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

The Livonia Board of Education adopts these guidelines as Standard Operating Procedures to facilitate clear expectations and smooth operations of the School Board, and to effectively communicate these with the Board Team, staff and members of the district.
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We, the Livonia Public Schools community, put the needs of our students and their education first. We promote a passion for learning and stand as a source of pride for our students, staff, families, and community - all of whom are essential to our shared success. We commit ourselves to this Shared Vision.

ENHANCING OUR CLIMATE

We are a caring community that knows and lifts every student. Our staff, students, parents, and community members recognize and value the unique contributions each brings to our educational community. Therefore, we see a school district where we:

• Provide a safe, joyful, welcoming environment for all who enter, and a place where students are eager to learn.
• Respect, value, and trust one another.
• Celebrate the uniqueness of each individual with acceptance and understanding.
• Value open, collaborative participation among all stakeholders.
• Learn and grow in updated, well-maintained, and inviting spaces.
• Utilize innovative practices and technology.

ENGAGING OUR LEARNERS

We are a learning community that inspires and motivates all students to reach their full learning potential. Therefore, we see a school district where students:

• Experience joy in learning.
• Are challenged to give their personal best.
• Have their unique learning needs met.
• Engage in opportunities that connect to the world around them.
• Are provided instruction that is guided by curriculum standards and purposeful assessments.

EMPOWERING OUR STAFF

Every staff member’s contribution is vital to our organization. We are a district that has a deep commitment to holding ourselves to the highest standards while providing opportunities to learn and grow. Therefore, we see a school district where our empowered staff:

• Works collaboratively to improve student learning and well-being.
• Uses innovative, creative, and research-based ideas to support student success.
• Engages in meaningful and effective professional development.
• Utilizes technology and resources to enhance job effectiveness.

PURSUING ORGANIZATIONAL EXCELLENCE

We are an organization that pursues excellence with determination and commitment. Therefore, we see a school district as one that supports:

• Continuous improvement in all that we do.
• Hiring and retaining high-quality staff.
• Implementing innovative practices.
• Collaborative problem-solving and decision-making.
• Purposeful exploration of exemplary practices for educational excellence.

PREPARING OUR STUDENTS

We are a school district that prepares each student for his or her life journey. Therefore, we see a school district where students are:

• Persons of character who are contributing members of society and who seek opportunities to learn throughout their lives.
• Independent, confident, and hopeful, with the life skills to plan and build successful futures.
• Prepared with the academic skills necessary to pursue educational and career pathways.

This Shared Vision document provides the inspiration for our continuous improvement and the benchmarks by which we will evaluate our progress. We dedicate ourselves to these ideals.
The Livonia Public Schools Shared Vision provides the imagination of what we hope to become, and a blueprint for continuous improvement. The clarity of our Shared Vision and commitment to it is crucial to our success. We have identified the following Collective Commitments that will define the behaviors that lead us to our Shared Vision.

**LEARNING: OUR PRIORITY**

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

**OUR ENVIRONMENT**

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

**OUR INTERACTIONS**

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

**OUR PRACTICES**

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

**OUR COMMUNICATION**

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

**OUR RESOURCES**

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

_We will honor, advance, and value these commitments; the education of our students depends on it._
BYLAWS OF THE BOARD

BOARD OPERATIONS
CODE OF ETHICS

MARCH 25, 2019

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

As a Board member,

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

- I will be a personal advocate for the good work of the District.

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

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

- I will review and evaluate all policies, bylaws, procedures, and processes of the Board, and will work to make desired changes so they will be current, relevant, and in accordance with state and/or federal laws.

- I will follow established Board Operating Procedures.

- I will come to Board meetings prepared to discuss and take action on all agenda items. I will study the material in the Board packet seeking clarification, if needed, prior to each Board meeting.

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

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

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

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

- I will respect the consensus, and support the decisions of the Board and their implementation.
• I will recognize that while I am free to express my personal views, the Board President is the spokesperson for the Board and the Superintendent is the spokesperson for the District.

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

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

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

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

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

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

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

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

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

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

As Board President,

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

• I will advise persons addressing the Board to do so in a respectful manner and not allow rude and indecent behavior, profane or indecent discourse, to be directed to the Board, Superintendent, or others during Board meetings.

