

Ferndale Public Schools Board of Education

Operating Procedures

Mission Statement:

Ferndale Public Schools' mission is to provide all students with an exceptional education that prepares them for college, careers, and success in a diverse society.

Vision Statement:

Our vision is to be among the best suburban school districts in the state. We will make sure all students, including special education students, are part of a supportive community and are educated to achieve their life goals, starting with success at the college of their choice.

We will provide high-quality, well-rounded education programs; offer culturally rich arts and music programs; support competitive athletic programs; engage students in contemporary science, technology, and humanities; instill pride in our students, staff, and families; and challenge ourselves and our students to attain the highest educational and citizenship standards. Students will learn in updated and well-maintained schools that are staffed with fully engaged teachers and professionals.

We are intent on graduating engaged global citizens who give back to their communities. We will celebrate our diversity, knowing that our students will thrive in a world that looks much like our community.

Values:

- **Respect:** We will respect, both in person and through technology, colleagues, employees, volunteers, families, and students, recognizing racial, gender, sexual orientation, and cultural diversity as well as differences in abilities and learning styles. We will honor each individual's strengths and contributions.
- **Quality:** We will deliver the very best as students, teachers, staff members, volunteers, and family members.
- **Integrity:** We will act in accordance with the highest ethical standards and our school district's mission, vision, and values.
- **Staff Support:** We will demonstrate respect for our well-educated and dedicated teachers and staff who have high expectations for all students. We will strive to attract and retain talented staff.
- **Enrichment:** We will fully recognize that visual and performing arts, music, athletics, humanities, and extra-curricular activities are vital parts of the Ferndale Public Schools.
- **Involvement:** We will encourage family and community involvement in our schools. We will expect our students and staff to be engaged with our communities and to support the neighborhoods in which we live.
- **Collaboration:** We will participate in active, two-way decision-making whenever possible. We will seek partnerships among staff, administrators, community members, and family members to solve problems.
- **Stewardship:** We will exercise responsible use of our district's financial resources and facilities.

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PREAMBLE

The most effective way to operate and supervise a dynamic school district is through close cooperation between the School Board, superintendent, administrative teams, and staff. The manner in which the Board and superintendent conduct their business becomes the model throughout the district for the administrative team, staff, parents, and community on how problems are solved. The superintendent and the Board function as a leadership team.

The School Board is the policy-making body for the district and the superintendent and staff provides the leadership to implement Board policies. The Board is the highest authority in the School District, and with that power comes the responsibility to stay within its role. The procedures that follow are designed to constrain our authority to those areas of governance that rightly belong to the School Board and to support the superintendent in their role of executing goals, implementing plans, and the day-to-day operations of the School District to benefit all students and the community. Our approach is to work in an open, positive, problem-solving atmosphere to achieve the goals of the District. Cooperation, support, and loyalty do not mean we will agree on every issue; dialogue, divergent thinking, and debate will encourage the best decisions. The leadership team is enhancing its functioning by presenting these mutually agreed-upon operating procedures.

The Ferndale Schools Board of Education adopts these procedures as our standards to effectively communicate with staff and members of the District. These operating procedures are in compliance with board policies. However, in the event of any future conflict with board policies or the law, board policies, the law, and any contracts supersede these procedures.

CODE OF ETHICS AND CONDUCT

As members of the Ferndale Public Schools Board of Education, we realize that we must function as a team to be the most effective advocates for children. We must at all times treat each other and the people we serve with the utmost civility. Should we fail to follow these procedures, we ask that our fellow board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interests of the School District as a whole, and to that end, all decisions will place the needs of children first by adhering to the following standards.

As members of the Board of Education, board members will commit to improve public education and to that end I will:

- Bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, and district policies and procedures;
- Recognize that the Board must make decisions as a whole in public, and I will make no personal promise or take private action that may compromise the role and integrity of the Board;
- Focus board action on policy making, goal setting, planning, and evaluation as outlined in board policy and state law;
- Attend all regularly scheduled board meetings insofar as possible and become informed about the issues to be considered at those meetings;
- Endeavor to make policy decisions only after full discussion at publicly held board meetings;
- Make decisions in terms of the educational welfare of all children in the District, in full conformity with the Ferndale Schools Human Dignity Policy and regardless of ability, gender, gender identity, race, creed, sex, sexual orientation, national origin, disability, or social standing;
- Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- Work with the other board members to establish effective board policies and to delegate authority for the administration of the District to the superintendent;
- Recognize that the role of the Board is to govern and oversee the management of the District, and delegate authority to the superintendent for the day-to-day operation of the District;
- Not step outside my role to govern and oversee the management of the District by seeking to participate in the administration of the day-to-day operations of the District;
- Communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;
- Recognize the appropriate channels to refer complaints to the superintendent and will refer complainants to those channels;
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal partisan gain;
- Take no private action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged under applicable law;
- Remember always that my first and greatest concern must be for the educational welfare

