



## **MARYSVILLE BOARD OF EDUCATION**

### **OPERATING PROCEDURES**

**Vision Statement:** Every student will excel, both personally and for the benefit of humanity.

**Mission Statement:** Personalize learning for every student through rigor, relevance and relationships.

**Board of Education Goals:**

1. The District will enhance the safety and security of its schools.
2. MPS will meet the academic and social/emotional needs of all students.
3. MPS will equitably reach every learner through the Professional Learning Community (PLC) process and Multi-Tiered System of Supports (MTSS) framework.
4. MPS will foster an environment where all students and staff are treated with respect and feel they are part of a community with a sense of purpose, motivation, and accountability.
5. MPS will prioritize and appropriately manage its financial resources so as to maximize the success of all students.

## **THE BOARD TEAM**

In effective school systems, the Superintendent and the Board function as a "Board Team." A structured approach to 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 Marysville Public Schools Board of Education and Superintendent function as a "Board Team" to provide open communication to the staff and patrons of the district.

The Marysville Public Schools Board of Education adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and members of our community.

## **OUR CODE OF ETHICS**

As members of the Marysville Public 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, all decisions will place the needs of children first by adhering to the following educational and ethical standards:

### **As a Board Member;**

- 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.
- 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.
- I will recognize that the Board must make decisions as a whole in public, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board.
- I will focus Board action on policy making, goal setting, planning and evaluation as outlined in Board policy and state law.

- 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.
- 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. (BL 1950)
- 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.
- I will refrain from using my Board position for personal or partisan gain.
- I will disagree in a respectful manner. I will not hold grudges or question other Board Member's ethics or motives as to their vote or views on issues.
- I will respect the majority decision as the decision of the Board. (BL 1950)
- I will make a good faith effort to listen to the views and opinions of all Board Members. (BL 1950)
- I will encourage the use of the chain of command and will refer appropriate communications/questions to the Superintendent when necessary.
- I will communicate public concerns to fellow Board Members and the Superintendent at appropriate times. (BL1950)
- I will be informed about current educational issues and seek continuing education opportunities. (BL 1950)
- I will disseminate pertinent information gathered at training workshops and conventions with the Superintendent and fellow Board Members.
- I will share school district information with other Board Members through the Board President.

**As Board President;**

- I will make sure that persons addressing the Board follow established Board policy guidelines as outlined in Board of Education policy.
- I will ensure that all Board Members are given an opportunity to reflect their views on Board business. I will work toward building consensus among all Board Members.
- I will share pertinent school district information with all Board Members.
- I will make sure that persons addressing the Board do so in a professional manner and will not allow inappropriate communication to be directed to the Board or the Superintendent during Board meetings.

# **BOARD TEAM OPERATING PROCEDURES & NORMS**

## **I. BOARD MEETINGS**

### **1.1 Board Member Preparation for Meetings**

- A. The Administration will ensure that supporting information required for informed decision-making is supplied to each Board Member before a Board meeting.
- B. 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.
- C. Board Members will come to Board Meetings prepared to discuss and take action on all agenda items.
  - 1. Board Members will read agenda packet materials before the meeting.
  - 2. Board Members may ask agenda item related questions of the Superintendent or designee before the meeting.
  - 3. 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.

### **1.2 Board Member Conduct During Meetings**

Any time four or more Board Members are gathered together to discuss school business it is considered a meeting (quorum). (MCL 15.263)

In addition to the following procedures, at all times Board Members shall adhere to the Board Code of Ethics:

- A. Board Members will maintain professional and courteous behavior throughout the meeting.
- B. 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.
- C. Board Members must remember that once a decision has been made by the Board, a Board Member must demonstrate support of such action.

