



PORTLAND PUBLIC SCHOOLS BOARD OF EDUCATION OPERATING PROCEDURES

Vision Statement

Excellence in Action

Mission Statement

Portland Public Schools, in partnership with the community, is to educate citizens who demonstrate the academic, team work, and personal management skills needed to function effectively in a global society.

Board of Education Belief Statements:

As members of the Portland Public Schools Board of Education we believe that:

- Education is the shared responsibility of students, family, school and community
- All students can learn, achieve and succeed
- All learners deserve equity and opportunity in their education
- High expectations promote achievement, personal growth, curiosity and a desire for success
- Exemplary education is the result of professional growth and continuous school improvement
- Every person deserves a learning environment where they are safe, respected, included and valued
- Education promotes a healthy sense of self and encourages personal achievement
- Learning is lifelong
- Vibrant public schools are a cornerstone of the community

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The Portland Public Schools Board of Trustees adopts these guidelines as Standard Operating Procedures to:

- Document methods for conducting District business;
- Improve communication;
- Assist with orientation and transition of new Board members;
- Clarify roles and expectations;
- Ensure all Board members are part of the team; and
- Establish an agreed upon code of ethics.

CODE OF ETHICS

As members of the Portland 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. [po0144.2 Board Member Ethics](#)

Board members will;

- A. Attend all regularly scheduled and specially set Board meetings, arrive on time, and be informed of the issues to be considered at the meetings.
- B. Assist in making policy decisions only after full discussion at publicly held Board meetings.
- C. Render all decisions based on available facts, not surrender judgment to individuals or special groups, be firm, fair, just and impartial in all decisions and actions, and avoid being placed in a position of conflict of interest.
- D. Encourage the free expression of opinion by all Board members, make a good faith effort to understand and accommodate the views of others, and seek communication among the Board, staff, students, and the community at Board meetings as required, to conduct Board business.
- E. Work with the other Board members to establish effective Board policies and to delegate authority to the administration of the District to the Superintendent.
- F. Communicate to fellow Board members and the Superintendent at appropriate times, the expression of public concerns.
- G. Become informed about current educational issues and seek continuing education opportunities.
- H. Respect the confidentiality of information that is privileged under applicable law, including closed session discussions.
- I. 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.

- J. 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.
- K. Disagree in a professional manner.
- L. Recognize the channels to refer appropriate complaints to the Superintendent and will do so.
- M. Disseminate pertinent information gathered at training workshops and conferences with the Superintendent and fellow Board members.
- N. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- O. Avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain.

The Board President will;

- Make sure that persons addressing the Board follow established Board policy guidelines as outlined in Board Bylaws [0167.3](#).
- 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.
- Ensure that all Board members are given an opportunity to reflect their views.

1.0 MEETINGS

1.1 Developing the Board Meeting Agenda

1.1.1. Who Can Place Items on Agenda and the Guidelines

- A. Agendas and Board packets are created by the Superintendent and Board President and are presented to the Board trustees for review a minimum of 48 hours prior to the regular Board meeting and a minimum of 24 hours prior to a special or emergency Board meeting. [po0166](#)
- 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.
- C. Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than seven days prior to the meeting and include:
 - name and address of the participant;
 - group affiliation, if and when appropriate;
 - topic to be addressed.

1.1.2. Use of Consent Agenda

- A. When the agenda is prepared, the Superintendent and the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature such as field trips, meeting minutes, recurring reports and bill payments grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. [po0166.1](#)

1.1.3 Regular Board Meeting Agenda Outline

- A. The order of the items on agenda shall be dictated by the necessities of that specific meeting. The agenda shall be aligned with the District strategic plan and include but not be limited to:
 - Call to order
 - Pledge of Allegiance
 - Roll Call
 - Consent Items (Approval of Agenda, Minutes, & Payment of Bills)
 - Citizen's Request for Non-Agenda Items (Public Participation)
 - Student Council Report
 - Presentations
 - Action Items
 - Informational Items
 - Board Correspondence
 - Department/Committee Reports
 - Adjournment

1.1.4 Annual Board Meeting Agenda Items

- A. Calendar is updated and maintained by the Superintendent and Board President. The calendar can be found: [Board Meeting Annual Agenda Items](#)
- B. The Board of Education shall organize annually not earlier than January 1st and not later than January 31st at a meeting held for that purpose. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of a temporary chairperson, who shall in turn serve until the election of a President.

