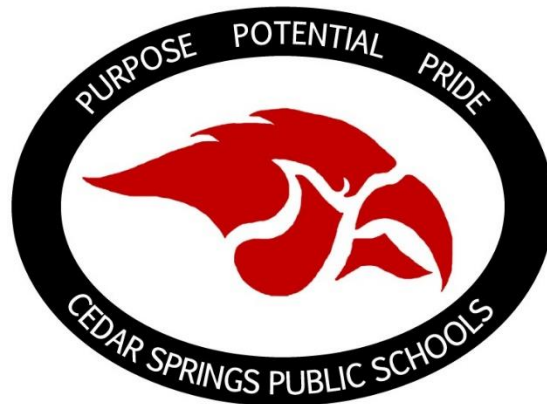


# **CEDAR SPRINGS PUBLIC SCHOOLS BOARD OF EDUCATION**

## **OPERATING PROCEDURES**



In effective school systems, the Superintendent and the Board function as a Board Leadership 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 Cedar Springs Board of Education Trustees and Superintendent function as a Board Leadership Team to provide open communication to the staff, students, parents, and community members of the district.

The Cedar Springs 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.

## TABLE OF CONTENTS

<b>CODE OF ETHICS</b>			Updated	Page
		Code of Ethical Relationships		4
		Board Job Description		8
		Governing Philosophies		8
<b>1.0</b>	<b>MEETINGS</b>			
1.1		Development of the board meeting agenda		9
1.2		Board member preparation for meetings		12
1.3		Board member participation & conduct during meeting, public forums		12
1.4		Board member participation in discussion, debate and voting		14
1.5		Board member responses to inquiries about closed sessions		14
1.6		Participation by people other than Board members in closed discussion		14
1.7		Board organization		14
1.8		Selection and operation of board committees		15
<b>2.0</b>	<b>COMMUNICATION</b>			
2.1		Board member communication with each other		15
2.2		Board member's responses to community or employee complaints		15
2.3		Board member communication with the media		15
2.4		Board member communication with the community		16
2.5		Administration communications with board members		16
2.6		Board Member request for information other than agenda items		16
<b>3.0</b>	<b>BOARD DEVELOPMENT</b>			
3.1		New member orientation		16
3.2		Annual board team self-evaluation and establishment of Board goals		17
3.3		Board member concerns about another board members performance		17
3.4		Procedures for board travel and training opportunities		17
<b>4.0</b>	<b>BOARD DISTRICT OVERSIGHT</b>			
4.1		Adoption of the district budget (full cycle)		17
4.2		Board members' building visits		17
<b>5.0</b>	<b>POLICY / PROCEDURES</b>			
5.1		Development, review, and update of Board policy		18
5.2		Development, review, and update of Board operating procedures		18
<b>6.0</b>	<b>PERSONNEL</b>			
6.1		Evaluation of the superintendent (full cycle)		18
6.2		Board member's concerns about the superintendent's professional performance		19
<b>7.0</b>	<b>AGREEMENT &amp; VIOLATIONS</b>			
7.1		Review and Approval		19

<b>APPENDIX</b>				
		Check Request Form		20
		Mileage Reimbursement Form		21

Any violation of these operating procedures, or refusal to sign the code of ethics, may subject a Board member to Board-approved discipline measures which may include any or all of the following:

1. Loss, if applicable, of executive officer position
2. Loss of representative assignment(s)
3. Official censure

## **Code of Ethical Relationships**

### **PURPOSE**

The intent of this document is to provide guidelines for ethical relationships which are essential to the successful operation of the educational system. This Code of Ethics presumes a relationship between boards of education, administrators and community which promotes trust, open and honest communication, credibility and educational purpose. The educational purposes are stated as beliefs in the Preamble. This document was developed with the expectation that boards of education and administrators will adhere to the high standards of ethical conduct which are present as Five Principles.

