Dundee Community Schools  
“Student Learning today for a global tomorrow”

Board Team Operating Procedures Manual

Forward

The Operating Procedures in this manual are theoretical guidelines for the Dundee Community Schools Board of Education for conducting the day-to-day affairs of the Board of Education. As such, this is a living document that may change with consensus of the seated Board. These guidelines are common understandings of such procedures that each Board Member agrees to follow for the betterment of our students, employees, the Board and district as a whole.

The basic tenants each Board Member has agreed on by consensus and contained in this manual are to:

- insure all Board Members are a part of an effective Board of Education TEAM!
- improve communication, trust and respect among Board Members.
- improve orientation of new Board Members, so they are successful Board Members.
- improve the transition of new Board Members to become more effective team members.
- insure meetings are run smoothly and with respect to all Board, Community and District Members.

It is the purpose of these Board Team Operating Procedures to insure that they are used to enhance the implementation of Policies and Procedures that will improve the quality of life for our students. It is the responsibility of each Board Member to insure that no policies written hereafter, be implemented if determined to be in conflict with applicable laws, rules or regulations, or current Board Policies.

These Board Team Operating Procedures may be changed at any time with the consensus of the current seated Board of Education Members.
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Section I: Operations

100.00 Communications Procedures

.10 Board Member communications with each other between Board meetings

1. The Superintendent will communicate with all Board Members as needed and will share information with all Board Members in a timely manner.

2. Board Members will communicate with the President and/or Superintendent, as appropriate, regarding concerns or information about the district that have come to their attention and might be considered important.

3. Board Members may communicate with each other for purposes of asking questions, clarifying information, expressing points of view, or socializing under circumstances that do not conflict with or circumvent the Michigan Open Meetings Act.

Ref: MCL 15.269 Open Meetings Act

.20 Board Member request for information

1. Individual 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 or another person designated by the Superintendent. An oral report with appropriate documents may be used for delivery of such information as determined by the Superintendent.

2. Directives to the Administration to prepare reports shall be by done through the Superintendent.

.30 Board Members visiting school buildings

1. Board Members are encouraged to attend special events at various buildings to represent the Board in support of building activities.

2. Board Members must notify the principal of visits to their building 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.

3. Board Members shall not direct any staff member or student except when urgent safety or liability concerns are an issue.

4. Board Members shall be mindful of public perception when in one-on-one situations with students, staff and community members.
.40  Board Member responses to community or employee complaints

1. Community Members:

   a. Questions of a general nature or the expression of a position on a school matter that can be considered communicating with their elected official may be responded to by the Board Member in general terms that share basic information helpful to answer the community member’s question or to address their concern.

   b. Board Members shall avoid making any commitment to personally resolve any problem or complaint. The Board Member may, if appropriate, indicate willingness to forward such information to the Superintendent for a response.

   c. The Board Member should listen to the citizen’s problem/complaint to: gain a full understanding of the issue, the names of the person(s) involved, the date and place, and other relevant information and do the following:

      1. Repeat the problem back to the citizen to ensure understanding.

      2. Explain the problem resolution process to the citizen: Discussion, by the citizen, should be held first with the authority closest to the problem; then that person’s supervisor; and last, to the Superintendent. The request for resolution of an issue regarding the Superintendent must be made directly to the President of the Board.

      3. If applicable, the Board Members shall remind the citizen of the due process procedure in that a Board Member must remain impartial in case the situation comes before the Board.

      4. The Board Member will contact the Superintendent in a timely manner regarding citizens’ problems or complaints.

   d. The Superintendent or designee will communicate with the citizen in a timely manner and, if appropriate, with the Board Member and/or Board.

2. Employee:

   a. The Board Member will hear the employee’s problem(s)/complaint(s) for a full understanding of issue, the persons involved, date and place, and other relevant information and do the following:

      1. Repeat the problem back to the employee to ensure understanding.

      2. Ask, “Have you discussed this matter with your Supervisor and/or Union Rep?”
3. If applicable, remind the employee that a Board Member must remain impartial because of due process. Remember there are always contractual issues that the Administration and District must consider.