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

• I will follow parliamentary procedure, to the extent that it does not conflict with Board policy or state law.
1.0 MEETINGS

1.1 Developing the Board Meeting Agenda  (BCBC)

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

1.1.2. Use of Consent Agenda:  (BCBC)
A. A consent agenda may include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

    Consent Agenda Items, may include but not limited to
    1. Routine items
    2. Minutes for approval
    3. Routine renewals
    4. Items recommended by the Superintendent and agreed to by the Board

1.1.3. Committee of the Whole Meeting Agenda
A. Call to Order
B. Audience Communications (Limit 3 minutes per person, 15 minutes total)
C. Business Items
D. Additional Audience Communications (if first ran beyond allotted 15 minutes)
E. Adjournment

1.1.4 Regular Board Meeting Agenda Outline  (BCB)
A. Call to Order
B. Roll Call
C. Pledge of Allegiance
D. Communications
   - Recognitions and Other Communications Items
   - District Update from the Superintendent
   - Written Communications
   - Response to Prior Audience Communications
   - Audience Communications (limited to a total of 15 minutes, with remainder preceding Hearing from Board Members)+)
E. Consent Agenda (Items on the Consent Agenda are to be voted on as a single item by the Board. Any Board member may remove items from the Consent Agenda prior to the vote. Items which are removed from the Consent Agenda will be discussed individually following the Consent Agenda.)
   - Approval of Minutes of Previous Meeting(s)
F. Instructional Matters
G. Business Matters
H. Personnel Matters
I. Remainder of Audience Communications
J. Hearing from Board Members  
K. Adjournment  

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

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

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<th>* Strategic Planning</th>
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<td><strong>July</strong></td>
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<td>Annual Organizational Meeting</td>
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<td><strong>July / August</strong></td>
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<td>Mid-Year Superintendent Review</td>
<td>Finalize Goals for Upcoming School Year (Strategic Planning)</td>
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<td></td>
<td>Annual Education Report - Review of Student Achievement Data and District Initiatives</td>
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<td><strong>September</strong></td>
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<td>Board Workshop to Discuss Governance, Board Self-Evaluation</td>
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<td>Annual Audit Report- Review of District Financial Condition</td>
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<td><strong>November</strong></td>
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<td>Compile Necessary Information, Complete Superintendent Evaluation, and Review Superintendent Contract</td>
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<td>Bargaining Strategy (in applicable years)</td>
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<td>Review 1st Budget Amendment for Current Year</td>
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<td>Begin Discussion of Board Officers for Following Year</td>
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<tr>
<td><strong>November / December</strong></td>
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<td>Seat new Board Members (in applicable years)</td>
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<td>Elect Officers (annually)</td>
<td>Review/Revise the Code of Ethics (Policy BHA), Bd Operating Procedures</td>
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<td>Review/Revise the Code of Ethics (Policy BHA), Bd Operating Procedures</td>
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<td>Board Workshop to Discuss Governance</td>
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<td><strong>January</strong></td>
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<td>Review progress on superintendent goals</td>
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<td>Board Workshop to Discuss Governance</td>
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<td><strong>March</strong></td>
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<td>Initial Budget Projections for Following Year</td>
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<td>Review Superintendent Evaluation Process for Following Year</td>
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<td><strong>March – June</strong></td>
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<td>Report from District School Improvement Team on District Goals – Shared Vision (Strategic Planning) -- Approve DSIT Goals</td>
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1.2 **Board member preparation for meetings**

A. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.

1. Board members are responsible to study the material in the Board Packet sent to them prior to the meeting.

2. Requests for additional information will be addressed through the superintendent as follows:
   a. Board members are always encouraged to ask questions of the Superintendent and his/her designee and have their questions answered.
   b. Requests to the Superintendent to provide documentation or reports shall be made by a majority of Board members to the Superintendent. Within two weeks of the request, the Superintendent shall respond by providing copies of the requested material to all Board members, or provide reports as directed by the Board.
   c. If there are persistent concerns by any Board member, he/she shall bring the concerns to the entire Board. The Board of Education will determine collectively how the issue will be addressed.

