

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.

Table of Contents

I. ROLES AND RESPONSIBILITIES

A. Responsibility and Ethics

- 1. Governance Resolution6
- 2. Oath of Office6
- 3. Code of Ethics.....6

B. Monitoring and Oversight

- 1. Establishment of the District’s Vision, Mission and Annual Goals6
- 2. Board’s Review of the District’s Progress Toward Goals Accomplishments6
- 3. Board’s Review of Instructional Programs.....6
- 4. Board’s Review of Programs Other than Instructional Programs6

C. Policy Review, Development, and Adoption

- 1. Development and Review of Board Policy.....7
- 2. Adoption of Policies7
- 3. Development and Review of Board Operating Procedures7

D. Budget Development and Approval

- 1. Adoption of the District Budget (Full Cycle)7

E. Superintendent As Sole Employee

- 1. Evaluation of the Superintendent.....8
- 2. Employment of the Superintendent8
- 3. Board Members Concerns about the Superintendent’s Professional Performance ...9
- 4. Incapacity of the Superintendent9
- 5. Superintendent’s Planned Departure.....9
- 6. Unplanned Departure: Emergency Superintendent Succession Procedure9
- 7. Hiring of Personnel Other Than the Superintendent.....10

II. ELECTIONS AND DEVELOPMENT

A. Becoming a Trustee

- 1. Candidates10
- 2. Procedures for Filling a Board Vacancy11
- 3. New Members.....12
- 4. Compensation12
- 5. Reimbursement of Expenses.....12

B. Board Member Learning and Development

- 1. Certification/Continuing Education12
- 2. Procedures for Board Travel and Training Opportunities13
- 3. Board Member Site Visits.....13
- 4. Self-Assessment.....13

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

III. COMMUNICATION AND ORGANIZATION

A. <u>Internal and External Communication</u>	13
1. Board Member Communication with Each Other	13
2. Board Member Responses to Employee Contacts	13
3. Board Member Communication with the Media	14
4. Board Member Responses to the Community	14
5. Concerns About Another Board Member’s Performance.....	14
6. Administration Communications with Board Members	14
7. Community Electronic Communications with the Board.....	15
8. Community Communications Directly to a Board Member.....	15
9. Community Member Request for Privacy in Communications.....	15
10. Board Member Protocol with Administration and District Personnel.....	15
B. <u>Leadership and Organization</u>	
1. Selection and Operation of Board Committees	16
2. Election of Officers.....	16
3. Role and Authority of Officers	16
4. Board Officer Transition Process.....	16

IV. MEETINGS

a. <u>Open Meetings Act</u>	17
b. <u>Regular Meetings</u>	
i. Developing the Board Meeting Agenda	17
ii. Consent Agenda.....	18
iii. Regular Board Meeting Agenda Items	18
iv. Annual Calendar of the Board Agenda Items.....	18
v. Broadcasting and Taping	19
c. <u>Special Meetings</u>	
i. Annual Organizational Meeting.....	19
ii. Work Sessions.....	20
iii. Discussion of Employee/Student Issues	20
iv. Staff Grievances and Student/Employee Discipline Hearings.....	20
v. Closed Sessions.....	20
vi. Board Member Responses to Inquiries about Closed Sessions	20
vii. Participation by People Other Than Board Members in Closed Session.....	20
d. <u>Meeting Protocols</u>	
i. Guidelines for Board Members.....	21
ii. Meeting Procedures	21
iii. Board Member Preparation for Meetings	21
iv. Board Member Protocol.....	21
v. Discussion of Motions	22

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

vi. Board Member Participation in Discussion, Debate and Voting.....22
vii. Public Comment.....22
viii. Persons Addressing the Board22
ix. Board Response to Persons Addressing the Board.....23

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

I. ROLES AND RESPONSIBILITIES

A. Responsibility and Ethics

1. **Governance Resolution**

In effective school districts, the Superintendent and the Board function as a Team. A structured approach to developing a shared vision for the district and setting meaningful goals is enhanced by a system of standard operating procedures. 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.

2. **Oath of Office**

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

3. **Code of Ethics (See [Board Policy](#) 2302)**

B. Monitoring and Oversight (see [Board Policy](#) 2101)

1. **Development of Strategic Plan**

The Board and the Superintendent shall develop a collaborative process to develop and revise, as needed, a strategic plan that includes the district vision, mission statement, value statements, and District goals.

