



OTSEGO PUBLIC SCHOOLS

Expect Excellence

OPS BOARD OF EDUCATION OPERATING PROCEDURES

VISION STATEMENT

Expect excellence.

MISSION STATEMENT

Otsego Public Schools is a student-centered learning community empowering every individual to achieve excellence.

BELIEF STATEMENTS

All students can excel.

Education and learning are the responsibility of the entire community including students, parents, staff, business owners, and civic leaders.

Teaching and learning depend upon communication and collaboration among the school, student, family, and the community.

Schools must provide a safe, respectful, and caring learning environment.

Learning improves when educators use data and research-based practices to guide instruction.

A well-rounded education instills knowledge, skills, and social responsibility.

Our professional learning community supports life-long learning for staff and students.

As guiding members of this community, we support and engage in learning and growing activities.

Adopted 3/20/2023

Otsego Public Schools Board of Education
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In effective school systems, the Superintendent and the Board function as a "Board Governance Team." A structured approach to developing a mission or vision for the district and setting goals is enhanced by first developing a system of Standard Operating Procedures. 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 Otsego Public Schools Board of Education and Superintendent function as a "Board Governance Team" to provide open communication to the staff and patrons of the district.

The Otsego Public Schools Board of Education adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and members of the District and greater community. These procedures will be reviewed and updated as necessary.

GUIDING PRINCIPLES OF THE BOARD OF EDUCATION:

- The Board of Education, in cooperation with the Superintendent and stakeholders, establishes and commits to a vision of the school district that emphasizes high expectations for achievement of all students and quality instruction.
- 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 and community.
- The Board of Education holds the Superintendent accountable for creating the outcomes identified in the school district strategic plan.

GUIDING PRINCIPLES OF THE INDIVIDUAL BOARD MEMBER:

- The individual school board member is motivated by and focuses on what is in the best interest of all students.
- The individual school board member believes in the importance of and actively engages in lifelong learning.
- The individual school board member understands and respects both the authority and responsibilities of the Board of Education.
- The individual school board member approaches school governance work with a spirit of inquiry.

CODE OF ETHICS

As members of the Otsego Public Schools Board of Education, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect, and professionalism. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution, and to renew our efforts to follow this Code of Ethics 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 all children first by adhering to the educational and ethical standards outlined in this document.

1. I will bring about desired change through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools and district policies and procedures.
2. I will make decisions in terms of the educational welfare of all children in the District and will not discriminate.
3. I will recognize that the Board must make decisions as a whole in public, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board.
4. I will focus Board action on policy-making, goal-setting, planning, and evaluation as outlined in Board Policy and state law.

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5. I will support the Superintendent in decisions to appoint appropriate and highly qualified personnel for employment with OPS. I will insist on regular and impartial evaluation of all staff by the Superintendent or the Superintendent's designee.
6. I 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.
7. I will 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.
8. I will hold confidential all matters that, if disclosed, may have a negative impact on the District. I will respect the confidentiality of information that is privileged under applicable law, including closed session discussions.
9. To the extent possible, I will attend all regularly scheduled and specially set Board meetings; arrive on time; and be informed of the issues to be considered at the meetings.
10. I will assist in making policy decisions only after full discussion at publicly held Board meetings; I will render all decisions based on available facts; and I will refuse to surrender judgment to individuals or special groups.
11. I will refrain from using my Board position for personal or partisan gain.
12. I will disagree in an agreeable manner. I will not hold grudges or question other Board members' ethics, motives regarding their vote, or views on issues.
13. I will be firm, fair, just, and impartial in all decisions and actions.
14. I will respect the majority decision as the decision of the Board.
15. I will encourage the free expression of opinion by all Board members. I will make a good faith effort to understand and accommodate the views of others.
16. I recognize the appropriate channels to refer complaints to the Superintendent and will do so.
17. I will seek communication among the Board, students, staff, and the community at Board meetings as required, to conduct Board business.
18. I will communicate to fellow Board members and the Superintendent, at appropriate times, the expression of public concerns.
19. I will become informed about current educational issues and seek continuing education opportunities such as those sponsored by state and national school board associations.
20. I will disseminate pertinent information gathered at training workshops and conventions with the Superintendent and fellow Board members.
21. I will 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 Policy.
- I will make sure that persons addressing the Board do so in a professional manner and not allow inappropriate communication to be directed to the Board or the Superintendent during Board meetings.
- I will ensure that all Board members are given an opportunity to reflect their views. I will work toward building consensus among all Board members.