### **APPLICATION**

MASB and MCSAA urge school boards and administrators to comply with statements and principles outlined in "Code of Ethical Relationships for Board of Education Members and Educational Administrators." It is recommended that the school board and superintendent annually review and adopt or reaffirm this Code. School boards are encouraged to incorporate specific language into local board policy stating this intent. The articles of the Code are arranged so that the reader can easily correlate board responsibilities with administrator responsibilities by following across the pages from left to right.

### **PREAMBLE**

#### **WE BELIEVE:**

That in a society in which governance resides in the people, it is the function of government to administer to their common welfare; and that equal opportunity for justice, freedom of worship, of speech, of assembly, and of press are inherent rights of the individual.

That an effective public education program on the elementary, secondary and higher education levels contributes to society.

That education is a State function; that school districts are organized for the purpose of maintaining public schools; that their creation is authorized by constitutional provisions and by the general statutes which confer upon them all their powers, prescribe all their duties, and impose all limitations to which they are subject.

That pursuant to the preceding paragraph, the policies adopted by the board and the administrative rules and regulations relating thereto, as developed by school officials, should recognize the specific rights, duties and responsibilities of each party to take appropriate action in terms of these policies and rules and then regulations. The board should delegate the administrative functions of the district to the superintendent, and to other administrative officers, instructional and non-instructional personnel.

That decisions affecting the complex problems of organizing of administering, of developing the curriculum, and of securing financial support for the district should be made in terms of what is best for the student.

That the development of effective public education demands that the rights, duties and responsibilities of the board of education, the superintendent, and other administrators be recognized and that appropriate relationships be established and observed as presented in this code.

## CODE OF ETHICS FOR BOARD OF EDUCATION MEMBERS

Board of Education Members and Professional Educational Administrators are a Leadership Team who are dedicated to the following principles of behavior in the performance of their responsibilities.

### **Principle I: Commitment to be Trustworthy**

The Leadership Team must be self-governing. They will confine their performance to those services which elicit trust from the individuals and society whom they serve using their knowledge, skills and competencies.

### **Principle II: Commitment to Educational Mission**

The Leadership Team has a common mission to implement educational programs and activities essential to the welfare of society.

### **Principle III: Commitment to be Responsible**

The Leadership Team is committed to responsible decision-making. The quality of decisions, actions and performance is in proportion to the contributing competence and skill of board members and administrators.

### **Principle IV: Commitment to a Profession**

The Leadership Team shall strive to meet the standards of their professions. The Leadership Team will advocate, engage in and support professional development.

### **Principle V: Commitment to Serve Others above Self**

The Leadership Team is dedicated to improving the status and conditions of humankind by serving society.

### **Principle I: The Ethic of Responsibility – To Elicit Trust**

- Board members are elected at large to represent the interests of all constituents. In determining policy, board members shall represent the general welfare and individual rights of all citizens.
- Board members recognize and respect fully the uniqueness, worth and dignity of each individual in all procedures and leadership actions.
- The board, as the legal policy making body, delegates executive responsibilities to the superintendent to administer the district in accordance with statutory law, requirements prescribed by the State Constitution, the State Board of Education and adopted bylaws and policies of the Board of Education.
- The board recognizes that the authority to act rests with the entire board of education and that business shall be transacted only in official meetings.
- The board is impartial in the development of bylaws and policies and in exercising judicial functions.
- The board consults with the superintendent to acquire essential data and information before developing policy or making decisions.
- The board acts in a judicial review capacity to resolve conflicts and administer justice.
- The board seeks full disclosure to all sides of issues or conflicts before passing judgment, adheres to legal due process and presumes innocence until guilt has been established beyond a reasonable doubt.
- Board members in all situations refrain from using their position of the board of education for personal and/or family gain of any nature.

### **Principle II: Commitment to the Education Mission – Purposes and Goals**

- The board places the highest priority on the establishment of educational purposes and goals and reviews these on a regular basis.

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approved 1/13/2020

- The board, in establishing purposes and goals, will act in the best educational interests of individuals and the school-community.
- The educational purposes and goals of the community are translated by the board into policy.
- The board adopts those fiscal policies necessary to support the approved programs and activities.
- The board works with local citizens and office holders to see that educational purposes and goals of the community are met.