- of the students attending the public schools;
- Express my disagreement in a constructive manner;
- Be firm, fair, just, and impartial in all decisions and actions;
- Respect the majority's decision as the decision of the whole Board;
- Make a good faith effort to understand the views of others;
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;
- Share pertinent information gathered at training workshops and conventions with the superintendent and fellow board members;
- Share school district information with other board members.

As Board President I will;

- Make sure that persons addressing the Board follow established board policy guidelines as outlined in Board Bylaw 0167.3;
- Make sure that persons addressing the Board are asked to do so in a civil manner and not allow inappropriate communication to be directed to the superintendent or other staff during board meetings;
- Insure that all board members are given an opportunity to reflect their views;
- Work toward building consensus among all board members.

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**

January

- Annual Organization Meeting (Election of Officers, Board Meeting Dates/Times, Selection of Treasurer and Secretary, authorize bond for the Treasurer, and appoint Board chairs, committees, and liaisons to the county).

February

- MASB Board of Directors Election
- Schools of Choice approval for following school year

March

- Compile Necessary Information, Complete Superintendent Evaluation, and Review Superintendent Contract

April

- Approve the FY Budget for ISD
- Initial Budget Projections for Following Year
- Resolution for Teacher Appreciation Week (May)

May

- Biennial Election for Oakland Schools
- Superintendent Evaluation
- May of 2019, need to pass Board Policy 2410 (one time passage)

June

- Approval of State Aid Note
- Budget Hearing
- Report from District School Improvement Team on District Goals – Shared Vision (Strategic Planning) – Approve DSIT Goals

July

- No Scheduled Meeting(s)

August

- Approval of board meeting dates for the upcoming school year
- Approval of Annual Financial Resolutions

September

- Approval of Committee of the Whole Meeting Dates
- Approve Superintendent Goals
- Review of Student Achievement Data and District Initiatives

October

- Approval of Delegates for the MASB Annual Leadership Conference

November

- Approval of Second Semester Schools of Choice
- Approval of the Financial Audit

December

- Approval of First Amendment to Budget

1. MEETINGS

1.1. Agenda

- 1.1.1. Developing the Agenda
 - 1.1.1.1. Proposed agendas are created by the superintendent and Board President, and proposed to the Board on the Thursday prior to the Monday meeting as part of the board packet.
 - 1.1.1.2. Any board members must request in writing or verbally to the superintendent or Board President any item they desire to have placed on the agenda. An item will be placed on the proposed agenda at the discretion of the superintendent and Board President.
 - 1.1.1.3. The proposed agenda will be approved at each meeting and is subject to amendment by majority vote of the Board.
- 1.1.2. Use of Consent Agenda
 - 1.1.2.1. When the agenda is prepared, the superintendent and the Board President shall determine items, if any, that qualify to be placed on the consent agenda.
 - 1.1.2.2. 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 a consent agenda, the Board shall be furnished with background material.
 - 1.1.2.3. 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 to be placed elsewhere on the agenda. The remaining items shall be adopted under a single motion and vote without discussion.
 - 1.1.2.4. Consent agenda items typically include but are not limited to:
 - 1.1.2.4.1. Minutes of Prior Meetings
 - 1.1.2.4.2. Bills for Payment
 - 1.1.2.4.3. Personnel changes submitted by the Director of Human Resources, such as hiring of personnel, resignations, and leaves
 - 1.1.2.4.4. Association memberships and other resolutions that require annual adoption
 - 1.1.2.4.5. Other routine business
- 1.1.3. Committee of the Whole/Study Session Meeting Agenda Outline
 - 1.1.3.1. Meeting Location
 - 1.1.3.2. Call to Order
 - 1.1.3.3. Public Comments: Limit 3 minutes per person
 - 1.1.3.4. Study and Discussion Items (no audience discussion)
 - 1.1.3.5. Announcement of Next Board Meeting
 - 1.1.3.6. Adjournment
- 1.1.4. Regular Board Meeting Agenda Outline
 - 1.1.4.1. Meeting Location
 - 1.1.4.2. Call to Order
 - 1.1.4.3. Pledge of Allegiance
 - 1.1.4.4. Ceremonial Board Recognition
 - 1.1.4.5. Public Comments: Limit 3 minutes per person