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We acknowledge the Board Operating Procedures have been read and we strive to operate in this manner to the best of our ability. (To be read and signed annually at the January Organizational Meeting.)

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1.0 MEETINGS

1.1 Developing the Board Meeting Agenda

1.1.1. Who can place items on agenda and guidelines?

- A. Agendas are collaboratively created by the Superintendent and Board President and presented to the Board no later than Friday prior to the Monday meeting. Agendas will be posted to the public via the website 48 hours prior to the meeting.
- B. 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 agenda at the discretion of the Superintendent and Board President.
- C. No item can be placed on the agenda less than 72 hours in advance of the meeting, except in an emergency or error, at the discretion of the President.
- D. Any agenda item considered for a closed meeting shall state the reason(s) permitted under the appropriate section(s) of the Open Meetings Act.

1.1.2. Use of Consent Agenda:

- A. When the agenda is prepared, the Superintendent and the Board President shall determine items, if any, that qualify to be placed on the Consent Agenda. A Consent Agenda shall include items of a routine and/or recurring nature 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 items typically include but are not limited to:

- 1. Minutes of prior meetings
- 2. Bills for payment
- 3. Resolutions that require annual adoption
- 4. Budget
- 5. Instructional resources approval

1.1.3 Regular Board Meeting Agenda Outline:

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Welcome & Remarks by Board President
- E. Agenda Adoption
- F. Recognition of Guests/Presentation
- G. Correspondence/Communications
- H. Public Comments
- I. Superintendent's Update
- J. New Business
- K. Reports
- L. Board Calendar
- M. Board Comments
- N. Adjourn

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1.1.4 Workshop Meeting Agenda Outline:

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Welcome & Remarks by Board President
- E. Recognition of Guests/Presentation
- F. Agenda Adoption
- G. Public Comments
- H. New Business
- I. Reports
- K. Board Calendar
- L. Board Comments
- M. Adjourn

1.1.5 Annual Calendar of Board Agenda Items:

A. In addition to monthly agenda items listed above, the items below may be presented as scheduled in the following annual outline:

| | |
|----------|---|
| November | After election – Trustee acceptance of election when certified Superintendent Evaluation |
| December | Interim Update of District Goals Report on Superintendent Evaluation |
| January | Organizational Meeting: Oath of Office Election of Officers Committee Assignments Review and sign Board Operating Procedures Winter Board Retreat (or February as schedule requires) |
| February | Budget Amendment |
| March | |
| April | Administrator contract renewal discussions enrollment for following year Report on projected |
| May | Appoint voting delegates/select candidates for AAESA Board election Food Service report Draft of coming year budget |
| June | Approve layoffs and Administrative contracts Present Booster budgets Present Athletic and Student Handbook changes Present State Aid Note and Final Budget District Improvement Plan Budget Hearing Bullying Report |

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| July | Organizational Meeting: Set times/dates for meetings Authorize signatures for accounts Authorize Bank Depositories Retain Legal Counsel Appoint Election Administrator Authorize signing of State Reports Approve Participation in Schools of Choice Programs Appoint Committee Members Approve MHSAA Membership Approve Technology Purchases Approve District Improvement Plan Operations Report |
| August | Approve Probation/Tenure Status Award State Aid Note (if necessary) |
| September | Appoint delegates for MASB Annual Leadership Conference |
| October | Strategic Plan Report |

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. 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, and copied to the Board President, as quickly as possible, but no later than 8 a.m. the day of the meeting.

1.3 Board member participation/conduct during meetings:

- 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 and the Protocols below.

1.3.1 Board Meeting Protocol:

- A. Board members will maintain professional and courteous behavior throughout the meeting.
- B. Board members will demonstrate respect to fellow Board members and public participants through the following behavior:
- Listen and treat each other respectfully.
 - Be cordial when disagreeing.
 - Say what needs to be said as briefly and clearly as possible.
 - Direct comments solely to the business under deliberation.
 - Address each other, staff, and public in a respectful manner.
 - Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation.
 - Refrain from condescending or critical comments to members of the staff, public, or Board.
 - Focus on issues, not people or personalities.
 - Courteously accept other viewpoints and Board votes, which were not supported by self.
 - Seek solutions and reasonable compromises or consensus when there are differences of opinions.
 - Make decisions in the context of what is best for all students in the district.
 - 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).
 - Be willing to publicly apologize to staff, patrons, or Board members if behavior is

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inappropriate or disruptive to the progress of the meeting.

