- A. Board Operating Procedures are developed and updated in response to district or Board needs by the Board policy committee.
- B. Board Operating Procedures are reviewed and updated annually by the Board, led by the policy committee.



C. New or revised Board procedures are approved by consensus of the Board.

**5.3 Development, review, and update of Administrative Procedures (BDF)**

- A. Administrative Procedures are developed and updated as needed based on recommendations from MASB, required in response to legislative and other governmental actions, judicial rulings, district’s attorney and administrative review, or current practice.
- B. Board Operating Procedures are reviewed and updated by the Administration.
- C. Administrative procedures are brought to the attention of the Board, but do not require Board approval.

**6.0 PERSONNEL**

**6.1 Evaluation of the superintendent (full cycle)**

- A. The Board shall do a mid-year review of progress toward goals, and annual evaluation of the Superintendent’s performance in December.
- B. The Superintendent evaluation form shall be selected by the Superintendent and the Board, and shall meet the state guidelines.
- C. The Board and Superintendent will meet together to complete the Superintendent evaluation.
- D. The Superintendent may choose to have his/her review during a closed or open session of the Board.

**6.2 Board members’ concerns about the superintendent’s professional performance**

- A. We value the Superintendent’s 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:
  - 1. Communicate their concerns directly to the Superintendent.
  - 2. Communicate with the Board President to address questions and/or concerns.

**6.3 Hiring of personnel other than the superintendent**

- A. The Board does not directly hire any personnel other than the Superintendent.
- B. The Administrative and instructional personnel changes shall be presented to the Board monthly by the administration and approved by the Board.

**7.0 AGREEMENT**

**7.1 Review and approval**

- A. As part of the annual Board calendar, these operating procedures will be subject to review and approval by consensus of the Board.