



SOUTH HAVEN PUBLIC SCHOOLS

BOARD OF EDUCATION

OPERATING PROCEDURES

Vision:

South Haven Public Schools is THE district of choice where all students graduate with outstanding academic skills and exemplary character.

Mission

To offer our students innovative learning opportunities that engage, ignite and challenge them and to support our students in taking control of their own futures through service, citizenship, scholarship, and personal responsibility.

Beliefs:

- We believe in excellence through hard work.
- We provide rigorous curriculum that positions our graduates to excel.
- We offer excellent Academic, Fine Arts and Athletic opportunities so our students are well rounded
- We hire the best teachers and administrators to organize, instruct and lead our students
- We value every student and their right to discover their personal strengths in order to pursue excellence and become fulfilled members of society.

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INTRODUCTION

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 Board of Education and superintendent function as a “Board Team” to provide open communication to the staff and patrons of the district.

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

CODE OF ETHICS

As members of the South Haven Public Schools 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, gender, 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 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.

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- 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.
- 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.
- 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.
- 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 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.
- I will be firm, fair, just and impartial in all decisions and actions.
- I will respect the majority decision as the decision of the board.
- 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.
- I use the appropriate channels to refer complaints to the Superintendent.
- I will promote communication among the board, students, staff, and the community at board meetings as required, to conduct board business.
- I will refer public concerns to the proper channels and communicate public concerns to fellow board members and the Superintendent at appropriate times.
- I will become informed about current educational issues and seek continuing education opportunities such as those sponsored by state and national school board associations.
- 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.

As Board President:

- I will make sure that persons addressing the board follow established board policy guidelines as outlined in board policy and procedures.
- 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.
- 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 DEVELOPING THE BOARD MEETING AGENDA

1.1.1. WHO CAN PLACE ITEMS ON AGENDA AND THE GUIDELINES:

- A. The Board agenda shall be compiled by the President in cooperation with the Superintendent.
- B. Board members may request in writing or verbally to the Superintendent or Board President any item they desire to have placed on the agenda.

1.1.2. USE OF CONSENT AGENDA:

- A. The President may place routine matters in a single consent agenda item for action by the Board. Any Board member may request that a consent item be removed and considered separately at any time before final vote on the consent agenda.

Consent items typically include but not limited to:

1. All routine items

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2. Shared Service Agreements
3. Budget amendments
4. Insurance contracts
5. Association memberships
6. Routine expenditures
7. Updates of Board policy
8. Routine personnel items
9. Routine bid considerations
10. Items recommended by the Superintendent

1.1.3 BOARD MEETING AGENDA OUTLINE

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Agenda
- E. Community Comments
- F. Superintendent's Report
- G. Action Items
- H. Discussion Items
- I. Announcements
- J. Board Comments
- K. Closed Session
- L. Adjourn

1.1.4 ANNUAL CALENDAR OF BOARD AGENDA ITEMS

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

Responsible party:

<p>July:</p>	<p>Modify & Adjust District Vision, Mission and 5 year Strategic Plan for continuous improvement, adjust goals, objectives, strategies as needed - board members</p> <p>Fiscal organization meeting:</p> <p>MASB, NSBD, MDBSS membership renewal</p> <p>Student Accident, Catastrophic Insurance renewal</p> <p>Master Calendar review - Superintendent with board members</p> <p>MDE Requirements:</p> <p>July 1: New fiscal year begins.</p> <p>July 15: Submit report to Department of Education on the usage of funds under free and reduced lunch program - Superintendent</p> <p>Due to board: Personal Plans of Growth from Superintendent, Curriculum Director, board members, and building principals (written as goals, objectives, strategies, timetable and method to evaluate), in response to evaluation survey results</p> <p>Monthly - Superintendent will present any personnel changes for approval by the Board</p>
<p>August:</p>	<p>Update and Share District Vision, Mission and 5 year Strategic Plan for continuous improvement. Ensure there is Action/Follow-through on plan and timeline is followed. Post on SHPS website and ensure an updated copy is emailed to every</p>

