

**ONEKAMA BOARD OF
EDUCATION
OPERATING PROCEDURES**

Vision Statement:

A Community providing High Quality Education for All Students to ensure they are prepared for a successful future.

Mission

Onekama Consolidated Schools system will be an educational leader in academics and civic responsibilities.

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In effective school systems, the Superintendent and the Board function as a “Board Team.” A structured approach to first developing a 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 Onekama Board of Education and superintendent function as a “Board Team” to provide open communication to the staff and patrons of the district.

The Onekama Board of Education adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and members of the district.

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CODE OF ETHICS

As members of the Onekama Consolidated School District 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 Conduct and Board Operating Procedures. We shall promote the best interests of the school district as a whole, and, to that end, we shall adhere to the following educational and ethical standards.

- A. I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools and district policies and procedures.
- B. I will make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, creed, sex, sexual orientation, national origin, disability or social standing.
- C. I will recognize that the Board must make decisions as a whole, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board.
- D. I will focus Board action on policy making, goal setting, planning and evaluation as outlined in Board policy and state law.
- E. I will vote to appoint the best qualified personnel available after due consideration of the recommendation by the Superintendent. I will insist on regular and impartial evaluation of all staff by the Superintendent.
- F. 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.
- G. 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.
- H. 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.
- I. To the extent possible, I will attend all regularly scheduled and specially set Board meetings, arrive on time, and I will be informed of the issues to be considered at the meetings.
- J. I will assist in making policy decisions only after full discussion at publicly held Board meetings, and I will render all decisions based on available facts, and I refuse to surrender judgment to individuals or special groups.
- K. I will refrain from using my Board position for personal or partisan gain.

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- L. I will disagree in an agreeable manner. I will not hold grudges or question other Board member's ethics or motives as to their vote or views on issues.
- M. I will be firm, fair, just and impartial in all decisions and actions.
- N. I will respect the majority decision as the decision of the Board.
- O. 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.
- P. I recognize the appropriate channels to refer complaints to the Superintendent and will do so.
- Q. I will seek communication between the Board, students, staff, and the community at Board meetings as required, to conduct Board business.
- R. I will communicate to fellow Board members and the Superintendent at appropriate times, expression of public concerns.
- S. I will become informed about current educational issues and seek continuing education opportunities such as those sponsored by state and national school Board associations.
- T. I will disseminate pertinent information gathered at training workshops and conventions with the Superintendent and fellow Board members.
- U. I will share school district information with other Board members.

As Board President;

- V. I will make sure that persons addressing the Board follow established policy guidelines.
- W. 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.
- X. I will insure that all Board members are given an opportunity to reflect their views. I will work toward building consensus among all Board members.

1.0 MEETINGS

1.1 Preparation of the Board Meeting Agenda

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 on the Thursday prior to the Monday 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. In accordance with the Michigan Open Meetings Act, no item can be placed on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by law.

1.1.2 Work Session Meeting Agenda Outline

- A. Meeting Location
- B. Mission Statement
- C. Call To Order
- D. Adoption of the Agenda
- E. Items for Information/Discussion
- F. Next meeting dates.
- G. Public Comments, Administration, Board (Limit 3 minutes per person for public comments)
- H. Adjournment

1.1.3 Regular Board Meeting Agenda Outline

- A. Meeting Location / Mission Statement
- B. Call to Order - Pledge of Allegiance
- C. Presentations
- D. Adoption of the Agenda
- E. Public Comments (Limit 3 minutes per person)
- F. Action Items
- G. Communications: Board Members / Administration
- H. Items for Discussion
- I. Next Regular Meeting
- J. Other Comments from Public, Administration, Board
- K. Next meeting agenda items
- L. Adjournment

1.1.4 Annual Calendar of Board Agenda Items

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

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Calendar subject to change.