4. The Board Member will contact the Superintendent in a timely manner regarding employee problems or complaints.

.50 Board Member communication with the media

❖ 1. The Superintendent shall be the official spokesperson for the Board to the media.

❖ 2. The Superintendent shall be the official spokesperson for media inquiries involving district matters, employees, operational/policy procedures, and other matters of an informational nature.

❖ 3. Board Members should direct all media questions to the Superintendent.

❖ 4. 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, Board Members must demonstrate support of such action.

.60 Board Member communication with community

Board Members are encouraged to communicate with individuals, community organizations, elected officials, governmental units, and businesses to promote the Dundee Community School District and the role the District plays in educating our young people.

110.00 Meeting Procedures

.10 Preparation of the Board meeting agenda

❖ 1. The agenda, when finalized, shall be sent to all the Board Members, along with documents related to each agenda item. Each agenda item should include the Administration’s recommendation.

❖ 2. Board Members may request any item(s) they wish to have considered for addition to the agenda during the meeting of the whole portion of the agenda.

❖ 3. Any agenda item considered for a closed meeting shall state the reason(s) permitted under the appropriate section(s) of the Open Meetings Act.
.20 **Board Member questions about the agenda**

Questions regarding the agenda or items attached thereto should be directed to the Superintendent and/or President based upon the type of question being asked. The answer, if appropriate, should be shared with all other Board Members.

.30 **Board Member preparations for meetings**

1. The Administration will ensure that supporting information required for informed decision-making is supplied to each Board Member before a Board meeting.

2. All meeting participants must be prepared to address items on the agenda.
   a. Board Members will read agenda packet materials before the meeting.
   b. Board Members may ask agenda item related questions of the Superintendent or designee before the meeting.
   c. Board Members are not precluded from asking relevant questions about agenda items during meetings. However, the right to question should not serve as an excuse for lack of preparation.

.40 **Board Member participation during public meetings and hearings**

1. All public discussion shall be directed solely to the business currently under deliberation, and not until a motion has been made and seconded.

2. 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. The President shall not permit any discussion deemed derogatory or ridicule of another person.

3. The President will recognize a Board Member prior to the Board Member giving her/his comments.

4. During public comments’ section of a meeting’s agenda, Board Members shall refrain from responding to any comments made, but may request the Superintendent seek additional clarification during his/her discussion (comments) to prepare a response for the Board.
.50  **Board Member participation in public discussions and voting.**

1. All discussion shall be directed solely to the motion currently under deliberation, and not until a motion has been made and seconded.

2. The President has the responsibility to keep discussion on the motion and shall halt discussion that does not apply. The President shall not permit any discussion deemed derogatory or the ridicule of another person.

3. The President will recognize a Board Member prior to the Board Member giving his/her comments.

4. All Board Members will vote on all action items. A Board Member shall not abstain from voting except in the case of a legal conflict of interest publicly defined by the Board Member and so determined by the Board.

.60  **Board Member response to inquiries about closed meetings**

Under the provisions of the Open Meetings Act, information from a closed session shall not be disclosed by any Board Member.

.70  **Participation by people other than Board Members in closed meetings**

The Board reserves the right to include non-Board members in their closed session. This includes any district administrator, Board consultant or Board advisor at the discretion of the Board.

120.00  **Board Annual Organizational Meeting**

.10  **Board Election of Officers**

The structure of the meeting will be as follows:

1. Nominations to be made for officer positions by any Board Member Present.

2. The Superintendent to begin the organization meeting, accepting nominations for President.

3. Once a President is elected, he/she assumes remainder of nomination process for officers until it is completed and all positions are filled.
.20 Annual Board Calendar

The Annual Board Meeting Calendar shall be prepared by the Administration and set by the Board at its annual organization meeting and made available to the public.