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

A. Any time four or more Board members are gathered together to discuss school business it is considered a meeting (quorum).

B. In addition to the following procedures, at all times Board members shall adhere to the Board Code of Ethics.

1.3.1 **Board Meeting Protocol (BHA)**

A. A Board member will maintain professional and courteous behavior throughout the meeting.

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

A. Audience participation at Board meetings is limited to the portion of the meeting designated as Audience Communication. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.

B. A person may address the Board on an agenda or non-agenda item. Such person is requested to complete an Audience Communication form located just outside the Boardroom and give the form to the presiding officer or designee prior to the Audience Communication part of the agenda. Each speaker may address the Board twice during each meeting for no more than three minutes each time.

C. At Regular and Committee of the Whole meetings the Board shall allot 15 minutes during Audience Communication to hear persons who desire to make comments to the Board, with any remaining speakers to be heard following Personnel Matters at Regular meetings or after the last agenda item at the Committee of the Whole meetings or Study Sessions.

D. Delegations of several persons addressing the same issue are encouraged to appoint one person to present their views to the Board.

E. Taping, videotaping, and photographing are permitted in an area designated by the Board and in such a manner as to not disrupt the dignity and function of the Board meeting. Taping, videotaping, and photographing of individuals or groups that are being recognized will be allowed outside the designated area during the Communications portion of the meeting. If the meeting is being disrupted, the Board may direct all taping, videotaping or photography to cease.

1.3.3 Board response to persons addressing the Board

A. During Audience Communication Board members are to listen to comments without response.

B. The Board President may direct administration to investigate item(s) and report back to the Board and/or the individual citizen.

C. Board members should not respond or enter into discussion with the audience during the meeting because:
   1. Items on the agenda will be discussed as appropriate and scheduled on the agenda.
   2. Items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board policy.
   3. Since all Board members may not have had an opportunity to fully review the issue being presented prior to the meeting, comments would not be appropriate.

1.3.4 Discussion of Employee/Student Issues

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

1.3.5 Hearings, Grievances, Student / Employee Discipline

A. The Board will conduct all hearings or presentments in accordance with the applicable Board policies.

B. During hearings or presentment, the Board President or Superintendent may seek legal counsel as deemed necessary.

C. The Board shall not use any student’s name outside of closed sessions.

D. Student / disciplinary hearings will be held in closed session if requested in accordance with Board policy and state law.
1.3.6 Discussion of Motions
   A. All discussions shall be directed solely to the business currently under deliberation.
   B. The Board President or designated chair has the responsibility to keep the discussion to
      the motion at hand and shall halt discussions that do not apply to the business currently
      before the Board.
   C. The Board member, prior to giving their comments, shall ask for and receive
      recognition by the presiding officer.

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

1.5 Board member responses to inquiries about closed sessions
   A. Any information from a closed session is confidential and shall not be discussed outside of the
      closed session.

1.6. Participation by people other than Board members in closed discussion
   Participants are limited to:
   A. The person requesting the closed session, their counsel, a union representative, their parent(s)
      or guardian(s) where applicable.
   B. Representatives of the administration who have pertinent information.
   C. Additional persons that the Board approves.

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

1.7.2. Role and Authority of Officers
   A. No Board member or officer has authority outside the Board meeting.
   B. No Board member can direct employees in regard to performance of their duties.
   C. Duties of Officers.
   Refer to Board policy: BBABA, BBABB, BBABC, BBABE, BBC.
1.8 Selection and operation of Board committees  (BBABA, BBC)
A. Standing committees are appointed by the Board President.
B. Standing Committees include Finance, Building and Site, Curriculum, Legislative, Policy, and Personnel.
C. Board members serving on standing committees will make recommendations or advise the Board as a whole relative to the committee’s area of study.
D. The committee chairperson shall function as the liaison person between the Board and designated staff, facilitate their committee’s portion of Committee of the Whole meetings, take brief minutes of their committee’s work in study sessions, and keep and update the committee folder for the next committee chairperson.
E. Ad hoc committees are appointed by the Board President. Ad hoc committees may be formed as deemed necessary by the Board and appointed by the Board President.