**Principle III: Commitment to be Responsible**

- The board causes policy to be developed and adopted based upon the best knowledge, research available, and superintendent's council. Each board member adheres to and supports adopted policies until altered.
- The board acts on policy matters only after seeking and receiving pertinent information, receiving the superintendent's recommendations, and following full board discussion.
- The board acts on policy matters in accordance with current laws, and to advance the purposes and goals of the district.
- The board employs the most competent persons available for administrative positions.
- The board develops policies to assure fairness and competence in all assignments of personnel in keeping with the purposes and goals of the district.
- Individual board members will keep the superintendent advised of community concerns, listen courteously to citizens without promising outcomes, refer persons with personal requests and criticism to the appropriate authority.
- The board shall encourage and support the administration to be adequately informed concerning state and national educational trends and developments.
- The board conducts its meetings based on a planned written agenda prepared by the superintendent in consultation with the board president, and in accordance with board bylaws and state law.
- The board maintains long-range plans including school improvement plans which anticipate the future needs, trends and fiscal requirements of the district.
- The board develops policy to maintain a program of public information.
- The board, to promote quality performance, encourages and supports continuing education through Certified Board Award classes. The board also supports other professional development opportunities.
- Board members respect all confidential information received and refrain from disclosing opinions expressed in confidence by other board members and administrators.
- Board members make a commitment to devote time, thought and study to the duties and responsibilities of a board member and recognize that regular attendance at board meetings is a requisite to the effective management of the district.
- The board strongly encourages a well-maintained human resource system and approves the district process for hiring and maintaining quality personnel.
- The board strongly encourages an administrative team concept of management.

**Principle IV: Commitment to a Profession**

- Individual board members, as locally elected officials with state delegated responsibilities, by their words and actions, reflect upon all board members, even beyond their own district.
- The organizations for board members (MASB and NSBA) provide the standards for professional competence and performance to which each board member should aspire.

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approved 1/13/2020

- The board develops policy and due process procedures to receive any charges of misconduct and/or incompetence and reviews the charges before taking any remedial action. The board may seek assistance from appropriate organizations before such remedial action is taken.
- The board shall belong to and be active in associations and organizations for board members.
- The board expects and supports its administrators to be active members in their professional associations.

**Principle V: Commitment to Serve Others above Self**

- Board members serve to assure that the mission of the district is achieved without discrimination.
- The board, as a prerequisite to autonomy and maintenance of professionalism, acts to provide appropriate compensation for all employees.
- When mutual trust does not exist between the board and superintendent and when the board has adequately apprised the superintendent of any irreconcilable differences, a mutually acceptable termination is in order.
- When vested interests or conflict of interests arise on any issue, the involved board member shall refrain from all related deliberations and decisions, and from influencing the decision of other board members on such issues.
- A board member does not use the board position as a means of self-aggrandizement or for promoting other political aspirations.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

## **Board Job Description**

Purpose: The Cedar Springs Public Schools Board of Education exists to provide clearly stated direction for the delivery of quality education. The Board represents the citizens' expectations for accountability by exercising oversight to assure student achievement.

In fulfillment of its purpose, the Board provides a foundation for life-long learning.

## **Evidence of Success**

Evidence that the Cedar Springs Board of Education is successfully fulfilling its purpose includes:

1. Assuring the financial integrity and stewardship of the District.
2. Hiring, evaluating, and supporting the Superintendent.
3. Representing community members' (who include the voting and nonvoting public, taxpayers, employers, and parents) interests and ensuring that opportunities for hearing the public voice are provided.

## **Accountability**

The Board of Education is accountable in three ways to the community.

1. It is accountable to all community members in establishing the district's goals, in ensuring that these goals are accomplished, and in communicating the District's progress in achieving its goals.
2. Each Board member is accountable to the full Board. No individual member has any authority when such authority has not been delegated by the full Board. Further, individual Board members are both accountable for conducting themselves in accordance with their job description and other governance policies and in supporting the same level of performance by other Board members.
3. The Board must provide staff with sufficient resources to achieve the desired results of their jobs. It also must provide all students with the appropriate means to learn.