### 1.3 Citizens Addressing the Board

- A. Audience participation at Board meetings is limited to the portion of the meeting designated as Citizen 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. (Ref: BL 1370)
- B. The Board President or acting chairperson may begin each Citizens Comments period by reading the following statement:

***“Thank you for attending the Marysville Public Schools Board of Education Meeting of [date].***

***The Board reserves a portion of each meeting for citizens to speak to the Board about subjects related to Marysville Public Schools. By policy, the Board limits the citizens comment portion of the meeting to 30 minutes and limits any one speaker to 5 minutes.***

***Please understand that the Board is not permitted to answer questions or discuss subjects that are not on the meeting agenda. If your concern is regarding a specific student, employee or administrator within the District, we strongly encourage you to follow the proper chain-of-command protocols, as the Board must protect the privacy of individuals and assure due process under the law.***

***Persons wishing to address the Board must state their name and address for the public record.***

***Is there anyone who has come to speak to the Board at this time?”***

- C. The Board President or acting chairperson shall have the authority to terminate the remarks of any individual whose comments are frivolous, repetitive or harassing in nature.
- D. The Board will not encourage nor actively participate in negative comments on individual employees, administrators or students in public session.

#### 1.3.2 Responding to Citizens Addressing the Board

- A. During the public comment section of a meeting, Board Members shall refrain from responding to any citizens comments. A Board Member with a question may request that the Superintendent seek clarification and review the issue prior to reporting back to the Board.
- B. The Board President may direct administration to investigate questions or concern(s) and report back to the entire Board and/or the individual citizen.
- C. Board Members may not respond or enter into discussion with the audience during the meeting, as:
  - 1. Items on the meeting agenda will be discussed in the order they are scheduled on the agenda, at their appropriate time
  - 2. Board Members are not permitted to respond to or discuss items not on the agenda.

3. The Board President may exercise discretion in allowing patron comments to exceed 5 minutes or to extend the 30 minute time allotted for Citizen Comments. (Ref: BL 1370)

### **1.3.3 Hearings, Grievances, Student / Employee Discipline Meetings:**

- A. The Board will conduct all hearings in accordance with the applicable Board policies.
- B. During hearings, Board Members will seek legal counsel as deemed necessary.
- C. The Board shall not use a student's name in any discussion.
- D. Student / disciplinary hearings will be held in a closed special meeting if requested. (MCL 15.268)

### **1.3.4 Board 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. A Board Member shall ask for and receive recognition by the presiding officer prior to giving their comments.

### **1.3.5 Board Member Participation in Discussion, Debate and Voting**

- A. All public discussion shall be directed solely to the business currently under deliberation by the Board.
- B. The President/Chair 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/Chair shall not permit any discussion deemed derogatory or ridicule of another person.
- C. The President/Chair will recognize a Board Member prior to the Board Member giving his/her comments.
- D. All Board Members must 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 Members and so determined by the Board.  
(Ref: BL 1330 and 1950, MCL 380.1201)
- E. Any Board Member may make motions, second motions and enter into debate on agenda items. (Ref: BL 1330)

- F. In case of a tie vote, the action item fails. The Board President may bring the action item back to the Board on a subsequent agenda.

### **1.3.6 Board Organization and 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.
- C. The Board may assign a District employee to provide clerical assistance to the Board. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
- D. At the first eligible public meeting of the Board after the scheduled Board Member election, the current Board President will ask for any board officer nominations. If none are offered, then the slate of officers is put to a vote. Each office will be voted on separately by the Board.
- E. If a vacancy occurs in the office of President, the Vice President shall become President. A vacancy among other officers of the Board shall be filled by majority action of the Board.

(Ref: BL 1150, BL 1152, BL 1170, BL 1175)

### **1.3.7 Role and Authority of Board Officers**

- A. No Board Member or officer has authority outside the Board meeting.
- B. No Board Member shall direct district employees in regard to performance of their duties.
- C. Duties of officers are limited to those afforded by Board Policy and subject to periodic review.

(Ref: BL 1150)

### **1.3.8 Participation by People Other than Board Members in Closed Session**

- A. Participants are limited to:
  - 1. The person requesting the closed session, their counsel, a union representative, their parent(s) or guardian(s) where applicable
  - 2. Representatives of the administration that have pertinent information.
  - 3. Additional persons that the Board approves.