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.
 - o Study the material in the Board Packet sent to them prior to the meeting.
 - o Whenever possible, requests for additional information should be addressed through the Superintendent prior to each Board meeting.

1.3 Board Member Participation/Conduct during Meetings

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, District staff and public participants.

1.3.2 Persons Addressing the Board [po0167.3 Public Participation](#)

- A. Audience participation at Board meetings is limited to the portion of the meeting designated as Public Participation. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board.
- B. A person may address the Board on an agenda or non-agenda item by:
 - o Signing in at the beginning of the meeting. Each speaker is limited to five minutes. 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.
- C. Delegations of more than five persons addressing the same issue shall appoint one person to present their views before the Board.
- D. At regular meetings the Board shall allot a total of 60 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 shall not respond to or enter into discussion with the audience during the meeting.

1.3.4 Hearings, Grievances, Student/Employee Discipline [po0169.2](#)

- 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 public discussion.
- D. Student / disciplinary hearings will be held in a closed special meeting if requested.

1.3.5 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.

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. Conflict of interest is defined in Board Policy [0144.3](#)
- B. All Board members may make motions, second motions and enter into discussion on all agenda items.
- C. In case of tie, the action item fails. The item may be brought 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 the entire Board is needed to enter into a closed session. [po0167.2](#)
- F. In specific situations, a two-thirds' roll call vote of the entire Board is needed to go in to a closed session for the following purposes:
 - o Considering the purchase or lease of property
 - o Consulting with an attorney on pending litigation
 - o Reviewing job applications when candidates request confidentiality
 - o Considering material exempt from disclosure under another statute
 - o Considering security planning to address existing or potential threats

1.4.1 Remote Meeting Access

- A. A Board member may attend a meeting and participate in Board deliberations and decisions by remote participation, during the 2021 calendar year, if the member is prevented from physically attending the

- meeting due to:
- Personal illness, disability, or other health-related conditions;
 - Military duty;
 - Statewide or local state of emergency
- B. Beginning January 1, 2022, a Board member may only attend a meeting and participate in Board deliberations and decisions by remote participation, if the member is prevented from physically attending the meeting due to military duty.
- C. A Board member participating remotely will be considered present at the meeting and will be entitled to participate in open session deliberations, and vote on, business before the Board if:
- The member is able to hear other members of the Board and any members of the public present at the meeting who are recognized by the Board during public comment (two-way communication);
 - All persons present at the meeting location are able to hear the Board member who is participating remotely; and;
 - When video technology is used, the remote participant is visible to all persons present at the meeting location.
- D. For each member of the Board attending the meeting remotely, a public announcement at the outset of the meeting by that member, is to be included in the meeting minutes, that the member is in fact attending the meeting remotely.
- E. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must further identify specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.
- F. The Board shall have procedures by which the public is provided notice of the absence of the member and information about how to contact that member sufficiently in advance of a meeting of the Board to provide input on any business that will come before the Board.
- G. The Board will follow State and Local mandates.

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 confidential information from a closed session 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) and/or representative(s) where applicable.
- B. Representatives of the administration that have pertinent information.
- C. Additional persons that the Board approves.

1.7 Board Organization

1.7.1 Election of Officers

The President, Vice President, Treasurer and Secretary shall be elected at the Board's annual organizational meeting

The Superintendent opens the floor for nominations for the office of President. Any member of the Board may nominate any other member, and nominations do not require a second. The Superintendent will ask if there are any other nominations. If no further nominations are forthcoming, the Superintendent can close nominations for the office and then a vote is taken on the nominated individual. If the person receives a majority vote, the newly-elected president immediately assumes the chair and conducts the election of other officers. If two or more members are nominated for an office, a roll-call vote will be necessary to elect the officer.