2.0 COMMUNICATION

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

2.2 Board member responses to community or employee contacts
A. The Board recognizes that as elected officials there will be requests and contacts from the public and/or employees, therefore strict adherence to this procedure is required.
B. The Board member should listen and then refer any employee, parent, student, community member or other stakeholder who contacts them with an issue to the appropriate staff member.
C. The Board member should not become individually and personally involved in the issue.
D. The Board member should notify the Superintendent or Board President of potentially significant requests or issues.

2.3 Board member communication with the media
A. The Superintendent or his/her designee shall be the spokesperson for the district.
B. The Board President shall be the spokesperson for the Board.
C. All Board members who are contacted by the media should direct them to the Board President, Superintendent or his/her designee.
D. All Board members are free to express their personal views, making it clear that the Board President speaks for the Board and that the Superintendent speaks for the district.

2.4 Board member communication with the community
A. The Board will communicate with the community through public hearings, Board meetings, and publications.
B. Individual Board members cannot communicate for the Board, or in an official capacity outside of the Board room.
C. In their role as members of the Board, members regularly receive information that is not part of the public packet, but may be discussed in a future open meeting of the Board. Because such information is preliminary to a Board decision, individual members are not at liberty to forward such information to any other individual. To the extent that Board members receive requests for written information, they should refer to Board Policy KL and the accompanying Administrative Procedures.
2.5 Administration communications with Board members
A. The Superintendent will exercise his/her best judgment and discretion to determine what Board members need to know based on the specific situation.
B. Three types of communication with Board members:
   1. Not urgent or not in the media – Board Packet.
   2. Very important but not crisis – Email or text to each Board member.
   3. Crisis / Emergency situation – Phone call or text to each Board member.
      a. In the case of an emergency or crisis, the Superintendent or his designee will provide the following six pieces of information:
         - What, Where, When, Who, Action Taken, and a Public Statement for Board members.
      b. Phone calls will be placed in the following order:
         - President, VP, Secretary, and Trustees.
      c. The Superintendent or his/her designee will provide updates as practicable.

3.0 BOARD DEVELOPMENT

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

A. School District Direction and Overview – Superintendent will review with new Board member the following:
   1. Shared Vision Document
   2. Annual goals set through the Superintendent Evaluation process
   3. District Points of Pride document
   4. Annual Education Report (including district background and history)
   5. District School Improvement Team Annual Report to the Board/Goals
   6. Budget Summary

B. Board Member Responsibilities – Board President or Board trustee mentor (assigned by the President immediately upon election) will review with the new Board member the following areas of responsibility:
   1. Policy
   2. Hiring/evaluation of Superintendent
   3. Budget and strategic planning

C. Board Member Documents – Board President or Board trustee mentor (assigned by the President immediately upon election) will review with the new Board member the following documents:
   1. Code of Ethics
   2. Board Operating Procedures
   3. Board Policy (possibly just begin with section B with independent review of other policies on their own time)
   4. Board Annual Calendar
   5. Superintendent Evaluation Document
   6. MASB documents (held by Administrative Assistant)
      a. Board member duties under the Revised School Code
      b. Open Meetings Act guide
D. Other Background Information
Meet with individual members of the Superintendent’s cabinet to get an update on what is occurring in all areas of the school district. These meetings should include the following key information from staff:
1. Review of essential elements of individual Cabinet member’s role (Superintendent)
2. Collective bargaining update – with Board’s role outlined (Human Resources)
3. Student discipline process review – with Board’s role outlined (Elem & Secondary)
4. Review of curriculum decisions upcoming for the Board of Education (Academic Services)
5. Outline of the layoff/recall process (Human Resources)
6. Review of hiring process (Human Resources)
7. Review of different budgets utilized by the district (Business Services)
8. Review of finance processes and procedures (Business Services)
9. Possible tour of central office facility/map of facility (Business Services)
Superintendent to review and facilitate the following (as well as #1 above):
10. Collective Bargaining Agreements
11. Superintendent’s contract
12. Last month’s Superintendent updates
13. Map of the whole district and possible tour
14. Introduction to union leadership
15. Introduction to principal at one or two schools