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

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

3. **Board's Review of District Programs and Operations**

A. On an annual basis, the board will review:

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

- a. Instructional Programs
- b. Enrollment Trends and Projections
- c. Human Resources
- d. Facilities/Operations
- e. Safety and Security
- f. Athletics, Clubs & Extracurriculars
- g. Student Culture

- B. On a biannual basis, the board will review
- a. Technology
 - b. Food Services
 - c. Community Education
 - d. Transportation

The focus and substance of the reports will be collaboratively developed with the Superintendent.

C. Policy Review, Development, and Adoption (See [Board Policy 1301](#))

1. Development and Review of Board Policy

- i. The Board has retained a third-party vendor specializing in school policy to provide new and updated Board policies.
- ii. New Board policies can be developed in response to District or administration needs or changes in federal or state regulations.
- iii. The Board shall ensure policies are reviewed and evaluated at least every three (3) years or as needed by the Board Policy Committee.
- iv. 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.
- v. Board Policies shall be available for public review comment at least 30 days prior to Board action on implementation of the policy.

2. Adoption of Policies

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

3. Development and Review of Board Operating Procedures

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

D. Budget Review and Development

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

- i. The Board shall be involved in the development of the district budget.
- ii. 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

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

expenses.

- iii. The administration shall engage the Board in an annual budgeting process every spring. Pursuant to State law, the budget shall be approved prior to June 30.
- iv. The Executive Director of Finance shall report to the Board regularly as to the budget status and any recommended changes.

E. Superintendent As Sole Employee

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

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

- i. The Board shall evaluate the Superintendent's performance annually in June.
- ii. In May, the Superintendent shall give the Board a self-evaluation including supporting documentation.
- iii. The Superintendent may choose to have their review during a Closed or Open Session of the Board.
- iv. The Board will approve the Superintendent evaluation in open session.
- v. The Board will review and recommend contract provisions, if needed, for the Superintendent, on an annual basis.

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

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

- i. An ad hoc committee of Board members
- ii. The services of professional consultants
- iii. The counsel of the out-going Superintendent
- iv. The participation of members of the community

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

- i. Preparation of a written job specification for the position of Superintendent
- ii. Preparation of written specification of qualification in addition to proper State certification
- iii. Preparation of informative material describing this District and its education goals
- iv. Where feasible, the opportunity for applicants to visit the schools of the district.
- v. 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.
- vi. Solicitation of applications from a wide geographical area.
- vii. 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.
- viii. The Board will develop a process that include different stakeholder groups (e.g., students, parents, community members).

All interviews of applicants by the Board or a committee of the Board shall be done in open meetings, including those conducted on-line or in hybrid formats. At the time of application, the Board President 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.

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

3. Board Member Concerns about the Superintendent's Professional Performance

The Board values the Superintendent role in the community and how the district is represented. If this representation is less than favorable and witnessed by a Board member, the Board member shall:

- i. Communicate their concerns directly to the Superintendent.
- ii. Communicate with the Board President to address questions and/or concerns.

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

5. Superintendent's Planned Departure

- i. Circumstances that trigger the implementation of this Succession Procedure - Superintendent announces retirement or departure.
- ii. The following are key activities that need to occur - The Board will meet to determine the process and schedule/timeline to be followed to replace the Superintendent.
- iii. 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.

6. 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.

- i. 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
- ii. The Board will meet within 10 business days to determine the process and schedule/timeline to be followed to replace the Superintendent.
- iii. 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.
- iv. 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.

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

- Cancel or change credit cards and authorization.
 - Change signature cards.
- v. Until the new Superintendent assumes the position, the BOE shall:
- Regularly update staff and other key stakeholders on progress
 - Publish a written memo to staff, District parents and other key stakeholders explaining the event and anticipated actions.
- vi. The Superintendent must be employed pursuant to a signed contract. Such contract shall include:
- The term for which employment is contracted, including beginning and ending dates.
 - That tenure in a position shall not be granted.
 - The salary which the Superintendent shall be paid and the intervals at which they shall be paid.
 - The benefits to which they are entitled.
 - Such other matters as may be necessary to a full and complete understanding of the employment contract.
- vii. The Superintendent so appointed shall devote themselves to the duties of the office.
- viii. 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.
- ix. The person selected for the position of Superintendent may be required to undergo a physical examination reasonably related to the duties they will be required to perform, the cost of which shall be borne by the district. See M.C.L. 15.601, et seq., 380.1229, 380.1230, 380.1246, 380.1536

7. Hiring of Personnel Other Than the Superintendent

- i The Board does not directly hire any personnel other than the Superintendent.
- 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.
- ii Board members can request information such as the number of applicants, the number of interviews conducted, and the number of finalists, as well as feedback on the process gathered from the interview committee after the position is filled.