- 1.1.4.6. Consent Agenda (Items on the Consent Agenda are to be voted on as a single item by the Board. Board members may remove items from the Consent Agenda prior to the vote. Items that are removed from the Consent Agenda will be discussed individually near the end of the meeting. This is done to allow concentrated time for strategic priority items closer to the beginning of the meeting)
- 1.1.4.7. Action Items
- 1.1.4.8. Reports from Administration
- 1.1.4.9. Removed Consent Agenda Items, as needed
- 1.1.4.10. Other Items, as needed
- 1.1.4.11. Announcement of next board meeting
- 1.1.4.12. Adjournment
- 1.1.5. Annual Calendar of Board Agenda Items
 - 1.1.5.1. In addition to routine agenda items listed above, the superintendent and Board President will propose to the Board a 12 month agenda to ensure attention to strategic and policy items and to allow adequate time for deliberation at all meetings.
 - 1.1.5.2. The Annual Calendar is a living document and will show significant items for action or discussion approximately by each month.

1.2. Board member preparation for meetings

- 1.2.1. Agendas must be open and on the table for meaningful dialogue to occur.
- 1.2.2. Information upon which decisions are to be made, with appropriate alternatives, will be given to the Board on the Thursday before the Monday meeting.
- 1.2.3. Surprises by board members and administrators at meetings are generally counterproductive. The superintendent and board members commit to avoiding surprises at board meetings.
- 1.2.4. The intent of avoiding surprises by asking questions of the superintendent prior to the meeting is to communicate to the superintendent a need for additional information and/or options for the individual to consider. It is not intended as an avenue to impose total agreement on the issues; nor is it an attempt to discourage an individual's right to dissent.
- 1.2.5. Board members will come to board meetings prepared to discuss and take action on all agenda items.
- 1.2.6. Board members will study the material in the board packet sent to them prior to the meeting.
- 1.2.7. Requests for additional information or questions will be addressed through the superintendent prior to each board meeting.

1.3. Board member participation / conduct during meetings

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

- 1.3.3.1. The Board uses Roberts Rules of Order, Newly Revised for its parliamentary procedures. The elements of the protocol below represent the spirit of Roberts Rules.
- 1.3.3.2. Board members will demonstrate respect to fellow board members and public participants through the following behavior:
 - 1.3.3.2.1. Listen and treat each other respectfully.
 - 1.3.3.2.2. Be civil when disagreeing.
 - 1.3.3.2.3. Say what needs to be said as briefly and clearly as possible.
 - 1.3.3.2.4. Direct attention and comments solely to the business under deliberation.
 - 1.3.3.2.5. Only speak after acknowledgement from the Board President.
 - 1.3.3.2.6. Support hearing the voice of all board members on each agenda item that is being discussed and refrain from dominating the conversation.
 - 1.3.3.2.7. Refrain from condescending or critical comments to members of the staff, public, or Board.
 - 1.3.3.2.8. Focus on issues, not people or personalities.
 - 1.3.3.2.9. Courteously accept other viewpoints and board votes, which were not supported by self.
 - 1.3.3.2.10. Seek solutions and reasonable compromises or consensus when there are differences of opinions.
 - 1.3.3.2.11. Make decisions in the context of what is best for all students in the district.
 - 1.3.3.2.12. Avoid immediate decisions and votes and possible shorter-term solutions when the issue calls for more discussion, understanding, and a more in-depth approach or solution to the issue (except in emergency situations).
 - 1.3.3.2.13. Be willing to publicly apologize to staff, patrons, or board members if behavior is inappropriate or disruptive to the progress of the meeting.
 - 1.3.3.2.14. Attempt always to have dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).
 - 1.3.3.2.15. As a courtesy to others, electronic devices will be set in a non-audible mode during board meetings. Emergency situations warrant exceptions.
- 1.3.4. Persons addressing the Board
 - 1.3.4.1. The Board welcomes the views of Ferndale Public Schools stakeholders at its meetings and elsewhere.
 - 1.3.4.2. Audience participation at board meetings is limited to the portion of the meeting designated as Public Comment. 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 previously arranged with the superintendent and recognized by the presiding officer.
 - 1.3.4.3. The Board asks that members of the public who wish to speak complete a comment sheet to help the administration follow up on comments. The form may be given to the Board Secretary prior to the public comment period.
 - 1.3.4.4. Each speaker is limited to three (3) minutes.
 - 1.3.4.5. Delegations of more than five persons addressing the same issue are asked to appoint one person to present their views before the Board.