Votes are taken in the order in which the Board members were nominated. The member receiving a majority vote of the members currently serving on the Board is elected. A plurality is never sufficient to elect, as when three candidates split the vote (3-2-2). In the event of a tie between two candidates, a second vote must be taken, followed by as many votes as it takes to elect one candidate.

The elected officers will hold office for one year, and continue in office until their successors are chosen and take office. Board officers are eligible for re-election to their office.

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:
 - 1. President of the Board shall:
 - a. preside at meetings of the Board;
 - b. perform other duties appropriate to the office of the President.
 - 2. Vice-President of the Board shall:
 - a. preside at meetings of the Board when the President is not able to attend;
 - b. perform other duties appropriate to the office of Vice-President as the Board determines;
 - c. in case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.
 - 3. Secretary of the Board shall:
 - a. act as clerk at meetings of the Board;
 - b. record and sign the minutes of the meetings, orders, resolutions, and other proceedings of the Board in proper

- record books;
 - c. preserve and file copies of reports, books, papers, and other documents belonging to the office of the secretary or the District, and deliver them to a successor in office;
 - d. perform other duties required by law or by the Board.
4. Treasurer of the Board shall:
- a. have care and custody of all monies of the School District and the Treasurer shall deposit funds of the District with a bank or banking corporation or trust company designated by the Board in the proportion and manner directed by the Board;
 - b. keep proper books of accounts;
 - c. keep an account of interest received from invested school funds, and credit interest received to the appropriate fund accounts;
 - d. pay out funds for the purposes specified by law, or, in the case of gifts or donations for the purposes for which the money is given or donated, on proper orders signed by the Secretary and countersigned by the President of the Board;
 - e. perform other duties the Board may prescribe in its bylaws relating to the administration of School District funds.

2.0 COMMUNICATION

2.1 Board Member Communication with Each Other

- A. A quorum of Board members shall not deliberate issues outside the Board meetings.
- B. Communications shall abide by the spirit and letter of the Open Meetings Act.

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 it is recommended:

- A. The Board member should refer the citizen to the appropriate person/chain of command as appropriate.
- B. The Board member should 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. Individual Board member contacts with the media should be representative of the individual Board Member; not the Board as a whole.

2.4 Board Communication with the Community

- A. Board, as a whole, will communicate with the community through public hearings, regular Board meetings and regular publications.
- B. Individual Board members are expected to communicate with the community; however, they cannot speak for the entire Board.
- C. Individual Board members may communicate with the community at forums, coffees, PTO meetings and other such venues.
- D. Individual Board members may participate in various community service organizations.

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.

2.6 Community electronic communications with the Board

- A. The Board will have a contact link on the District website to allow community members to email their issues to the entire Board.
- B. There should be a timely email response within 7 days of any website inquiry.
- C. The Board President or designee shall determine the appropriate response and who shall respond to the inquiry. Any response shall go to all Board members.

3.0 BOARD DEVELOPMENT

3.1 New Member Orientation

A new Board member orientation, led by the Superintendent and Board President, should include but not be limited to the following:

- A. Orientation to the Board/Board responsibilities
 - Opportunities for school Board member training.
- B. Orientation to Board/Superintendent roles and relationship
- C. Orientation to the District through two meetings, coordinated by the Superintendent, related to the following topics:
 - School curriculum and Instruction, Data (availability and types), Professional Development for school staff.
 - School Finance, Human Resources and Operations.

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 as outlined in Board Operating Procedure 1.7.2 before taking office.

3.3 Board and Superintendent Evaluation and Establishment of Goals

- A. Superintendent Evaluation shall be conducted annually.
- B. Establishment of Superintendent goals shall be reviewed annually.

3.4 Board Member Concerns about another Board Member's Performance

- A. If a Board member has a concern about another Board member's performance they should first discuss it with that Board 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 for assistance with resolution.