- Attempt always to have dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).
- As a courtesy to others, refrain from using electronic devices and set them in a silent mode during Board meetings. Emergency situations may warrant exceptions.

1.3.2 Persons addressing the Board:

- A. Audience participation at Board meetings is limited to the portion of the meeting designated as Public Comments. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.
- B. A person may address the Board after completing the Public Comment Form and publicly stating their full name. The Board President or acting chairperson shall have the authority to terminate the remarks of any individual whose comments are frivolous, repetitive, or harassing in nature.
- C. Each statement made by a participant shall be limited to three (3) minutes in duration.
- D. The presiding officer may request delegations of 5 (five) or more persons addressing the same issue shall appoint 1 (one) person to present their view before the Board.

1.3.3 Board response to persons addressing the Board:

- A. Board members hear comments.
- 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 will not 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.
 - Board President may exercise discretion in allowing patron comments to exceed three (3) minutes.
 - Board members may request that the Board President extend the Public Comment section of the agenda.

1.3.4 Discussion of Employee/Student Issues:

- A. The Board in public session shall not encourage or actively participate with negative comments pertaining to individual employees or students.

1.3.5 Hearings, Grievances, Student/Employee Discipline:

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

1.3.6 Discussion of Motions:

- A. All discussions shall be directed solely to the business currently under deliberation.
- B. The Board President or presiding officer has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board.
- C. A Board member prior to giving comments shall ask for and receive recognition by the presiding officer.

1.4 Board member participation in discussion, debate, and voting:

- A. All Board members shall vote on all action items unless a conflict of interest applies.
- B. All Board members may make motions, second motions, and enter into debate on all agenda

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items.

- C. In case of tie, the action item 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 support the majority decision and go forward in harmony.
- E. A majority of the entire Board is needed to pass an action item.

1.5 Board member responses to inquiries about closed sessions:

- A. Board members are to refer any inquiries regarding closed sessions to the Superintendent and the Board President.
- B. Any information from a closed session is confidential and shall not be discussed outside the closed session.

1.6 Participation by people other than Board members in closed session:

Participants are limited to:

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

1.7 Board organization:

1.7.1 Election of Officers:

- A. In order to serve as an Officer, the Board Member is expected to have completed all CBA 100-level courses through the Michigan Association of School Boards (MASB).
- B. The Board shall elect a President, Vice President, Secretary, and Treasurer during the annual January Organizational Meeting.
- C. Election of officers shall be by a majority of the full Board. Where no such majority exists on the first motion to elect a member; a second vote motion shall be made to elect another member.
- D. Except for those appointed to fill a vacancy, officers may serve for two (2) years and until their respective successors are elected and take office. The Board recognizes that this is a longer term than required by Policies and Bylaws and is employed as an effort to foster smooth transitions. Officers are eligible for re-election to their offices. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.

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 the Board President
 - 1. The duties required by law.
 - 2. Preside at all Board meetings unless unable to attend.
 - 3. Cause an action to be prosecuted in the name of the District on the Treasurer's bond in case of a breach of a condition of the bond.
 - 4. Appoint all Board committees, unless otherwise provided by Board policy, this procedure book, or Board consensus.
 - 5. Designate a Board member responsible for mentoring new Board members.
 - 6. Call special meetings.
- D. Duties of the Vice-President
 - 1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
 - 2. Become President only upon being elected to the position.
 - 3. Perform other duties as prescribed by the Board.

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E. Duties of the Secretary

1. Sign the minutes of the meetings, orders, resolutions, and other proceedings of the Board in proper record books.
2. Be the chief election officer of the District with authority to delegate election duties to a member of the administrative staff.
3. Review the annual report of the District and other reports required by the State Board.
4. Draw and sign orders upon the District Treasurer for money to be distributed on behalf of the school district and each order shall be properly numbered and dated, shall specify the sources of the funds called for, the purpose for which, and the fund upon which the order is drawn
5. Perform other duties required by law or by the Board as the Board determines.