- 1.3.4.6. At its meetings the Board shall allot a total of 30 minutes to hear persons who desire to make comments to the Board during the initial comment period, with any additional time added to the agenda prior to adjournment, as needed to ensure that all members of the public who wish to speak are allowed the opportunity to do so.
- 1.3.4.7. During public comment members of the public may speak on non-agenda issues or about items on the agenda.
- 1.3.4.8. The Board will offer several opportunities each year for more extensive dialogue with residents and other stakeholders, such as town halls and appearing at district events.
- 1.3.5. Board response to persons addressing the Board:
 - 1.3.5.1. Board members will listen attentively to comments.
 - 1.3.5.2. The Board President may direct administration to investigate item(s) and report back to the Board and/or the individual citizen.
 - 1.3.5.3. Board members cannot respond or enter into discussion with the audience during the meeting since:
 - 1.3.5.3.1. Items on the agenda will be discussed as scheduled on the agenda.
 - 1.3.5.3.2. Items not on the agenda do not permit board members to respond or discuss except to make factual statements or refer to board policy.
- 1.3.6. Discussion of Employee Issues: The Board will not hear or actively participate with negative comments on individual employees in public session, to ensure fairness to both staff and complainant.
- 1.3.7. Hearings, Grievances, Student or Employee Discipline:
 - 1.3.7.1. The Board will conduct all hearings in accordance with the applicable board policies.
 - 1.3.7.2. During hearings, board members will seek legal counsel as deemed necessary.
 - 1.3.7.3. The Board shall not use a student's name in any discussion.
 - 1.3.7.4. Student or employee disciplinary hearings will be held in a closed special session if requested.
- 1.3.8. Discussion of Motions:
 - 1.3.8.1. All discussions shall be directed solely to the motion currently under deliberation.
 - 1.3.8.2. The Board President or designated chair has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board.
 - 1.3.8.3. A 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**
 - 1.4.1. All board members shall vote on all action items unless a conflict of interest applies.
 - 1.4.2. Any board member may make motions, second motions, and enter into debate on all agenda items.
 - 1.4.3. In case of tie, the action item fails. The President may bring the item back to the Board on a subsequent agenda.

- 1.4.4. In case of a less than unanimous vote, the Board will support the majority decision and go forward in harmony.
- 1.4.5. A majority of the entire board is needed to pass an action item.

1.5. Closed Sessions

- 1.5.1. Board member responses to inquiries about closed sessions:
 - 1.5.1.1. Board members are to refer any inquiries about closed sessions to the superintendent or the Board President.
 - 1.5.1.2. Any information from a closed session is confidential and shall not be discussed outside of the closed session.
- 1.5.2. Participation by people other than board members in closed session is limited to:
 - 1.5.2.1. The person requesting the closed session, their counsel, a union representative, their parent(s) or guardian(s) where applicable.
 - 1.5.2.2. Representatives of the administration that have pertinent information.
 - 1.5.2.3. Additional persons that the Board approves.

2. BOARD ORGANIZATION

2.1. Election of Officers

- 2.1.1. Removal from consideration: An individual board member may, by simple announcement, remove themselves from consideration for any or all offices of the Board.
- 2.1.2. The Officers shall be President, Vice President, Treasurer, and Secretary. The Board may assign a district employee to provide clerical assistance to the Board. Board officers shall serve for a term of one year, or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
- 2.1.3. At the organizational meeting held in early January, the chair will ask for any board officer nominations. The Board will vote for each office separately.
- 2.1.4. A vacancy among officers of the Board shall be filled by majority action of the Board.

2.2. Role and Authority of Officers

- 2.2.1. No board member or officer has authority outside the board meeting.
- 2.2.2. No board member can direct employees in the performance of the employee's duties.

2.3. Duties of officers: Refer to Board Bylaw 0171

2.4. Selection and operation of board committees

- 2.4.1. Standing committees are appointed by the Board President and approved by the Board.
- 2.4.2. The Board creates ad hoc committees, and the Board President appoints members with notice given to the Board.
- 2.4.3. Board committees are advisory in nature and do not exercise delegated governmental authority.
- 2.4.4. Complete committee charters will be posted on the district website.
- 2.4.5. Responsibilities, in brief, of each standing committee:
 - 2.4.5.1. Achievement – Curriculum and academic program strategies.
 - 2.4.5.2. Sustainability – Budgets, financial oversight, facilities, and transportation strategies.
 - 2.4.5.3. Governance – Policies and internal relations strategies.