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	<p>school employee - board members and Superintendent</p> <p>Accept certification of appraisal roll for the certified taxable value</p> <p>Enrollment Figures</p> <p>Association membership approvals</p> <p>MDE Requirements:</p> <p>1: Submit report of actual number of days and clock hours to the Department of Education - Superintendent</p> <p>Second Friday: Complete application process for schools of choice students - Superintendent</p> <p>Monthly - Superintendent will present any personnel changes for approval by the Board</p>
<p>September:</p>	<p>Ensure updated district vision & mission, and buildings’ vision, mission are posted in every SHPS building. Building principals</p> <p>Ensure the updated Board Strategic Plan, and District School Improvement Plan are posted on www.shps.org - Superintendent</p> <p>Principals K - 3, Review School Improvement Plan academic report/scores, what’s good, what’s not, what’s being done, how will it be evaluated, PD for teachers - K - 3 principals</p> <p>MDE Requirements:</p> <p>September 1: Submit annual educational report to the State Board of Education and to local school board members - Superintendent</p> <p>September 1: Submit school improvement plan/s to the State Board of Education - building principals, and post School Improvement Plans on SHPS website and make sure all plans align with District School Improvement Plan - Curriculum Director and Superintendent</p> <p>September 17: Hold educational program on the United States Constitution -</p>

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	<p>Building principals</p> <p>4th Wednesday: Pupil membership count day - Superintendent</p> <p>September 30: Certify tax levy - Superintendent</p> <p>Monthly - Superintendent will present any personnel changes for approval by the Board</p>
<p>October:</p>	<p>Principal 4 - 5, Review School Improvement Plan academic report/scores, what’s good, what’s not, what’s being done, how will it be evaluated, PD for teachers - North Shore principal</p> <p>MDE Requirements: October 15: Distribute annual educational report - Superintendent, and District Vision, Mission and summarized 5 year Strategic Plan - Board president, and district School Improvement Plan - Curriculum Director , to the public at an open meeting. Discuss progress & adjustments</p> <p>Monthly - Superintendent will present any personnel changes for approval by the Board</p>
<p>November:</p>	<p>After election – Trustee acceptance of election when certified</p> <p>Principal 6 - 8 , Review School Improvement Plan academic report/scores, what’s good, what’s not, what’s being done, how will it be evaluated, PD for teachers - Baseline principal</p> <p>Begin Superintendent Evaluation, School Board members</p>

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	<p>MDE Requirements: November 1: Immunization report due to Department of Community Health - Superintendent</p> <p>1st Tuesday After First Monday: Board elections</p> <p>3rd Week of November: Submit necessary information for preparation of graduation report to the Center for Educational Performance and Information - Superintendent</p> <p>Fifth Wednesday After Count Day: File with ISD the number of pupils enrolled on count day - Superintendent</p> <p>Monthly - Superintendent will present any personnel changes for approval by the Board</p>
<p>December:</p>	<p>Complete and Review Superintendent evaluation before January</p> <p>Principal 9 - 12, Review School Improvement Plan, academic report/scores, what's good, what's not, what's being done, how will it be evaluated, PD for teachers, high school principal</p> <p>Monthly - Superintendent will present any personnel changes for approval by the Board</p>
<p>January:</p>	<p>After an election:</p> <ul style="list-style-type: none"> Post election organization meeting Election of officers Committee assignments Installation of new board members <p>District School Improvement Plan - review, Report on Curriculum Alignment in</p>

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	<p>SHPS between grades, between secondary classes, with State & with Feds. Are we seeing Continuous Improvement in all student groups at all levels? Is there curriculum alignment between buildings? Provide hard data especially in sub-groups, Curriculum Director</p> <p>MDE Requirements: January 1: Adopt resolution imposing summer property tax levy if desired - school board</p> <p>January 1: Submit request to city/township for agreement to collect summer taxes - Superintendent</p> <p>Monthly - Superintendent will present any personnel changes for approval by the Board</p>
<p>February:</p>	<p>Principals K - 3 UPDATE academic report/scores, what’s good, what’s not, what’s being done, evaluation, goals , K-3 principals</p> <p>MDE Requirements: February 1: Updated Immunization Report due to Department of Community Health - Superintendent</p> <p>February 2: Supplemental pupil count day - Superintendent</p> <p>Complete Superintendent evaluation, board members</p> <p>Monthly - Superintendent will present any personnel changes for approval by the Board</p>
<p>March:</p>	<p>Principal 4 - 5 UPDATE academic report/scores, what’s good, what’s not, what’s being done, evaluation, goals. North Shore principal</p>