III. ELECTIONS AND DEVELOPMENT

A. Becoming a Trustee

1. Candidates

Potential candidates are encouraged to:

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

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

2. Procedures for Filling a Board Vacancy (see [Board Policy 2404](#))

- i. 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.)
 - A Special meeting date will be set to interview and appoint a new Board member.
 - 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.
 - All Board members will review candidate information prior to the Special meeting.
 - The Board President, with input from other Board members, will create a list of questions to be answered by all applicants during the interview process.
 - Based on the candidate information that was reviewed, and the number of applicants, the Board may limit the number of interviews conducted.
 - Applicants who are not being interviewed will be sequestered in a room outside of the Board room. Applicants who are sequestered are not to use any electronic devices. This ensures that no one has an advantage by getting the questions from a friend or family member who may be in the audience. Any candidate that uses an electronic device while they are sequestered will forfeit their application.
 - Once interviewed, applicants may stay in the Boardroom to hear the answers of the other applicants.
 - The Board will ask applicants questions from the same list of questions collaboratively created by the Board President.
 - 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.
 - The Board may decide to have each applicant draw a number to determine the order of the interview.
- ii. After each applicant has been interviewed, the Board will narrow the list of candidates and discuss who they think is the best candidate to fill the vacancy:
 - All Board members will narrow their support to their top 2 or 3 candidates.
 - Based on Board consensus Trustees will discuss the top 2 or 3 candidates. If consensus is not reached, a vote can be conducted to identify the top 2 or 3 candidates.
 - The Board will then discuss the top 2 or 3 candidates. After discussing candidates, a Board member may make a motion to name a candidate as the new Board member.
 - After the discussion is over, a roll call vote on the motion is taken. (no secret ballots)
 - If the candidate earns a minimum of 4 votes, they will be appointed as the new Board member.
 - If the nominated candidate does not receive 4 votes, we then proceed back to discussing and nominating candidates, until a candidate receives 4 votes.
 - The Superintendent is not to be involved in discussion, voting, or making of the selection.

3. New Members

- i. Newly elected members will be oriented to the work of the Board by the Board President, in

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

collaboration with the Executive Committee with the assistance of the Superintendent.

- Orientation to the Board/Board roles and responsibilities including a discussion about “who decides” particular types of issues.
 - Explanation of the Open Meetings Act, and the Freedom of Information Act (FOIA)
 - Orientation to Board/Superintendent Roles and Relationship
 - Explanation of the current evaluation cycle for the Superintendent, including goals and agreed upon progress measures. Additionally, Board Members will be notified of legally required Superintendent Evaluation Training.
 - Access and use of Board Policies, especially the 2000 series, and Board Operating Procedures
- ii. Newly elected members will be oriented to the work of the District by the Board Executive Committee with the assistance of the Superintendent. This orientation may include:
- Explanation of the District’s Administrative Guidelines manual.
 - Instructional Programs
 - Enrollment Trends and Projections
 - Human Resources
 - Facilities/Operations
 - Safety and Security
 - Athletics, Clubs & Extracurriculars
 - Student Culture
 - Technology
 - Food Services
 - Community Education
 - Transportation
 - Current District Budget, including a description of the district’s student enrollment trends and projections.

4. Compensation (see [Board Policy 2306](#))

5. Reimbursement of Expenses (see [Board Policy 2305](#))

B. Board Learning and Development

1. Certification/Continuing Education

- i. New Board members are required to participate in MASB Superintendent evaluation training prior to evaluating the Superintendent.
- ii. 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.
- iii. In order to serve in a Board Officer position on the Executive Committee, Board members must take MASB CBA 101 or commit to do so within six months of assuming the role.

2. Board Retreat

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

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

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

- Surveying Trustees to identify discussion topics for the retreat
- Using the retreat survey and the Board’s self-assessment to develop a draft agenda
- Sharing draft agenda with the Board, prior to it being finalized, for additional input
- Engaging an external facilitator (if using)
- Distribute a survey to Trustees after the retreat to inform future retreat planning
- Develop a summary report that includes next steps and timeline, if pertinent

3. Procedures for Board Travel and Training Opportunities

- i. Board members should arrange travel, accommodations and classes through the Superintendent’s office.
- ii. All Board members are to comply with the Board Policy on travel expenditures and submitting travel/training expenses.
- iii. Board members should report on their conference attendance at the next Board meeting.
- iv. Any discrepancy will go to the whole Board for approval.

4. Board Members Site Visits

- i. All Board members are encouraged to attend District events.
- ii. 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.
- iii. Board members will check in at the office.
- iv. 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

5. Self-Assessment

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

IV. COMMUNICATION AND FUNCTION

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

1. Board Member Communication with Each Other

- i. All Board members shall have an understanding and comply with the Open Meetings Act.
- ii. Electronic Communications:
 - 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.