## II. BOARD COMMUNICATION

### 2.1 Board Member Communications with Each Other between Meetings

- A. Board Members will communicate with the President/Chair and/or Superintendent, as appropriate, regarding concerns or information about the district that have come to their attention and might be considered important.
- B. 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. (MCL 15.263)
- C. Board Members will demonstrate respect to fellow Board Members and public participants through the following behavior:
  - Listen and treat each other respectfully.
  - Be cordial when disagreeing.
  - Say what needs to be said as briefly and clearly as possible.
  - Direct comments solely to the business under deliberation.
  - Address each other, staff, and public by title and last name.
  - Only speak after acknowledgement from the Board President.
  - Support hearing the voice of all Board Members on each agenda item that is being discussed and refrain from dominating the conversation.
  - Refrain from condescending or critical comments to members of the staff, public, or Board.
  - Focus on issues, not people or personalities.
  - Courteously accept other viewpoints and Board votes.
  - Seek solutions and reasonable compromises or consensus when there are differences of opinions.
  - As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.
  - Make decisions in the context of what is best for all students in the district.

(Ref: BL 1950, MCL 15.267)



## **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 or employee 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.
- D. Board Members should be aware all information from a closed session is confidential and may not be discussed outside of the closed session. Unless otherwise determined by the Board, only the Superintendent is authorized to release negotiations information. (Ref: PL 6200, MCL 15.267)

## **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 Communication 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. The Superintendent shall utilize three types of communication with Board members:
  - 1. Not urgent or not in the media – Board Packet;
  - 2. Very important but not crisis – Email to each Board Member;
  - 3. Crisis / Emergency situation – Phone call to each Board Member

- a. In the case of an emergency or crisis, the Superintendent or his designee will provide the following six pieces of information: What, Where, When, Who, Action Taken and a Public Statement for the Board Members.
- b. Phone calls will be placed in the following order: President, VP, Secretary, Treasurer and Trustees
- c. The Superintendent or his/her designee will provide updates as practicable.

## **2.6 Board Member Communication with Superintendent**

A Board Member should freely communicate with the Superintendent as issues arise. A Board Member who has a concern regarding such communication should discuss same 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/Chair. (Ref: BL 1185)

## **2.7 Board Member Concerns about Another Member's Conduct or 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, then they should discuss it with the Board President for review and consideration.
- C. If the concern is regarding the President/Chair, it should be taken to the Vice President/Chair. In either situation, the President/Vice President/Chair should meet directly with the Board Member in question and work to resolve the issue.

## **2.8 Board Members Visiting Campus Buildings and Events**

- A. All Board Members are encouraged to visit all schools and school sponsored events. Where appropriate, Board Members may attend building partnership (PTO, MSALT, etc.) meetings and other special events at various buildings to represent the Board in support of building activities.
- 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. Board Members must follow the procedures in place for visitors when entering a building.
- C. Board Members will not individually undertake to observe the performance of employees, including classroom teachers, for the purpose of "evaluating" a teacher's performance.

D. 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. Board Members shall not campaign for any elective office while on school property.

E. Board Members shall be mindful of public perception of their presence, actions and words at all times.

### **III. BOARD DEVELOPMENT & ANNUAL PLANNING**

#### **3.1 Preparation of the Annual Board Calendar**

An annual Board meeting calendar shall be prepared by the Administration, in cooperation with Board Members, set by the Board at its annual organization meeting and made available to the public. (MCL 15.265)

#### **3.2 Board Retreat Sessions**

The Board shall hold a minimum of two retreats each year to discuss issues such as team building, assessment of Board Member training needs, strategic plans, budget and state funding updates, curriculum review, and a review of district policies and rules. The Board should review the prior year's data regarding the district's performance on annual goals, key or new initiatives / curriculum, and a review of the need for setting new or revised operating procedures for the current year.