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	<p>MDE Requirements: March 1: Provide notice to students in grades 8-12 of post-secondary enrollment options and notice to students in grades 11 and 12 of dual enrollment eligibility. Baseline principal & high school principal</p> <p>March 15: Provide count of membership pupils eligible for free breakfast, lunch or milk. Superintendent</p> <p>Fifth Wednesday After Supplemental Count Day: File with ISD the number of pupils enrolled on supplemental count day. Superintendent</p> <p>Monthly - Superintendent will present any personnel changes for approval by the Board</p>
<p>April:</p>	<p>Approval of summer school plans, Superintendent, 6-12 principals</p> <p>Principal 6 - 8 UPDATE academic report/scores, what's good, what's not, what's being done, evaluation, goals - Baseline principal</p> <p>MDE Requirements: April 1: Provide written notice of non-renewal to superintendent if contract expires on June 30 and will not be renewed for the following school year - board members</p> <p>April 15: Submit report of planned number of days and clock hours to the Department of Education - Superintendent</p> <p>Distribute Evaluation Surveys of Superintendent, Curriculum Director, Building principals, and school board to SHPS staff - Superintendent</p> <p>Committee Updates, board committee Chairs</p> <p>Monthly - Superintendent will present any personnel changes for approval by the</p>

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	Board
May:	<p>Schedule Board meeting dates for summer and fall - board members</p> <p>Principal 9 - 12 UPDATE academic report/scores, what’s good, what’s not, what’s being done, evaluation, goals - high school principal</p> <p>MDE requirements: 1: Provide written notice of non-renewal to probationary teachers whose probationary years commence and end with the school year - building principals</p> <p>Board self evaluation</p> <p>Monthly - Superintendent will present any personnel changes for approval by the Board</p>
June:	<p>Update from Operations Supervisor - Kevin Dee</p> <p>Review District Vision, Mission and 5 year Strategic Plan for continuous improvement, collect data, study results - board members</p> <p>MDE Requirements: First Monday: Elections for ISDs that elect board members at a meeting of representatives from constituent district school boards</p> <p>June 30: Adopt budget - board members</p> <p>Monthly - Superintendent will present any personnel changes for approval by the Board</p>

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1.2 BOARD MEMBER PREPARATION FOR MEETINGS

- A. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.
 - 1. Study the material in the Board Packet sent to them prior to the meeting.
 - 2. Requests for additional information will be addressed through the superintendent 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.

- 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 meetings will be governed by Robert’s Rules of Order. The President will preside at all meetings, or the Vice President in the absence of the President. In the absence of both, the members present will elect a President pro tempore who will preside only for that meeting or part of the meeting.
- B. Board members will maintain professional and courteous behavior throughout the meeting.
- 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.

- 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 outcome of board votes.
- Seek solutions and reasonable compromises or consensus when there are differences of opinions.
- Make decisions in the context of what is best for all students in the district.
- 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).
- Be willing to publicly apologize to staff, patrons, or Board members if behavior is inappropriate or disruptive to the progress of the meeting.
- Attempt always to have dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).
- As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.
- No board member will introduce material at a board meeting that has not been given to the other members for review prior to that meeting

1.3.2 PERSONS ADDRESSING THE BOARD

- A. Audience participation at Board meetings is limited to the portion of the meeting designated as Community 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 by completing a note card located inside the Boardroom and giving the card to the Board Secretary prior to the community comment session. Each speaker is limited to five minutes
- C. 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. The Board president may direct administration to investigate item(s) and report back to the Board and/or the individual citizen.
- B. Board members should not respond or enter into discussion with the audience during the meeting as:
 - 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. Board president may exercise discretion in allowing community comments to exceed 5 minutes or to extend the 30 minute time allotted for community comments.
 - 4. Board members may request that the Board President extend the community comments 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, 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.

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. A 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 a less than unanimous vote, the Board will support the majority decision.
- D. Four Board members constitutes a majority of the entire board and is needed to pass an action item.

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 SESSION

Participants are limited to:

- 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. Any additional people that the board requests

1.7 BOARD ORGANIZATION

1.7.1 ELECTION OF OFFICERS

- A. Election of Board officers shall occur at the annual organizational meeting of the Board held in January.
- B. The length of term for the Board officer positions shall be one year from the Board’s organizational meeting to the following Board organizational meeting. The Board may remove a member from a Board officer position.
- C. The current President will preside at the organizational meeting or the Vice President in the absence of the President. In the absence of both, the members present will elect a President pro tempore who will preside until a President is elected.
- D. A vacancy among officers of the Board shall be filled by election of another Board member to the office.

1.7.2. ROLE AND AUTHORITY OF OFFICERS

- A. No Board member or officer has authority outside the Board meeting except as authorized by Board Policy.
- B. No Board member can direct employees in regard to performance of their duties.
- C. Duties of officers are outlined in Board Policy 1150.

1.7.3. BOARD VACANCIES

- A. A Board member vacancy will be filled according to Board Policy 1170

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.
- C. Responsibilities of each standing committee:
 - 1. Policy and Procedure Committee, review and revise with Board approval
 - 2. Audit Committee, reviews the Audit Report.