F. Duties of the Treasurer

1. Oversee care and the custody of all monies of the School District, and the Treasurer shall deposit funds of the District with a bank or banking corporation of trust company designated by the Board in proportion and manner directed by the Board.
2. Oversee proper books of accounts.
3. Oversee and account of interest received from invested school funds, and credit interest received to the appropriate fund accounts.
4. Perform other duties the board may prescribe in its bylaws relating to the administration of School District funds as the Board determines.

1.8 Selection and operation of Board committees:

- A. Standing committees are appointed by the Board President at the Organizational Meeting and approved by the Board.
- B. Ad hoc committees are appointed by the Board President with notice given to the Board.
- C. All committees shall comply with the Open Meetings Act (OMA) in accordance with the applicable requirements set forth by OMA requirements

2.0 COMMUNICATION

2.1 Board member communication with each other:

- A. Board members shall not deliberate issues outside the Board meetings.
- B. Electronic Communications:
 1. Shall abide by the spirit and letter of the OMA.
 2. Be restricted to one-on-one communications, informational inquiries, historical perspectives and the like.
 3. Board members are to use their @otsegops.org email for all Board communication.
 4. Board members should not "reply all" to texts or emails, as this constitutes a violation of the OMA.

2.2 Board members' responses to community or employee complaints:

The Board recognizes that as elected officials there will be requests and complaints from the public and/or employees; therefore, strict adherence to this procedure is required.

- A. The Board member should refer the citizen to the appropriate person/chain of command as appropriate.
- B. The Board member should not become individually and personally involved in the request or complaint.
- C. The Board member should exercise their best judgment whether to notify the Superintendent or Board President of potentially significant requests or complaints.

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2.3 Board member communication with the media:

- A. The Superintendent or the Superintendent's designee is the spokesperson for the District.
- B. The Board President shall be the official spokesperson for the entire Board to the media/press.
- C. All Board members who receive calls from the media should direct them to the Board President, Superintendent, or designee.

2.4 Board member communication with the community:

- A. The Board will communicate with the community through public hearings, regular Board meetings and regular publications.
- B. Individual Board members cannot speak in an official capacity outside the Board room.
- C. When engaging in social media, Board members should be mindful of the OMA.

2.5 Administration communications with Board members:

- A. The Superintendent will exercise judgment and discretion to determine when information should be shared with Board members based on the specific situation.
- B. Three types of communication with Board members:
 - 1. Not urgent or not in the media – 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 the Board members.

- b. Phone calls and/or e-mails (text) will be placed in the following order by the Superintendent: President, Vice-President, Secretary, Treasurer and Trustees
 - c. The Superintendent may designate the Board President to perform the duties in b. above.
 - d. The Superintendent or the Superintendent's designee will provide updates as practicable.

3.0 BOARD DEVELOPMENT

3.1 New Candidate Orientation

- A. All candidates who run for the Board of Education will be given the opportunity to meet with the Superintendent and Board President.
- B. All candidates will be given a candidate packet information to include but not limited to:
 - 1. Letter from the Superintendent
 - 2. District information sheet
 - 3. Mission and Vision Statement
 - 4. Role of Board members/term
 - 5. Issues facing district

3.2 New Board Member Orientation

- A. All new board members elected to the Board of Education will have a meeting with the Superintendent and Board President prior to being seated at the board table before their first meeting as a new trustee.
- B. Orientation to the Board/Board Responsibilities:

Access to the following items shall be provided or made available to the new Board members by the Board President with the assistance of the Superintendent or the Superintendent's designee:

 - 1. A copy and explanation of the District's mission, vision, values and beliefs and/or educational philosophy.
 - 2. A copy and explanation of the District's latest short-and long-range goals, along with

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- related needs assessment results (District Strategic Plan).
3. An explanation of school Board organization (officers, standing and ad hoc committees, if any, etc.).
 4. An explanation of any policies governing Board member conduct and activities (i.e., Board Code of Ethics, travel expenses, conflict of interest, professional development, etc.).
 5. An explanation of how Board meetings are conducted, including Parliamentary procedures used, Open Meetings Act requirements, placing items on the agenda, Superintendent's Board packets, etc.
 6. A discussion regarding the Board's speaking with one voice, the authority of the Board vs. the authority of any individual Board member, the chain of command, etc.
 7. An explanation of Board processes: Gathering community input, monitoring District progress, self-evaluation, communication with the media, etc.
 8. An explanation and list of Board and Board member development opportunities available throughout the year including MASB's CBA course offerings and workshops, certification process and annual conferences, and Board expectations about learning and growth