2. 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.

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

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

3. Board Member Communication with the Media

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

4. Board Member Responses to the Community

- i. The Board communicates formally with the community through public hearings, regular Board meetings, and community forums.
- ii. 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.
 - Encourage community members to communicate through official channels.
 - Explain to the community member that any information shared will be dealt with according to District policy.
 - Listen with empathy and understanding.
 - Refer to the Point of Contact Flowchart and inform the Board President and Superintendent where appropriate.

5. Concerns about Another Board Member's Performance

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

6. Administration Communications with Board Members

- i. The Superintendent will exercise their best judgment and discretion to determine when information should be shared with Board Members based on the specific situation.
- ii. Three types of communication with Board members:
 - Not urgent or not in the media – Updates in the Yellow Sheets
 - Very important, but not a crisis – Email to each Board member
 - Crisis/Emergency situation – Phone call to each Board member
 - 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.
 - Phone calls will be placed in the following order: President, Vice-President, Secretary, Treasurer, and Trustees.
 - The Superintendent or their designee will provide updates as appropriate.

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

7. Community Electronic Communications with the Board

- i. 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.
 - The website and/or form will state in a conspicuous place the following: “the school Board members are trustees primarily charged with the vision, budget, goals, and policy for the district. Any operational or staffing issues should go through the building principal first, then to the administration.”
 - Any community email inquiries should be shared through the Superintendent’s Office with other Board members.
 - 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.
- ii. Individual Board members that receive an email to their school email address, should forward the email to the Board President and the Superintendent, but may respond with discretion to the individual of the appropriate chain of command and /or notification that the information has been passed along in order to facilitate an appropriate response.

8. Community Communications Directly to a Board Member

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

9. Community Member Request for Privacy in Communications

- i. The Board encourages openness in all community communications.
- ii. Any community member who requests privacy in communications should not expect a response.
- iii. Any inquiry/response may be subject to public disclosure per FOIA.

10. Board Member Protocol with Administration and District Personnel

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

- i. Board members hold no individual authority to direct the Superintendent.
- ii. 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.
- iii. 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.
- iv. 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.
- v. Concerns about an administrator's actions/decisions should be shared with the Superintendent and the Board President and can be communicated via email. Additional dialogue with administration may be warranted as determined by the Superintendent.

B. Leadership and Organization

1. **Selection and Operation of Board Committees (See [Board Policy 2505](#))**

- i. Committee members are appointed by the Board President **with the exception of the Executive Committee.**
- ii. Responsibilities of each standing committee:
 - Executive Committee. Executive Committee (President, Vice President, and Secretary)—to develop board meeting agendas and develop **and maintain** the board planning calendar
 - Agenda planning
 - Calendar planning
 - Retreat planning
 - Board self-assessment
 - New Board Orientation
 - Provide Committee Reports
 - Set Executive Committee Meeting dates
 - Policy – To review and recommend revisions to Board policies and Board Operating Procedures. Provide Committee Reports
 - 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. Provide Committee Reports.
- iii. 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.
- iv. Minutes and notes of committee meetings will be posted in BoardBook.

2. **Election of Officers (See [Board Policy 2405](#))**

3. **Role and Authority of Officers (See [Board Policy 2406](#))**

4. **Board Officer Transition Process**

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

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

V. MEETINGS

A. Open Meetings Act (See [Board Policy 2501](#))

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

Meetings of the Board shall be public, and no person shall be excluded therefrom. M.C.L. 380.1201

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

B. Regular Meetings (See [Board Policy 2501](#))

1. **Developing the Board Meeting Agenda**

The Board's Executive Committee and Superintendent shall prepare a written agenda prior to each regular and special meeting.

- i. The Board President and the Superintendent shall submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.
- ii. 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.
- iii. 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."
- iv. The agenda for each regular meeting shall be posted to BoardBook, or if BoardBook is unavailable, mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and available materials should be received no later than one week prior to the meeting so as to provide time for the study of the agenda by the member. Every effort will be made to ensure that reports and/or revised reports are posted or delivered before noon of the day of the meeting, and the Superintendent will inform the Board if any presentation materials are modified less than three hours before the start of the meeting. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.
 - 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.
- v. The Board shall transact business according to the agenda prepared by the Superintendent and

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

Board Executive Committee and submitted to all Board members in advance of the meeting. The order of business may be altered, and items added at any meeting by a majority vote of the members present.