3. COMMUNICATION

3.1. Board member communication with each other

- 3.1.1. The Board shall not deliberate issues outside of its board meetings.
- 3.1.2. Electronic Communications:
 - 3.1.2.1. Shall abide by the spirit and letter of the Open Meetings Act, including completely refraining from electronic communication with other board members during a board meeting.
 - 3.1.2.2. Shall be restricted to one on one communications, informational inquiries, historical perspectives, and the like.

3.2. Board member responses to community or employee contacts

- 3.2.1. The board recognizes that as elected officials there will be requests and contacts from the public or employees, therefore strict adherence to this procedure is required.
- 3.2.2. The board member should refer the citizen to the appropriate person in the chain of command as appropriate.
- 3.2.3. The board member should not become individually and personally involved in the issue.
- 3.2.4. The Board member should exercise their best judgment on whether to notify the superintendent or Board President of potentially significant requests or issues.

3.3. Board member communication with the media

- 3.3.1. The superintendent or their designee is the spokesperson for the district.
- 3.3.2. The Board President shall be the spokesperson for the entire Board to the media.
- 3.3.3. All board members whom the media contacts should direct the media to the Board President or designee.

3.4. Board member communication with the community

- 3.4.1. The Board will communicate with the community through public hearings and town halls, regular board meetings, and regular publications.
- 3.4.2. Individual board members cannot speak in an official capacity outside the board meeting.
- 3.4.3. Postings to social media should be done in a manner sensitive to the board member's responsibilities, applicable district policies, and legal obligations.

3.5. Administration communications with board members

- 3.5.1. All requests for information by one board member will be shared with the entire board.
- 3.5.2. The superintendent will exercise their best judgment and discretion to determine when important district operations information should be shared with board members based on the specific situation.

3.6. Community electronic communications with the Board

- 3.6.1. 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.
- 3.6.2. Any community email inquiries may be shared with other board members.
- 3.6.3. The Board President or designee shall determine the appropriate response and who shall respond to the inquiry. Any response shall go to all board members.

4. BOARD DEVELOPMENT

4.1. New Member Orientation:

- 4.1.1. A new Board member orientation, led by the superintendent and Board President, should include but not be limited to the following:
 - 4.1.1.1. Orientation to the Board/Board Responsibilities
 - 4.1.1.2. Orientation to Board/Superintendent Roles and Relationship
 - 4.1.1.3. Orientation to the District:
 - 4.1.1.3.1. School Finance
 - 4.1.1.3.2. School District Facilities
 - 4.1.1.3.3. School Curriculum and Instruction
 - 4.1.1.3.4. Administration and Staff Introductions
 - 4.1.1.3.5. School-Community Relations
 - 4.1.1.3.6. As appropriate, a tour of the District

4.2. Board officer transition process

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

4.3. Board member certification/continuing education

- 4.3.1. New board members are encouraged and expected to do basic school board member education within their first year of office.
- 4.3.2. Board members are encouraged to continue their school board member education, and participate in county- and state-level conferences throughout their tenure.
- 4.3.3. Board development goals will be set in the Board's annual planning retreat.
- 4.3.4. Board members should align their individual continuing education with the Board's overall development goals.

4.4. Board and superintendent evaluation and establishment of goals shall be conducted annually.

4.5. Board member concerns about another board member's performance

- 4.5.1. If a board member has a concern about another board member's performance, they should first discuss it directly with the offending member.
- 4.5.2. If still unsatisfied with the results of the first meeting, then they should discuss it with the Board President (or other board officer if the offending board member is the Board President).

4.6. Procedures for board travel and training opportunities

- 4.6.1. Board members are encouraged to further their professional training and take advantage of available training or conferences within or outside of the district.
- 4.6.2. Board members should arrange travel, accommodations, and classes through the superintendent's office.
- 4.6.3. All board members are to comply with the board policy on travel expenditures and submitting travel/training expenses. Refer to board bylaws 0144.1 and 0175.1.
- 4.6.4. Board members should report on their conference attendance at the next board meeting.

5. BOARD GOVERNANCE OF DISTRICT

The Board of Education is established by the authority of the laws of the State of Michigan and is charged with setting policies that govern the District with the purpose of supporting the District's vision and mission.