## **Governing Philosophies**

The Board of Education understands that its role is that of Trusteeship. The Board recognizes that it is charged with upholding the community's trust and primary interest in assuring that its students receive the best possible opportunities for learning. Core values of ethical behavior and honesty will guide Board decisions and actions. The Board of Education will demonstrate exemplary Trusteeship by:

1. Assuring that all decisions are made in consideration of their impact on the students' best interests.
2. Seeking group consensus, which is, making decisions that do not conflict with any Board members' values or beliefs and with which each Board member can live, even if he/she does not agree with the decision.
3. Engaging in honest discussion in all of its activities, including its interactions with each other, with community citizens, employees, and students. In particular, there will always be



advance communication of important issues to be addressed at Board meetings.  
Transparency of operations and decision making enhance trust within the Board and between the Board and the broader community.

4. Preserving and protecting the District's economic health with policies and decisions that demonstrate fiscal responsibility.
5. Maintaining a vigilant focus on the District's long-term direction and needs and continually addressing those issues in a strategic manner.

## **1.0 MEETINGS**

### **1.1 Developing the Board Meeting Agenda (0166)**

#### **1.1.1. Agenda and the guidelines:**

- A. Agendas are created by the Superintendent and Board President, and delivered to the Board no later than Wednesday preceding the Regular Meeting.
- B. The Superintendent and Board President, at their discretion, shall add agenda items as requested by board trustees.
- C. Board members may include items on the agenda upon the concurrence of the Board President and 2 additional Board Members.

#### **1.1.2. Use of Consent Agenda:**

- 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. Minutes of prior meetings
2. Bills for payment
3. Hiring of personnel
4. Resolutions that require annual adoption, such as bank signatories, Michigan High School Athletic Association membership, etc.
5. Resignation and leaves

#### **1.1.3 Regular Board Meeting Agenda Outline**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. HIGH SCHOOL STUDENT REPRESENTATIVES
6. CONSENT
7. DISCUSSION
8. PUBLIC COMMUNICATIONS (moved) - The Cedar Springs Public Schools Board of Education welcomes citizens to speak during the Public Comment portion of the Board of

Education Meeting agenda. However, Board of Education practice is to hear the public comment, not to act on the public comment at that time. Concerns brought before the Board of Education during the Public Comment portion of the agenda will be referred to the Superintendent. Those citizens wishing to speak will be allowed a maximum of three minutes each to address their concerns. Citizens wishing to address the Board of Education need to complete the Public Comment Form and state their name and address for the record.

- 9. ACTION ITEMS
- 10. COMMUNICATIONS
- 11. PLANNING
- 12. CLOSED SESSION
- 13. ADJOURNMENT

**1.1.4 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:

**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 the Superintendent
- Strategic Planning
- Budget Review

January	<ul style="list-style-type: none"> <li>● Oath of Office</li> <li>● Seat new Board Members (in applicable years)</li> <li>● Election of Officers (annually)</li> <li>● The Code of Ethics, Board Operating Procedures</li> <li>● New Board Member Orientation</li> <li>● Organizational Meeting</li> </ul>
January/February	<ul style="list-style-type: none"> <li>● KISD School of Choice Resolution</li> <li>● Budget Amendment</li> <li>● Superintendent Performance Feedback</li> </ul>
March	<ul style="list-style-type: none"> <li>● Approve Administrative contracts</li> </ul>
March / April	<ul style="list-style-type: none"> <li>● Initial Budget Projections for Following Year</li> <li>● Review 2<sup>nd</sup> Budget Revision for Current Year</li> </ul>
March – June	<ul style="list-style-type: none"> <li>● Budget Planning for Following Year</li> </ul>
April	
May	<ul style="list-style-type: none"> <li>● Review Curriculum Material Needs for Following Year</li> <li>● KISD Election Resolution</li> <li>● KISD Operation Budget Resolution</li> <li>● Student Handbooks</li> </ul>
June	<ul style="list-style-type: none"> <li>● Truth in Budget Hearing</li> </ul>