#### **3.3 Board Member Continuing Education Needs, Travel Arrangements, and Reimbursements**

A. An annual training calendar shall be developed and reviewed by the Board at the appropriate retreat. The Board President/Chair shall survey Board Members to determine interest in available Professional Development opportunities.

B. Prior to professional development travel, a Board Member shall organize their trip, with the assistance of the Superintendent's secretary, by making arrangements for district payment of registration, class fees, air travel and lodging.

C. The following rules apply to out-of-district travel:

1. Reimbursement for out-of-district travel shall be consistent with Board Policy, and includes the following:

a. Cost for meals not otherwise provided by a registration fee. Reimbursement is consistent with staff members and is capped at \$25/day. Detailed receipts must be submitted.

b. 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.

2. Personal expenses will not be reimbursed.

D. The cost of in-district travel and expenses shall not be reimbursed unless otherwise approved in advance by the Board for extraordinary situations.

E. There will be no reimbursement by the district to a Board Member for expenses such as internet, satellite, wireless, or telephone communications.

(Ref: BL 1162 and BL 1168; MCL 380.11a, MCL 380.1254)

### **3.4 Annual District Goals**

- A. At a Board session(s) the Board, with administration assistance, shall develop 3-5 annual District goals
- B. The Board shall review the District's progress regarding the academic goals established and approved by the Board.
- C. The Administration will provide the Board with benchmark evaluation and other available data to demonstrate progress toward achievement of the academic goals.

### **3.5 Annual District Budget**

The Superintendent is charged with drafting a tentative detailed budget process calendar for review by the Board annually. At a minimum, the following should be included:

- A. Tentative dates by which the Board will receive enrollment and staffing projections, revenue and expenditure projections, and other data required for making informed decisions on the budget.
- B. Tentative date for community hearing and input on the proposed budget.
- C. Timing for completion of legal requirements related to the budget
- D. The final draft of the budget shall be presented to the Board for adoption by June 30<sup>th</sup> of each year.

(Ref: PL 3100 and PL 3150; MCL 141.421 – 141.440a (Uniform Budgeting and Accounting Act -Michigan School Accounting Manual)

### **3.6 Review of District Policy**

- A. Because adherence to policy is critical, all Board Members are required to familiarize themselves with the District Policy Manual. The Administration is responsible for ensuring that each new Board Member understands how to access a copy of the complete manual.
- B. The Board should periodically review its policies to ensure that policies are up to date and relevant to the District's current needs.
- C. As required by Board policy, 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.

(Ref: BL 1510 and BL 1550, MCL 380.11a)

### **3.7 Board Approval of District and Building Improvement Plans**

- A. The Superintendent shall develop and update District and individual School Improvement Plans on a frequent basis, at least annually.
- B. The District School Improvement Plans shall be presented to the Board by the Superintendent and approved by the board annually. (MCL 380.1277)

### **3.8 Annual Board Self-Evaluation**

The Board shall develop an annual self-evaluation process that provides for self and team improvement in areas such as governance, operating procedures, educational improvement, financial planning, community relations, and strategic planning processes. During the spring of each year, the Board shall hold a session for the purposes of completing self-evaluation forms and discussion of the evaluation results.

### **3.9 Agreement and Violations**

- A. As part of the annual Board calendar, these Operating Procedures will be subject to review and approval by consensus of the 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. Removal from a Board officer role;
  - 2. Removal from Committee assignments;
  - 3. Public censure.

(Ref: BL 1950, PL 6200)

[BL – Board Bylaws; PL – Board Policy; MCL – Michigan Compiled Laws]

UPDATED 1/3/2023

We, the Marysville Public Schools Board of Education, hereby adopt and agree to the above Operating Procedures.



Dave Schmorrow



Kevin Palmateer



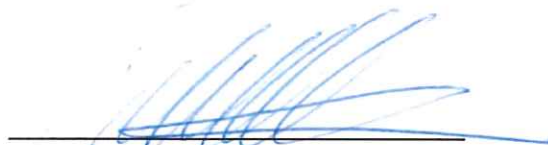
Nicole Winston



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Thursday, January 19, 2023

Date