As governors of the School District, the Board defines its role in district oversight via the district strategic plan as well as through standing committees, ad hoc committees, and board liaison positions.

5.1. Strategic Planning Process:

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

The strategic plan is reviewed and updated by the Board annually.

5.2. Board's approval of district and building performance objectives and improvement plans

- 5.2.1. The superintendent shall develop performance objectives and improvement plans for the District and buildings from time to time and at least on an annual basis.
- 5.2.2. The superintendent shall present district and building improvement plans and performance objectives to the Board as information items to demonstrate alignment with the strategic plan.

5.3. Board review of the district's progress toward goal achievement

- 5.3.1. Board members will be continually guided by what is best for all students in the District.
- 5.3.2. The Board will regularly review the district goals.
- 5.3.3. 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.

5.4. Boards review of the instructional program

- 5.4.1. Board members will be continually guided by what is best for all students in the District and alignment with the strategic plan.
- 5.4.2. The Board will periodically review the instructional program updates as changes occur.
- 5.4.3. Each board member will be given a copy of the instructional program prior to the meeting.

5.5. Board review of programs other than instructional programs

- 5.5.1. Each board member will be continuously guided by what is best for all students of the District and alignment with the strategic plan.
- 5.5.2. The Board will periodically review non instructional programs (e.g., Athletics).

5.6. Development and adoption of the district budget (full cycle)

- 5.6.1. The Sustainability Committee shall meet with the administration as needed during the year to review the school budget and make changes as necessary to meet the district goals within the expected revenues and expenses.
- 5.6.2. The administration shall present to the Board an annual budget for approval every spring.
- 5.6.3. The superintendent and/or the assistant superintendent for finance shall report to the Board regularly as to the budget status and changes, if any.

5.7. Board members' campus visits

- 5.7.1. All board members are encouraged to visit all schools and attend as many school events as practical.
- 5.7.2. All board members must notify the principal or designee of visits to campuses when they are not attending a scheduled or normal parental activity.
- 5.7.3. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purposes of evaluating a teacher's performance.

5.8. Development of board policy

- 5.8.1. The Board has retained NEOLA of Michigan to provide new and updated board policies.
- 5.8.2. New board policies are developed in response to district or administration needs or changes in state law by NEOLA and the Board Governance committee.
- 5.8.3. The Board approves new and modified board policies.
- 5.8.4. Administrative guidelines are developed by the administration to implement board policies.

5.9. Review of board policy

- 5.9.1. Board policies are updated and reviewed annually or as needed by the Board Governance committee.
- 5.9.2. Any proposed revisions must be considered by the Board.
- 5.9.3. Administrative guidelines are developed by the administration to implement updated board policies.

5.10. Development of Board Operating Procedures

- 5.10.1. The Board Governance committee develops proposed Board Operating Procedures in response to board needs.

- 5.10.2. New board procedures are approved by a majority vote of the Board.
- 5.10.3. Every board member has the right to request a review of any operating procedure. If a member is uncomfortable with a given procedure, the board member should contact the superintendent or Board President. If no review is requested, it should be clearly understood that this is how the Board functions.

5.11. Review of Board Operating Procedures

- 5.11.1. The operating procedures must be reviewed to determine if there continues to be unanimous support for each procedure.
- 5.11.2. Board Operating Procedures are reviewed and updated as needed, or upon request of a board member, by the Board Governance committee.
- 5.11.3. Revised Board Operating Procedures are approved by a majority vote of the Board.

5.12. Evaluation of the superintendent (full cycle)

- 5.12.1. The Board shall formally evaluate the superintendent's performance annually.
- 5.12.2. The Board will adopt a rubric for the superintendent's evaluation.
- 5.12.3. The superintendent shall give the Board a self-evaluation using the approved rubric.
- 5.12.4. The Board will conduct the evaluation using a group deliberative process and will not compile individual board member notes or rubric sheets.
- 5.12.5. The superintendent may choose to have their review during a closed or open session of the Board.
- 5.12.6. The Board and superintendent will meet periodically to informally review performance in between annual formal evaluations.

5.13. Board member's concerns about the superintendent's professional performance

- 5.13.1. Any board member with concerns about professional demeanor or performance may communicate their concerns directly to the superintendent.
- 5.13.2. A board member should communicate with Board President to address questions or concerns.
- 5.13.3. The Board does not directly hire or terminate any personnel other than the superintendent.
- 5.13.4. All personnel changes shall be presented to the Board monthly by the administration and formally approved by the Board.