	<ul style="list-style-type: none"> <li>● Approve Budget for Following Year</li> <li>● MHSAA Membership Resolution</li> <li>● School Bond Loan Fund</li> <li>● Superintendent Performance Evaluation</li> </ul>
July	
August	<ul style="list-style-type: none"> <li>● Approve Credit Cards</li> <li>● Board Self-Evaluation</li> <li>● SAAN Resolution</li> </ul>
September	<ul style="list-style-type: none"> <li>● Approve overnight trips involving students</li> <li>● Introduce new staff</li> <li>● MASB Board Delegates</li> <li>● Superintendent Evaluation Check-in</li> </ul>
October	<ul style="list-style-type: none"> <li>● Approve District Goals</li> <li>● Summer tax resolution</li> <li>● Superintendent Performance Feedback</li> </ul>
November	<ul style="list-style-type: none"> <li>● Annual Audit Report</li> </ul>
December	<ul style="list-style-type: none"> <li>● Review 1<sup>st</sup> Budget Amendment for Current Year</li> <li>● Review Board Procedure Manual</li> <li>● Begin Discussion of Board Officers for Following Year</li> </ul>
Ongoing	<ul style="list-style-type: none"> <li>● Policy Review</li> <li>● Facility Review (sinking fund projects, long-term facility plan, etc.)</li> <li>● Analyze New State Requirements for Schools</li> <li>● Reports from District Administration on District Goals</li> <li>● Review student performance indicators within work sessions</li> <li>● Program review</li> <li>● Overnight trips involving students</li> </ul>

## 1.2 Board member preparation for meetings

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

1. Board members will study the material in the Board Packet sent to them prior to the meeting.
2. Requests for additional information will be sent to the Superintendent in advance of the meeting.

## 1.3 Board member participation & conduct during meeting, public forums

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. The President has the responsibility to keep discussion on the motion / item under

- consideration and shall halt any discussion that does not apply to the business at hand.
2. The President shall not permit any discussion deemed derogatory or allow ridicule of another person.
  3. During the public comment section of a meeting's agenda, the President will act as the official spokesperson for the board and will address the speaker. Trustees shall refrain from responding to any comments made, other than to ask for clarification. Trustees are to remain neutral and should never applaud any public comment.
- C. Board meetings are a business meeting and just like attending an MASB or KIASB meeting, board member's dress code is business casual for each meeting.
  - D. Just as the board expects our students and staff to have regular attendance, board members should also maintain regular attendance at meetings. Missing more than three meetings per year has a detriment on a board member's job performance. Board members who miss more than three meetings should evaluate their commitment to the board and act accordingly.

### **1.3.1 Board Meeting Protocol**

- 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.
  - Seeking 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.

### **1.3.2 Persons addressing the Board (167.3)**

- A. Public participation at Board meetings is limited to the portion of the meeting designated as Public 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. For all items, such person is requested to complete an Audience Communication form located just outside the Boardroom and give the form to the Board President or designee prior to the start of the meeting.
- C. At regular meetings, the Board shall allot 30 minutes during Public Communication to hear persons who desire to make comments to the Board.
- D. Delegations of several persons addressing the same issue are encouraged to appoint one person to present their views to the Board.

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

- A. During Public 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 in accordance with the applicable Board policies.
- B. During hearings, 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**

- 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 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.

#### **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**

The board reserves the right to include non-board members in their closed session. For purposes of this section, this includes any district administrator or Board consultant. However, participation shall be subject to a majority vote of the Trustees present should any Trustee express concern about non-board members in attendance.