3.5 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.
- C. All Board members are to comply with the Board bylaws on travel expenditures and submitting travel / training expenses.
 - o Refer to [po0175.1](#)
 - o Board members should report on highlights of their conference attendance at a subsequent Board meeting.

3.6 Board Member's Campus Visits

- A. All Board members are encouraged to visit all schools and school events.
- B. All Board members must notify the Superintendent, Principal or designee of visits to campuses when they are attending an event that is not 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.

4.0 BOARD DISTRICT OVERSIGHT

The Board of Education is established by the authority of the laws of the State of Michigan and is charged with setting policies that govern the District with the purpose of supporting the District's vision and mission.

As governors of the school District, the Board defines its role in District oversight via the District Strategic Plan as well as through Standing Committees, and Ad Hoc Committees.

4.1 Strategic Planning Process

- A. The Strategic Plan is a dynamic document that will guide the Board in decision making at the school and District level, and will assist in determining how the current programs contribute to the District vision, mission and goals.
- B. The strategic planning process will be reviewed annually by the Superintendent and the Board and updated according to the District needs as appropriate.
- C. The District strategic plan also serves as a guide for the District and its schools, specifying vision, mission, performance goals, objectives, and benchmarks and the policies and strategies to achieve each strategic objective. The strategic plan is effectively communicated, leads to understanding, support and action, and is evaluated for effectiveness. As a work of continuous improvement, the Board strives to lead the District in a plan that always seeks to improve in each of the Strategic areas identified.
- D. The Strategic Plan is reviewed and updated by the Board annually and it will be posted on the District's website.

4.2 Board Standing Committees

- A. Standing committees are those that relate to the ongoing governance of the District and are used on a continual basis.
- B. All committees shall comply with the Open Meetings Act and will perform the duties as assigned by the Board, which includes research, deliberation, making recommendations to the full Board, and other actions specifically authorized by the Board.
- C. Board committees shall be comprised of no more than three current Board of Education members appointed by the Board President.

4.2.1 Policy and Community / Public Relations Committee

The primary role of the Policy and Community/Public Relations Committee is to draft new policies on a range of topics, revise existing policies, review existing and new policies for consistency in substance and format and make recommendations for such changes to the full Board for approval. The Policy Committee will meet as needed, along with the Superintendent, to address their responsibilities. The Policy committee has an advisory role and any recommendations it provides to the Board shall not be substituted for any required review and acceptance by the Board of Education. The Board has the right to accept, reject or modify all or any part of a committee recommendation.

Policy is a plan of action and it is used to establish the limits within which freedom of judgment can be exercised. A policy may originate from the constitution, from statute, from local determinations and /or from customary patterns of formal behavior.

This Committee will also aim to ensure the Board and District maintain positive public relations especially when those concerns are related to Board policies.

A. The District desires the following outcomes:

1. Maintain a strong and positive community and public relations.
2. Ensure that Board policy is in agreement with all State and Federal Laws.
3. Maintain consistency within Board policy.
4. Evaluate the need for new policies as the needs of the District evolves.

B. In-order to meet these desired outcomes, the Policy and Community/Public Relations Committee has the following responsibilities:

1. Maintain a strong and positive community and public relations.
 - a. The Committee will review and research community or public relations concerns when appropriate especially when those concerns are related to Board policies.
2. Ensure that Board policy is in agreement with all State and Federal laws.
 - a. The Committee will evaluate and draft new policies as necessary
3. Maintain consistency within Board policy,
 - a. The Committee will compare new and existing policies for consistency in substance and format.
4. Evaluate the need for new policies as the needs of the District evolves.
 - a. The Committee will review and revise existing policies when necessary.

4.2.2 Finance Committee

The primary role of the Finance Committee is to provide financial oversight and support for the District.

A. The District desires the following outcomes:

1. Financial resources are utilized to best meet the educational and operational needs of the District.
2. The District maintains financial stability.
3. District assets are properly safeguarded.
4. Financial policies are current.