September:	
October:	Approve 8th Grade Trip, Approve Ski Trip, Auditor's Presentation, Approval Final Audit, Approve snow plow bid every other year, Collect/Compile Evaluation Documents
November:	Review Superintendent's Evaluation, Review Board Self Evaluation, Certify Summer Tax Rate, NEOLA First Reading,
December:	Approve Superintendent's Evaluation, Approve Board self Evaluation, NEOLA Second Reading
January:	Organizational items, Election of officers, Committee assignments Installation of new board members (if any)
February:	Amend Budgets, County Wide Board Training, Administrative Contract Renewal
March:	First Reading of NEOLA Policies,
April:	Approval of summer school plans, Identify 3 members to review Scholarship Applications & select two students, Mason/Lake/Manistee ISD Dinner
May:	
June:	Budget Hearing, Certify Winter Tax Rate, MHSAA Resolutions
July:	Approve final budgets, and opening budgets, approve retainers, approve law firm, approve bank depository, review handbooks
August:	Accept certification of appraisal roll for the certified taxable value Association membership approvals, Approve Handbooks MASB Summer Conferences

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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.
 - a. Study the material in the Board Packet sent to them prior to the meeting.
 - b. Requests for additional information will be addressed through the superintendent prior to each Board 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:

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:
 - a. Listen and treat each other respectfully.
 - b. Be cordial when disagreeing
 - c. Say what needs to be said as briefly and clearly as possible.
 - d. Direct comments solely to the business under deliberation.
 - e. Address each other, staff, and public appropriately.
 - f. Only speak after acknowledgement from the Board president.
 - g. Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation.
 - h. Refrain from condescending or critical comments to members of the staff, public, or Board.
 - i. Focus on issues, not people or personalities.
 - j. Courteously accept other viewpoints and Board votes, which were not supported by self.
 - k. Seek solutions and reasonable compromises or consensus when there are differences of opinions.
 - l. Make decisions in the context of what is best for all students in the district.
 - m. 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).
 - n. Be willing to publicly apologize to staff, patrons, or Board members if behavior is inappropriate or disruptive to the progress of the meeting.
 - o. Attempt always to have dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).
 - p. As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations 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 on an agenda or non-agenda item when recognized by the presiding officer. Each speaker is limited to three minutes.
- C. Delegations of more than five persons shall appoint one person to present their views before the Board.
- D. At regular meetings the Board shall allot a total of 30 minutes to hear persons who desire to make comments to the Board.

1.3.3 Board response to persons addressing the Board:

- A. Board members can hear comments.
- B. Board president may direct administration to investigate item(s) and report back to the Board.
- C. Board members cannot respond or enter into discussion with the audience during the meeting as:
 - a. Items on the agenda will be discussed as appropriate and scheduled on the agenda;
 - b. Items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board policy.
 - c. Board president may exercise discretion in allowing patron comments to exceed 3 minutes or to extend the 30 minute time allotted for Public Comments.
 - d. Board members may request that the Board President extend the Public Comment times set out in this policy.

1.3.4 Discussion of Employee/Student Issues

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

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 or presentment, Board members will seek legal counsel as deemed necessary.
- C. The Board shall not use a students name in any discussion.
- 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 directly solely to the business currently under deliberation.
- B. The Board President 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 their comments, shall ask for and receive recognition by the presiding officer.

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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 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 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 about closed sessions to the Superintendent or the Board President.
- B. 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

- A. The person requesting the closed session, their council, a union representative, 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 reorganization or election of officers

1.7.1 Election of Officers

- A. Removal from consideration: An individual Board member may, by simple announcement, remove himself or herself from consideration for any or all offices of the Board.
- B. The Officers shall be President, Vice-President, Treasurer and Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Board officers shall serve for a term of one year, or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
- C. At the first eligible public meeting of the Board after the scheduled Trustee election, the Superintendent will conduct the meeting until the election of the Board President. Each office will be voted on separately by the Board.
- D. A vacancy among officers of the Board shall be filled by majority action 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 0170.

1.8 Selection and operation of board committees

- A. Standing committees are appointed by the Board President and approved by Board.
- B. Ad hoc committees are appointed by the Board President with notice given to the board.

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:
 - a. Shall abide by the spirit and letter of the Open Meetings Act
 - b. Restricted to 1 on 1 communications, informational inquiries, historical perspectives and the like.
- C. Forwarded to President for review and to be sent to other board members.

2.2 Board member's responses to community or employee contacts

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.

- 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 issue.
- C. The Board member should exercise their best judgment whether to notify the Superintendent or Board President of potentially significant requests or issues.