5. Consent Agenda

- i. The Board of Education may use a consent agenda to keep routine matters within a reasonable time frame.
- ii. 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.
- iii. 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.
- iv. 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.

6. 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
- H. Consent Agenda
- I. Other Action Items
- J. Discussion Items
- J. Comments from the Public
- M. Other Matters
- N. Adjournment

7. Annual Calendar of the Board Agenda Items

The Executive Committee will develop the annual calendar. In addition to monthly agenda items listed above, the items below may be presented as scheduled in the following annual outline:

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

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 Board Self-Assessment

8. Broadcasting and Taping

- i. 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.
- ii. All regular meetings shall be recorded and archived. Special meetings may be stream and/or recorded at the discretion of the Executive Committee in consultation with the Superintendent.

C. Special Meetings

1. Annual Organizational Meeting (See [Board Policy 2506](#))

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

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

- i. Elect Board Officers
- ii. Swear in new Trustees

2. Work Sessions

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

3. Discussion of Employee/Student Issues

The Board will not encourage or actively participate with negative comments on individual employees or students in a public session.

4. Staff Grievances and Student/Employee Discipline Hearings (See [Board Policy 5206, 5206A](#))

5. Closed Sessions

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

- Board members are to refer any inquiries about Executive Sessions to the Superintendent and/or the Board President.
- Complaints and Disciplinary Action of school district employee or school board member
- Teacher Tenure Proceedings
- Periodic Personnel Evaluations (typically for Superintendent)
- Student Discipline
- Collective Bargaining Strategy
- Purchase or Lease of Property
- Pending Litigation
- Applications for Employment and Appointment to Public Office
- Exempt Material
- Security Planning and Threats

6. Board Member Responses to Inquiries about Closed Sessions

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

7. Participation by People Other Than Board Members in Closed Session

- i. Participants are limited to:

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

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

D. Meeting Protocols

1. **Guidelines for Board Members (See [Board Policy 2502](#))**

- i. Board members wishing to have something placed on the agenda will:
 - Make the request to the Board President, after gaining the support of another Board member.
 - The request will be reviewed by both the **Executive Committee** and the Superintendent.
 - The Board President, **in consultation with Executive Committee members**, shall do one of more of the following:
 - notify the Board member when it will be placed on the agenda or when it may already be scheduled for discussion.,
 - refer it out to appropriate committee for initial discussion or recommendation, or
 - place on agenda to be discussed at the table no later than two months from the initial request, add to the Board Planning Calendar, and notifying all Board members during the Board Members Reports and Request portion of the agenda.
- ii. Board members wishing to remove something from the agenda will:
 - Make the request to the Board President.
 - The request will be reviewed by both the **Executive Committee** and the Superintendent.
 - The Board President will make the final decision on the request.

2. **Meeting Procedures** See Appendix I

3. **Board Member Preparation for Meetings**

- i. Board members will come to Board meetings prepared to discuss and/or take action on all agenda items.
 - Study the material posted online in BoardBook.
 - Requests for additional information may be made before a meeting and addressed through the Superintendent prior to or at the Board meeting.
- ii. Board member questions on agenda items:
 - Should be sent directly to the Superintendent. Whenever possible, all board members should be included in any response to questions.
 - Should be submitted a minimum of 48 hours prior to a scheduled board meeting where items are to be discussed, whenever possible. (MASB)
- iii. The Superintendent shall provide updated presentation materials in BoardBook at least 3 hours prior to the start of the Board meeting.

4. **Board Member Protocol**

- i. 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.
- ii. Board members will demonstrate respect to fellow Board members, staff, and public participants through the following behavior:

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

- Listen and treat each other respectfully.
- Be cordial when disagreeing.
- Say what needs to be said as briefly and clearly as possible.
- 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.

5. Discussion of Motions

- i. 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.
- ii. 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.
- iii. A Board member prior to giving their comments shall ask for and receive recognition by the presiding officer.

6. Board Member Participation in Discussion, Debate and Voting (See [Board Policy 2503, 2301](#))

7. Public Comment (See [Board Policy 2504](#))

8. Persons Addressing the Board

- i. 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.
- ii. 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.

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

9. Board Response to Persons Addressing the Board

- i. Board members will listen to comments during Public Comments.
- ii. Board members cannot respond or enter into discussion with the audience during the meeting as:
 - Items on the agenda will be discussed as appropriate and scheduled on the agenda.
 - Items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board Policy.
 - All public comments may be followed up by the Superintendent or designee within three business days.
- iii. With consensus of the Board, the Board President shall direct administration to investigate item(s) and report back to the Board and/or the individual citizen and/or to contact the citizen to have further dialogue.

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

APPENDIX A

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