3. Superintendent Evaluation – To perform an annual performance review of the Superintendent.

2.0 COMMUNICATION

2.1 BOARD MEMBER COMMUNICATION WITH EACH OTHER

- A. No more than 3 board members may discuss board business outside of board meetings
- B. Electronic Communications:
 - Shall abide by the spirit and letter of the Open Meetings Act.
 - Restricted to one on one communications, informational inquiries, historical perspectives and the like.

2.2 BOARD MEMBER'S RESPONSES TO COMMUNITY OR EMPLOYEE COMPLAINTS

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.

- 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 request for complaint.
- C. The Board member should exercise their best judgment whether to notify the Superintendent or Board President of potentially significant requests or complaints.

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 as a representative of any other board member outside of a board meeting.

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:
 - 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. The Superintendent or his/her designee will provide updates as practicable.

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.
 - The Board policy manual

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- A copy and explanation of the district's mission, vision, values and beliefs,.
- 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 Board policy and procedure.
- A historical perspective of the Board's current work, including minutes from the past year's board meetings;
- An explanation of the superintendent's informational packets. Requests for changes to the agenda should be submitted 48 before Board meetings.
- Review MASB opportunities and website

B. Orientation to Board/Superintendent Roles and Relationship carried out by Board president.

- Clarification of roles and responsibilities including discussion about "Who decides" particular types of issues.
- Explanation of how authority is delegated to the superintendent.
- Review Superintendent details in 2100 - 2170 in Board Policy
- Review superintendent evaluation materials
- An explanation of how communication flows between Board members and superintendent and how to use the chain of command.
- A review of board policies governing the Board/Superintendent Relationship.

C. Orientation to the District: The following items must be reviewed by the Superintendent with all new board members are generally within the superintendent's areas of expertise and responsibility in the orientation process.

1. School Finance

- Review budget, funding, financial reports

2. School District Facilities

- A list showing the number, location, and condition of schools and other buildings owned/operated by the district.
- An explanation of construction projects contemplated and in process.

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- A description of the district's building maintenance program.
- A description of the geographic boundaries and attendance zones for each of the schools within the South Haven School District.

3. School Curriculum and Instruction

- Review Curriculum and Instruction on MDE website and Annual Report
- An explanation relationship the District's involvement with the Van Buren ISD including Special Education programs

4. Administration and Staff

- An organization chart of the school district's management structure.
- Review district's collective bargaining units

5. School-Community Relations

- Review school-community relations and public relations programs

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 seek approval and arrangements (travel, accommodations and classes) through the superintendent's office.
- C. All board members are to comply with the Board policy on travel expenditures and submitting travel / training expense
- D. Board members should report on their conference attendance at the next board meeting.

4.0 BOARD DISTRICT OVERSIGHT

4.1 ESTABLISHMENT OF THE DISTRICTS VISION, MISSION AND ANNUAL GOALS

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

4.2 BOARDS APPROVAL OF DISTRICT GOALS

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

4.3 BOARDS APPROVAL OF DISTRICT AND BUILDING PERFORMANCE OBJECTIVES

- A. The superintendent shall develop performance objectives for District and campus performance from time to time and at least on an annual basis.
- B. District and campus performance objectives shall be presented to the board by the Superintendent and approved by the board.

4.4 BOARD REVIEWS DISTRICT AND BUILDING IMPROVEMENT PLANS AND PROGRESS TOWARDS GOALS

- A. Administrators present these twice yearly to Board

4.8 DEVELOPMENT AND ADOPTION OF THE DISTRICT BUDGET

- A. The administration shall present to the Board an annual budget for approval
- B. The Superintendent shall report to the board regularly as to the budget status and changes, if any.

4.9 BOARD MEMBER’S CAMPUS VISITS

- A. All Board members are encouraged to visit all schools and scheduled school events.
- B. All Board members should notify the principal if visiting for any other purpose.
- C. Board members will not individually undertake to observe the performance of employees.

5.0 POLICY / PROCEDURES

5.1 REVIEW OF BOARD POLICY AND ADMINISTRATIVE PROCEDURE

- A. Board Policies are reviewed and updated annually on a five year cycle by the Board policy committee.
- B. Revised Board policies are approved by the Board.

5.2 DEVELOPMENT OF BOARD POLICY AND ADMINISTRATIVE PROCEDURE

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

6.0 PERSONNEL

6.1 EVALUATION OF THE SUPERINTENDENT

- A. The Board shall evaluate the superintendent’s performance annually in December.
- B. A superintendent evaluation form shall be developed by the superintendent evaluation committee and filled out by each board member.

6.2 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 monthly by the administration and approved by the board.