**1.7 Board organization**

**1.7.1 Election of Officers (0152)**

- A. An individual Board member may decline nomination for any or all offices.
- B. The Board shall elect a President, Vice-President, Secretary, and Treasurer. Board officers shall serve for a term of one year, or until a successor is elected. Officers are not term limited.
- C. Required qualifications for the offices of President and Vice-President are that both of these officers must have attended and completed CBA classes 101-109 and have been awarded "Certified Board Member" status. It is also recommended that the President has taken both Board President Workshops offered by the MASB.
- D. Elections shall occur at the Organizational Meeting in January. Each office will be voted on separately by the Board.

**1.7.2. Role and Authority of Officers (0143)**

- A. No Board member or officer has authority outside the Board meeting or any committee meetings.
- B. No Board member can direct employees in regard to performance of their duties.
- C. Duties of officers: refer to current Board Policy
- D. The qualifications and responsibilities of each officer position shall be reviewed annually at the December Board meeting.

**1.8 Selection and operation of board committees (0155)**

- A. Standing committees are appointed by the Board President, as necessary.
- B. Board members serving on standing committees will make recommendations or advise the Board as a whole relative to the committee's area of study.
- C. The committee member(s) shall function as the liaison person between the Board and other non-committee committee members.
- D. Ad hoc committees are appointed by the Board President. Ad hoc committees may be created and changed at any time 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. E-mails to all board members should be avoided.
  4. If it is necessary to use e-mail, it should only be a one-way communication.
  5. Communications will be addressed through the Board President to the other board members, at the Board President's discretion.
  6. The use of electronic communications is permitted to discuss non-Board business between individuals or in groups.
  7. Electronic communication between Board members during meetings is not permitted.

## **2.2 Board member's responses to community or employee complaints**

- A. 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.
- 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 members 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 reserve the right, when communicating outside of a Board meeting, to state his or her personal perspective, provided that the Board Member emphasizes that such information is expressed as an individual and is not the opinion of the board. Board members must remember that once a decision has been made by the Board, a Board member must demonstrate support of such action.

## **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 speak for the Board, or in an official capacity outside of the Board room.

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

- A. The Superintendent will exercise his/her best judgment and discretion to determine 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. The Superintendent or his/her designee will provide updates as practicable.

## **2.6 Board Member requests for information other than agenda items**

- A. Board Members, acting within their official capacity, shall have the right to seek information from the district. The request for information shall be made to the Superintendent.
- B. Directives to the administration to prepare reports shall be made by written request through the President. Should the President deny the request, it may be resubmitted by three Board members to the administration. Within a reasonable period of time, the administration shall respond by providing copies of the requested material to the Board.

## **3.0 BOARD DEVELOPMENT**

### **3.1 New member orientation**

- A. The following items shall be provided or made available to new Board member by the Board President or another Board member designated by the Board President as a “mentor” with the assistance of the Superintendent or the Superintendent’s designee:
  1. How to access Board policies
  2. An explanation of the district’s mission, vision, values and beliefs
  3. Current Strategic Goals of the district
  4. Explanation of school board organization (officers, committees, etc.)
  5. An explanation of how board meetings are conducted, including procedures used, Open Meetings Act requirements, placing items on the agenda, etc.
  6. How to access Board procedures
  7. An explanation of Board and Board member development opportunities available throughout the year (i.e. MASB conferences and CBA classes)

### **3.2 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.
- C. Board self-evaluations shall include the opportunity for public comments.

### **3.3 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.

### **3.4 Procedures for board travel and training opportunities (0144.1)**

- 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 strongly encouraged to attend the classes in person, however, there are some opportunities to take online classes as well.
- B. Board members are encouraged to further their professional training and take advantage of available training or conferences within or outside of the district on an ongoing basis. An example of this would be attending KIASB events.
- C. Board members should arrange travel, accommodations and classes through the Superintendent's office.
- D. All board members are to comply with Board policy 0144.1 on travel expenditures and submitting travel / training expenses. No reimbursement will be made for alcohol purchases. Reimbursement forms are located in Appendix 1.
- D. Lodging fees are reimbursable, up to \$200 per night, if the first obligation for the board member the next day is before 9:00 am or if the final obligation ends after 6:00 pm and requires a long driving distance – 2 hours or more.
- E. Board members shall give a class or conference summary at an upcoming Board meeting.