C. Orientation to Board/Superintendent Roles and Relationship:

The following items are generally shared areas of expertise between the Board and Superintendent, and, therefore, should be a joint responsibility in the orientation process:

1. Clarification of roles and responsibilities including discussion about "Who decides" particular types of issues.
2. Explanation of how authority is delegated to the Superintendent.
3. Explanation of the District's Administrative Guidelines.
4. A copy of any Superintendent evaluation materials and discussion of how and when they are used.
5. An explanation of how communication flows between Board members and Superintendent and how to use the chain of command.
6. A review of written Board policies governing the Board/Superintendent relationship.

D. Orientation to the District:

The following items are generally within the Superintendent's and district leadership's areas of expertise and responsibility in the orientation process.

1. School Finance

- a. A copy of the district's budget. Explanation of how, when and by whom it is prepared; how the district's mission and goals are translated into a dollars-and-cents plan; where the money comes from, where it goes and how it is spent.
- b. An explanation of financial accountability processes: how funds are accounted for; how expenditures are authorized; what financial reports are provided and how to interpret them, etc.
- c. An explanation of the State's school finance plan and what it means in terms of local district budget.
- d. Data on district per pupil cost and expenditures.
- e. An explanation of the assessed valuation and tax structure of the district.
- f. An explanation of the funding process for the school district.
- g. A description of the district's student enrollment trends and projections.
- h. Data on the existing bond indebtedness of the district and when various building debts will expire.
- i. Information on federal and state aid to your district's education program.

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2. School District Facilities

- a. A list showing the number, location, and condition of schools and other buildings owned/operated by the district.
- b. An explanation of construction projects contemplated and in process. A description of the district's building maintenance program.
- c. A description of the geographic boundaries and attendance zones for each of the schools within the Otsego Public School District.

3. School Curriculum and Instruction

- a. An explanation of curriculum standards required by state law and implemented by the State Board of Education.
- b. Copies of recent state and/or accrediting agency evaluations.
- c. An explanation of the district's overall curriculum program.
- d. An explanation of local school improvement initiatives (what, why, who, how, etc.)
- e. An explanation of the educational organization of the district, including student groupings, departmentalization, team-teaching, shared pupils/teachers, etc.
- f. An explanation of how elementary, middle school and secondary curricula are coordinated.
- g. Student dropout statistics.
- h. Information on M-STEP/MME tests, other applicable standardized testing, recent test results, and the utilization of test results.
- i. Data on the percentages of students who go on to college or other post high school programs.
- j. Documents showing teacher-pupil ratio and median class size for the district.
- k. The district's special education program programs/courses offered for students.
- l. A description of media centers, technological tools and other instructional materials in use now or planned for the future.
- m. A listing of extra- and co-curricular activities in the district.

4. Administration and Staff

- a. An organizational chart of the school district's management structure.
- b. An explanation of personnel recruitment and hiring procedures.
- c. A copy of staff salary schedules and fringe benefit programs, including data on average and median salaries of teachers and administrators.
- d. Data on staff-administrator ratios.
- e. A copy of the District's collective bargaining agreement(s).
- f. An explanation of the District's evaluation criteria and procedures for administrators, teachers and support staff.
- g. An explanation of the District's orientation program for new teachers.
- h. An explanation of the District's staff development program.

5. School-Community Relations

- a. An explanation of programs, activities and interests of education-oriented groups and associations (i.e., PTO, booster clubs, the Otsego Public School Foundation, advisory committees, etc.).
- b. An explanation of the District's public relations program, the District "Brand", how it is coordinated, and what activities regularly take place.

3.3 Board officer transition process:

- a. Present officers to relate duties and responsibilities of the position to their replacements.
- b. New officers to review written descriptions of position before taking office.