E. New Board Member Suggestions for the Board Mentor and Board Team
1. Immediately upon election, assign a mentor to the newly elected. They will have questions.
2. Encourage elected to attend all meetings.
3. Meet with elected after meetings to answer any questions about the meeting, even for 5 minutes.
4. Explain the different kinds of meetings (general, COW, study, workshop) and what happens at each of them.
5. Explain how an item gets on the agenda.
6. Explain how trustees are assigned to different parts of meetings.
7. Attend an MASB training session with the newly elected (perhaps not the same class, but the same day).
8. Explain how to register for classes and workshops.
9. Be aware that the “newness” lasts for a full year, until everything has been done once.
10. Be patient! The newly elected doesn’t know what he/she doesn’t know.

3.2 Board officer transition process
A. Present officers are to relate duties and responsibilities of the position to their replacements.
B. New officers to review written description of position before taking office.
3.3 Annual Board self-evaluation and establishment of Board goals
A. Board self-evaluations are to be done annually.
B. Board self-evaluations are to be done as a Board and Superintendent team.

3.4 Board member concerns about another Board member’s performance
A. If a Board member has a concern about another Board member’s performance they should first discuss it with the offending member.
B. If still unsatisfied with the results of the first meeting, they should then discuss it with the Board president.
C. If still unsatisfied with the results, or if the concern relates to the Board President, then the concern will be taken to the full Board.
D. At any time in the process, the Superintendent may be enlisted to support the process.

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

4.0 BOARD DISTRICT OVERSIGHT

4.1 Establishment of the district’s vision, mission and annual goals
A. The Superintendent shall ensure the development of district vision and mission statements and annual district goals.
B. District vision and mission shall be presented to the Board by the Superintendent and incorporated into Board policy.

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

4.3 Board approval of District and Building Improvement Plans
A. The Superintendent shall facilitate District Improvement Plans from time to time and at least on an annual basis.
B. District Improvement Plans shall be presented to the Board by the Superintendent and approved by the Board.
4.4 Board review of the district’s progress toward goals and accomplishments
A. Board members will be continually guided by what is best for all students in the district.
B. The Board will annually review the district goals.
C. Each Board member will be given by the administration a copy of the district’s progress
towards goals prior to the review meeting.

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

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

4.7 Development and adoption of the district budget (full cycle)
A. The administration shall present to the Board an annual budget for approval by June 30 of each
year.
B. The Director of Finance shall present to the Board quarterly financial updates.

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

5.0 POLICY / PROCEDURES

5.1 Development, review, and update of Board policy and bylaws (BD, BD(1), BD(2), BDA)
A. Board policies and bylaws are developed and updated as needed based on recommendations
from the MASB, required in response to legislative and other governmental actions, judicial
rulings, district’s attorney and administrative review, or current practice.
B. Board policies and bylaws are reviewed and updated annually on a four year cycle by the
Board policy committee.
C. New or revised Board policies and bylaws are approved by the voting procedure of the Board.

5.2 Development, review, and update Board Operating Procedures
A. Board Operating Procedures are developed and updated in response to district or Board needs
by the Board policy committee.
B. Board Operating Procedures are reviewed and updated annually by the Board, led by the
policy committee.
C. New or revised Board procedures are approved by consensus of the Board.
5.3 Development, review, and update of Administrative Procedures (BDF)
A. Administrative Procedures are developed and updated as needed based on recommendations from MASB, required in response to legislative and other governmental actions, judicial rulings, district’s attorney and administrative review, or current practice.
B. Board Operating Procedures are reviewed and updated by the Administration.
C. Administrative procedures are brought to the attention of the Board, but do not require Board approval.

6.0 PERSONNEL

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

6.2 Board members’ concerns about the superintendent’s professional performance
A. We value the Superintendent’s role in the community and how the district is represented. If this representation is less than favorable and witnessed by a Board member the Board member shall:
   1. Communicate their concerns directly to the Superintendent.
   2. Communicate with the Board President to address questions and/or concerns.

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

7.0 AGREEMENT

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