130.00 Board Development, New Member Orientation and Board Programs

.10 New Board Member Orientation
Prior to or following the Board election, the Superintendent shall arrange an orientation meeting with the New Board Member and review district functions and Board Operating Procedures.

.20 Newly Elected Board Member Training

Newly elected Board Members are encouraged to attend the Michigan Association of School Board’s “New Board Member Institute.”

.30 District Succession Program

The Superintendent will update the Board annually on the status of the Administrator Succession Program (the training process used to develop certificated employees as future administrators).

.40 In-service and Training

Board Members are encouraged to attend State and local MASB training sessions to learn about how to be an effective Board of Education Member.

140.00 Procedures for Board Member Expenditures

.10 General Procedures

1. All payment of Board Member expenses for event fees, travel, or memberships shall be approved in advance by the Board based upon presentation of documentation of types of expenses to be incurred and estimated costs.

2. Prior to travel, a Board Member shall organize their trip, with the Administrative Assistant to the Superintendent, by making arrangements for district payment of registration, class fees, air travel, and lodging. No advance reimbursement shall be made to a Board Member. Reimbursement for Board Member-paid registrations and travel may be made if doing so saves money for the district. No reimbursement shall be made for in-state taxes or liquor purchases.
20 Out-of-District Travel

A. Reimbursement shall be determined for such expenses as:

a. Cost for meals, not otherwise provided by a registration fee, will not be covered by the district and is the responsibility of the Board Member.

b. Lodging fees are reimbursable if the first obligation at the event for the Board Member is the next day before 9:00 a.m. or if the final obligation ends after 6:00 p.m. and requires a long driving distance.

c. Cancellation fees may be the responsibility of the Board Member.

d. Mileage is reimbursed at a rate not to exceed the business rate set by the IRS for out-of-district travel. This mileage will not exceed the mileage reported by MapQuest or like service.

B. Personal expenses will not be reimbursed.

30 In-District Travel and Other Expenses

a. The cost of travel and expenses for within the District services shall not be reimbursed unless otherwise approved in advance by the Board for extraordinary situations.

b. There will be no reimbursement by the District to a Board Member for expenses such as internet, satellite, wireless, or telephone communications.
Section II: Governance and Oversight Tasks

200.00 District Planning

.10 Annual Review of the District’s One Page Goals

Annual Review of the District’s One-Page District Goals Plan shall include:

1. Board of Education Goals (3-4 Goals)
2. District Goals (3-4 Goals)
3. Superintendent’s Goals (3-4 Goals)
4. Any New Initiatives (Points of Pride)

.20 Board Review of Department Status Plans

The Board will be provided copies of building level/department updates monthly status by the department head/building principals/directors. This review should include a review of appropriate data to adequately update the Board on the status of each department/building.

.30 Board Review of Building improvement plans

The Board will be provided copies of building improvement plans and test scores for each building and departments by December 1st of each year by the building administrator.

Building Administrators shall present data to verify student growth and compliance with district requirements for improvement.

.40 Board review of the district’s progress toward student academic growth

1. At a Board session, the Administration shall provide updates that demonstrate the District’s progress regarding student academic growth.

2. The Administration will provide the Board with available data to demonstrate progress toward achievement of the academic growth.

3. The Board has a commitment and vision of high expectations for student achievement and quality instruction.

.50 Board review of programs other than instructional programs

Periodically, the Administration shall present reports regarding implementation and evaluation of the district’s non-instructional programs. The Athletic Director shall present a State of the Athletics presentation to the Board Annually.
210.00 Board Annual Planning

.10 Establish Board Annual Goals
At a Board session the Board, with administration assistance, shall develop 3-4 annual goals that provide for self and team improvement in areas such as governance, operating procedures, educational improvement, financial planning and community relations.

.20 Establish District Annual Goals
At a Board session the Board, with administration assistance, shall develop 3-4 annual goals that provide district improvement in areas such as operating procedures, educational improvement, financial planning and community relations, and student growth.