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3.4 Selecting of timing and activity for annual team building session and assessment of Board continuing education needs:

- a. Board Retreat Sessions: The Board shall hold a minimum of two retreats each year to discuss issues such as team building, assessment of Board of Education training needs, strategic plan, budget and state funding updates, curriculum review, and a review of District policies and rules. The Board should review the prior year's data regarding District performance on annual goals, key initiatives and a review of the operating procedures.
- b. Assessment of Continuing Education Needs: The Board Secretary shall survey Board of Education Members to determine professional development opportunities prior to January 1. Information will be shared with the Board to establish budget priorities.
- c. Board of Education Members must complete Michigan Association of School Boards (MASB) Certified Boardmember Awards Program (CBA) 100-Level Classes within 18 months of taking office.

3.5 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 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.

3.6 Procedures for Board travel and training opportunities:

- a. Board members are encouraged to further their professional training and take advantage of available training or conferences within or outside of the district.
- b. Board members should arrange travel, accommodations, and classes through the Superintendent's office.
- c. All Board members are to comply with the Board policy on travel expenditures and submitting travel/training expenses.
- d. Board members should report on District-funded conference attendance at the next Board Meeting.

4.0 BOARD DISTRICT OVERSIGHT

4.1 Establishment of the district's vision, mission, and strategic plan:

- a. The Superintendent shall create a committee of students, staff, Board members, and community members to develop district vision and mission statements. In addition, critical target issues will be identified through the strategic plan and goals will be established for each target issue.
- b. The strategic planning committee will review and revise the plan annually.
- c. The Superintendent shall present the strategic plan and goals for their approval yearly.

4.2 Approval of District goals and performance objectives:

- a. Using the District Strategic Plan as the basis, the district goals and performance objectives are developed collaboratively between the Superintendent and Board.
- b. District goals and performance objectives shall be presented by superintendent and approved by the Board.
- c. The Board will be updated on progress toward goals based on what is best for all students

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in the district.

- 4.3 Board's approval of building goals and performance objectives:**
- a. The Superintendent shall develop building goals and performance objectives in line with district goals.
 - b. Building goals shall be presented to the Board by the Superintendent and approved.
- 4.4 Board's review of the instructional program:**
- a. The Board will annually review the instructional programs for each subject category on a rotating basis every five years.
- 4.5 Board's review of non-instructional programs**
- a. The Board will annually review non-instructional programs (i.e. Athletics)
- 4.6 Development and adoption of the district budget (full cycle)**
- a. The administration shall present to the Board an annual budget for approval in June.
 - b. The committee and/or Director of Finance shall report to the Board regularly as to the budget status and changes, if any.
- 4.7 Board members' campus visits**
- a. All Board members are encouraged to attend school events.
 - b. All Board members will follow the currently established visitor protocol.
 - c. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purposes of "evaluating" their performance.

5.0 POLICY/PROCEDURES / BYLAWS

- 5.1 Review of Board Policy**
- a. Board policies are reviewed regularly and updated as needed.
- 5.2 Development of Board Policy:**
- a. New Board policies are developed in response to District or Administration needs by the Superintendent or Superintendent's designee with support of Clark-Hill or other legal guidance.
 - b. New Board policies are approved by the Board
- 5.3 Review of Board Procedures:**
- a. Board procedures are reviewed annually and updated as needed.
- 5.4 Development of Board Procedures**
- a. New Board Procedures are developed in response to district, Board, or administration needs.
- 5.5 Review of Board Administrative Guidelines**
- a. Board Administration Guidelines are reviewed annually and updated when necessary.

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6.0 PERSONNEL

6.1 Evaluation of the Superintendent (full cycle):

- a. The Board shall evaluate the Superintendent's performance annually. A Superintendent evaluation form shall be developed by the Board and completed by each Board member annually.
- b. The Superintendent will provide the Board with a self-evaluation at the Regular Board Meeting in November.
- c. Each Board Member will use the Superintendent Self-Evaluation and approved evaluation tool to complete their evaluation. All Board members must have training on that tool.
- d. The Board President will conduct the Superintendent evaluation during the workshop meeting in November. Each Board member will share their evaluation and the Board President will facilitate reaching consensus on a score for each domain.
- e. The Board President will consolidate the results during the workshop meeting. Results will be verified and shared with the Board and Superintendent.
- f. The Superintendent may choose to have their review during a closed or open session.

6.2 Board member's 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 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 personnel changes shall be presented to the Board monthly by the administration and approved by the Board.