2.3 Board member communication with the media

- A. The Superintendent or their 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 or designee.

2.4 Board member communication with the community

- A. 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.

2.5 Administration communications with Board members

- A. The Superintendent will exercise his/her best 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:
 - a. Not urgent or not in the media – Board Packet
 - b. Very important but not crisis – Email to each board member
 - c. Crisis / Emergency situation – Phone call to each board member

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- i. In the case of an emergency or crisis, the Superintendent or his designee will provide the following six pieces of information:
 1. What, Where, When, Who, Action taken and a public statement for the Board members
- ii. Phone calls will be placed in the following order:
 1. President, VP, Secretary, Treasurer and Trustees
- iii. The Superintendent or his/her designee will provide updates as practicable.

2.6 Community electronic communications with the Board

- A. All electronic communication will be directed to the Board office.

2.7 Community communications directly to a Board member.

- A. This does not apply to casual conversations with community members
- B. If applicable, the Board member should contact the board president about the issue.
 - a. To determine if other Board members and/or the administration received the communication.
 - b. To confirm the relative facts,
 - c. To discuss the individual board member's potential response,

2.8 Community member request for privacy in communications.

- A. The Board encourages openness in all community communications.
- B. Any community member who requests privacy in communications should not expect a response.
- C. Any response may be subject to public disclosure in the future.

3.0 BOARD DEVELOPMENT

3.1 New member orientation

- A. Orientation to the Board/Board Responsibilities: The following items shall be provided or made available to the new Board member by the Board President or a Board Trustee designated by the Board President as a "mentor" with the assistance of the superintendent or the superintendent's designee.
 1. Board policy and explanation of its use, development, review, etc., including the following:
 - A copy and explanation of the district's mission, vision, values and beliefs, and/or educational philosophy
 - A copy and explanation of the district's latest short-and long-range goals, along with related needs assessment results.
 - An explanation of school board organization (officers, standing and ad hoc committees, if any, etc.)
 - 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.)
 - An explanation of how board meetings are conducted, including parliamentary procedures used, Open Meetings Act

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requirements, placing items on the agenda, superintendent's Board packets, etc.

- A discussion about 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.
- An explanation of Board processes: gathering community input, monitoring district progress, self-evaluation, communication with the media, etc.
- A historical perspective of the Board's current work, including minutes from the past year's board meetings.
- An explanation of the superintendent's notes, memos and Moodle documents.
- 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.

B. 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.

- Clarification of roles and responsibilities including discussion about "Who decides" particular types of issues.
- Explanation of how authority is delegated to the superintendent.
- Explanation of the District's administrative procedures manual.
- A copy of the superintendent's contract and discussion of how it evolved.
- A copy of any superintendent evaluation materials and discussion of how and when they are used.
- An explanation of how communication flows between Board members and superintendent and how to use the chain of command.
- A review of written board policies governing the Board/Superintendent Relationship.

C. Orientation to the District: The following items are generally within the superintendent's areas of expertise and responsibility in the orientation process.

1. School Finance

- 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.
- 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.
- An explanation of the state's school finance plan and what it means in terms of local district budget.
- Data on district per pupil cost and expenditures.

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- An explanation of the assessed valuation and tax structure of the district.
- An explanation of the funding process for the school district.
- A description of the district's student enrollment trends and projections.
- Data on the existing bond indebtedness of the district and when various building debts will expire.
- Information on federal and state aid to your district's education program.

2. School District Facilities

- A list showing the number, location, and condition of schools and other buildings and property owned/operated by the district.
- An explanation of construction projects contemplated and in process.
- A description of the geographic boundaries of the schools within the Onekama School District.

3. School Curriculum and Instruction

- An explanation of curriculum standards required by state law and implemented by the State Board of Education.
- An explanation of the district's overall curriculum program.
- An explanation of local school improvement plan.
- An explanation of the educational organization of the district, including student groupings, departmentalization, team-teaching, shared pupils/teachers, etc.
- An explanation of how elementary, middle school and secondary curricula are coordinated.
- Student dropout statistics.
- Information on State tests, other applicable standardized testing, recent test results, and the utilization of test results.
- Data on the percentages of students who go on to college or other post high school programs.
- Documents showing teacher-pupil ratio and median class size for the district.
- An explanation of the District's involvement with the Manistee ISD, WSCC, Baker College, WSEDS, Wexford ISD and other collaborative educational facilities/programs.
- The district's special education program, programs/courses offered for students with impaired sight or hearing, and emotional, neurological and other problems.
- Data on age and condition of textbooks and other school equipment.