.30 Establish Superintendent’s Goals
At a Board session the Board, with administration assistance, shall develop 3-4 annual goals that provide growth for the superintendent in areas such as educational improvement, financial planning and community relations, student growth and educational leadership.

.40 Develop and adoption of District Budget
The Superintendent and the Business Manager are charged with drafting a tentative detailed budget for review by the Board at a minimum of three times per year. The following should be included:

a. tentative enrollment and staffing projections, revenue and expenditure projections, and other data required for making informed decisions on the budget
b. tentative expected work needed in all buildings, departments that effect the budget
c. tentative date for community hearing and input on the proposed budget
d. timing for completion of legal requirements related to the budget
e. the final draft of the budget shall be presented to the Board for adoption by June 30th of each year

220.00 Board Self Evaluation
At a Board session the Board will go over the results of the self-assessment to evaluate their effectiveness as whole unit.
230.00  Policy

.10  Review of District policies

A. Because consistency and adherence to policy is critical, all Board Members should faithfully familiarize themselves with the District Policy Manual. The Administration is responsible for ensuring that each new Board Member is supplied with a copy of the complete manual at the orientation meeting with the Superintendent.

B. At a minimum, the Board should review its policies as part of its NEOLA update service to ensure that policies are up to date as required in response to legislative and other governmental actions, judicial rulings, the Board’s attorney and Administration’s review.

.20  Development of District policies

The Superintendent should periodically advise the Board on the need for additions or updates to policies as may be necessary for the proper conduct of District operations. Board Members should also be sure to read the NEOLA updates as they are supplied by the service and the administration and take action on the recommendations in a timely manner.

240.00  Personnel

.10  Evaluation of the Superintendent

An annual evaluation of the Superintendent shall be made a part of Board’s annual calendar per State Law and the Superintendent’s Contract. Each Board Member shall participate in the evaluation process, to be compiled by the Administrative Assistant to the Superintendent and made part of the permanent Board record (including any supporting documents).

.20  Board Member concerns about the Superintendent’s professional performance

A Board Member’s concern about such performance shall be discussed with the Superintendent in an effort to seek understanding and resolution. If such action is not productive, the Board Member should consult with the President. The Board Member or President may request that an item be placed on the agenda in order to discuss the specific nature of concern(s) that prompted the request. Discussion of such item shall be in accordance with the Open Meetings Act.
.30 Board Member conduct regarding District personnel issues

A. Given the serious and delicate nature of personnel issues, each Board Member is responsible for familiarization of the grievance procedure included in each negotiated contract and/or in administrative rules.

B. Any personnel issue related materials received by a Board Member must be held in the strictest confidence. A Board Member shall neither share information from the documentation nor from what has occurred during the grievance proceeding(s).

C. Board Members may only consider information that is presented during the grievance process and Board Members will not privately seek out information or advice regarding the grievance in question.

D. Any public statement arising from a personnel issue will be made by the President or designee.

.40 Board Member concerns about another Board Member’s conduct

Concern regarding a fellow Board Member should be brought to the President and/or Superintendent’s attention for review and consideration. If the concern is regarding the President, it should be taken to the Vice President or Superintendent. In either situation, the President/Vice President should meet directly with the Board Member in question and work to resolve the issue. Remember, we are a team, and we need to work together to resolve issues.

Section III: Adoption of Agreement and Violations of Agreement

300.00 Agreement and Violations

A. These Operating Procedures will be subject to review and change by consensus of the currently seated Board.

B. Any violation of these operating procedures may subject a Board Member to Board approved discipline measures which might also include any of the following:

1. loss, if applicable, of executive officer position
2. loss, if applicable, of committee or representative assignment(s)
3. prohibited attendance at certain functions or restrictions regarding being on school property

4. official censure

**Section IV: Conflict with Board Policies**

400.00 Conflict with Board Policies

In any case of conflict between these procedures and Board Policy, Board Policy shall be considered the controlling language.