## **4.0 BOARD DISTRICT OVERSIGHT**

### **4.1 Adoption of the district budget (full cycle) (6230)**

- A. The administration shall present to the Board an annual budget for approval by June 30 of each year.
- B. The Chief Business Officer shall present to the Board budget amendments, as needed.

### **4.2 Board member visiting campus**

- A. Board members are encouraged to attend building meetings and other special events at various buildings to represent the Board in support of building activities.
- B. Board members must notify the Superintendent and site or department administrator of potential visits to their buildings except in the capacity of a parent, volunteer, meeting participant, and/or attending other scheduled events. Board members must follow the procedures in place for visitors when entering a building. Additional considerations include:
  - Contingency of three (3) Board members or less.
  - Accompanied by administrator of designee.
  - Do not be a disruption.
  - Summary report to full Board, if appropriate.
- C. Board members shall consider instructional activities in progress and interact with staff and students only during free periods, mealtime, and recess as a designated volunteer or

as requested by invitation. Board members should refrain from being in staff lounges and other such staff areas unless accompanied by a staff member.

- D. Board members shall not campaign for any elective office while on school property. Board members shall not campaign using school resources such as fliers, e-mails, list-serve/ mailing lists, etc.
- E. Board members shall not direct any staff member or student except when urgent safety or liability concerns are an issue.
- F. Board members shall be mindful of public perception when in one-on-one situations with students and staff.
- G. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purposes of “evaluating” a teacher’s performance.
- H. Recognize that as a Board member you are required to uphold the duties of that office.

## **5.0 POLICY / PROCEDURES**

### **5.1 Development, review, and update of Board policy**

- A. Board Policies are developed and updated as needed based on recommendations from NEOLA, required in response to legislative and other governmental actions, judicial rulings, district’s attorney and administrative review, or current practice.
- B. New or revised Board policies are approved by the voting procedure of the Board.

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

- A. Board Operating Procedures are developed and updated in response to district or Board needs.
- B. Board Operating Procedures are reviewed and updated annually.
- C. New or revised Board procedures are approved by consensus of the Board.

## **6.0 PERSONNEL**

### **6.1 Evaluation of the superintendent (full cycle) (1240)**

- A. The Board may do a periodic review of progress toward goals with the 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.
- E. The Superintendent’s evaluation may be administered by an independent third party.

### **6.2 Board member’s concerns about the superintendent’s professional performance**

- A. We value the Superintendent role in the community and how the district is represented. If

this representation is less than favorable and witnessed by a Board member the Board member shall:

1. Communicate concerns directly to the Superintendent.
2. Communicate with the Board President to address questions and/or concerns.

## **7.0 AGREEMENT & VIOLATIONS**

### **7.1 Review and approval**

- A. These operating procedures will be subject to annual review and approval by consensus of the Board.
- B. Violation of these operating procedures, or refusal to sign the code of ethics, may subject a Board member to Board-approved discipline measures which may include any or all of the following:
  1. Loss, if applicable, of officer position
  2. Loss of representative assignment(s)
  3. Official censure



# CHECK REQUEST FORM

Use this form when requesting checks that do not have a purchase order (i.e. reimbursements).  
 Attach all **original** receipts when requesting reimbursements for expenses.  
 Form must be signed by the administrator/supervisor.  
 Submit the check request form to the accounts payable office.  
 The Director of Finance will approve each request prior to payment.  
 Processing of a check will occur in accordance with the established schedule.  
 The District will **not** reimburse sales tax.

Date \_\_\_\_\_

Account Number \_\_\_\_\_

Amount: \_\_\_\_\_

Account Number \_\_\_\_\_

Amount \_\_\_\_\_

Account Number \_\_\_\_\_

Amount \_\_\_\_\_

**Total** \_\_\_\_\_

Pay to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Memo (reason):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**ADMINISTRATOR APPROVAL**

\_\_\_\_\_  
**DATE**