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- A description of libraries, technological tools and other instructional materials in use now or planned for the future.
- A listing of extra- and co-curricular activities in the district.

4. Administration and Staff

- An organization chart of the school district's management structure.
- An explanation of personnel recruitment and hiring procedures.
- A copy of the district's collective bargaining agreement(s), and a brief history of the recent collective bargaining activities in the district.
- An explanation of the district's evaluation criteria and procedures for administrators, teachers and support staff.
- An explanation of the district's orientation program for new teachers.
- An explanation of the district's staff development program.

5. School-Community Relations

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

3.2 Board officer transition process

- A. Present officers 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 Selecting of timing and activity for annual team building session and assessment of Board continuing education needs

3.4 Annual board team (board and supt.) self-evaluation and establishment of goals

- A. Evaluations are done annually in November.
- B. Evaluations are done as a team (board and superintendent).

3.5 Board member concerns about another board members performance

- A. If a board member has a concern about another board members performance they should first discuss it with the offending member.
- B. If still unsatisfied with the results of the first meeting, then they should discuss it with the board president or other board officer.

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.

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- 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 their conference attendance at the next board meeting.

4.0 BOARD DISTRICT OVERSIGHT

4.1 Establishment of the district's vision, mission and annual goals

- A. The superintendent and board shall develop district vision and mission statements and annual district goals.

4.2 Board's approval of district goals

- A. The superintendent and board shall examine district goals and if necessary develop or revise them at least on an annual basis.
- B. District goals shall be presented and approved by the board.

4.3 Boards approval of District and Building Improvement Plans

- A. The superintendent shall develop District and Campus Improvement Plans as needed. They shall be presented to the board by the Superintendent and approved by the board.

4.4 Board's review of the district's progress toward goals 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 districts progress towards goals prior to the review meeting.

4.5 Board's review of the instructional program

- A. Board members will be continually guided by what is best for all students in the district.

4.6 Board's review of programs other than instructional program

- A. Each Board member will be continuously guided by what is best for all students of the district.
- B. The Board will review annually non instructional programs (i.e. Athletics)

4.7 Development and adoption of the district budget (full cycle)

- A. The Board president shall appoint members of the board to be on the Finance Stability Committee.
- B. The Finance committee shall meet with the administration as needed during the year to review the school budget and make changes as necessary to meet the district goals within the expected revenues and expenses.

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- C. The administration shall present to the Board an annual budget for approval every spring.
- D. The committee and/ or the Business Manager shall report to the board regularly as to the budget status and changes, if any.

4.8 Board member's campus visits

- A. All Board members are encouraged to visit the school and school events.
- B. All Board members must notify the principal or designee of visits to campuses 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 purposes of "evaluating" a teacher's performance.

5.0 POLICY / PROCEDURES

5.1 Review of Board policy

- A. Board Policies are reviewed and updated as necessary.
- B. Revised Board policies are approved by the Board.

5.2 Development of Board policy

- A. New board policies are developed in response to district or administration needs by the Board.
- B. New board policies are approved by the Board

5.3 Review of district procedures

- A. Board Procedures are reviewed and updated annually.
- B. Revised Board procedures are approved by the Board.

5.4 Development of district procedures

- A. New board procedures are developed in response to district or administration needs by the Board.
- B. New board procedures are approved by the Board.

6.0 PERSONNEL

6.1 Evaluation of the superintendent (full cycle)

- A. The Board shall evaluate the superintendent's performance annually in November.
- B. A superintendent evaluation form shall be filled out by each board member.
- C. The board secretary will consolidate the results of that review and present it to the Board and superintendent in December for approval.
- D. The superintendent may choose to have his/her review during a closed or open session of the board.

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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:
 - a. Communicate their concerns directly to the superintendent
 - b. Communicate with 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 by the Superintendent.