B. In-order to meet these desired outcomes, the Finance Committee has the following responsibilities:

1. Financial resources are utilized to best meet the educational and operational needs of the District.
 - a. The Committee will ensure that Administration establishes and implements a District-wide planning and budget development process that aligns resources to the educational and operational needs of the District. The

- budget development process will be reviewed annually. Key budget assumptions will be reviewed for alignment to meet the District's needs.
- b. The Committee will support the Personnel and Negotiations Committee with review of proposed personnel contract changes for the financial impact on the District, and the ability for the District to meet its ongoing needs.
2. The District maintains financial stability.
 - a. The Committee will work with the Administration to establish and maintain financial metrics that will promote ongoing financial stability.
 - b. The Committee will periodically review updated budget projections based on changes to budget assumptions.
 - c. The Committee will annually meet with the auditor to review the District's financial statements.
 3. District assets are properly safeguarded.
 - a. The Committee will ensure that Administration establishes and implements proper internal control procedures that are designed to safeguard District assets while maintaining operating efficiency. These procedures shall be reviewed annually or when substantive changes are made.
 - b. The Committee will review the monthly payment of bills and recommend approval to the Board.
 - c. The Committee will meet with the auditor to discuss any identified weaknesses in internal controls or opportunities where internal controls can be improved.
 4. Financial policies are current.
 - a. The Committee will support the Policy Committee and the Administration to review and update financial policies, as necessary.
 - b. The Committee will ensure that Administration establishes and implements proper procedures in accordance with financial policies.

4.2.3 Personnel and Negotiations Committee:

The primary role of the Personnel/Negotiation Committee is to provide oversight and review policies and practices of the District to ensure successful negotiations and personnel relations.

- A. The District desires the following outcomes:
 1. Fair and equitable contracts with employees within the District funding availability.
 2. The District remains fully staffed with highly qualified personnel.

3. The District maintains a positive working relationship with District employees.
- B. In-order to meet these desired outcomes, the Personnel and Negotiations Committee has the following responsibilities:
 1. Fair and equitable contracts with employees within the District's funding availability:
 - a. The Committee will meet with the Finance Committee to review proposed personnel contract changes for financial impact on the District, and the ability for the District to meet its ongoing needs.
 2. The District remains fully staffed with highly qualified personnel:
 - a. The Committee will work with the Administration to review policies and procedures for staffing to ensure current and future needs based on the strategic plan.
 - b. The Committee will work with the Administration to review On- Boarding procedures to ensure new employees become familiar with District procedures and expectations.
 - c. The Committee will work with the Administration to review the Exit Interview process to obtain information to gain knowledge that enables the District to maintain fully staffed.
 3. The District maintains a positive working relationship with District employees:
 - a. The Committee will meet quarterly with the Superintendent and District employees in an open forum to discuss ideas and concerns with the goal to maintain open communication with the Board and the Administration.

4.2.4 Programs Committee

The primary role of the Programs Committee is to review and present to the Board regarding recommendations of all matters pertaining to Programming throughout the District

- A. The District desires the following outcomes:
 1. Fully aligned pre-k through 13 curriculum.
 2. A District improvement plan that represents the short and long term goals of the District.
 3. Offer a wide range of extra-curricular activities to enhance student engagement within the school community.
 4. Safe and secure technology to meet the District's needs.
 5. Ensure avenues for student voice within the District.
- B. In-order to meet these desired outcomes, the Programs Committee has the following responsibilities:
 1. Fully aligned pre-k through 13 curriculum:
 - a. The Committee will review policies related to curriculum, assessment, evaluation, promotion/retention and graduation.

- b. The Committee will review recommendations for the purchase, implementation and evaluation of curriculum for the District.
 - c. The Committee will review District practices for selection of curriculum resources.
2. A District Improvement Plan that represents the short and long term goals of the District:
 - a. The Committee will establish, implement and evaluate the District Improvement Plan (DIP).
3. Offer a wide range of extra-curricular activities to enhance student engagement within the school community:
 - a. The Committee will review the extra-curricular options provided throughout the District.
4. Safe and secure technology that meets the District's needs:
 - a. The Committee will investigate and evaluate the purchase, maintenance, replacement and overall technology needs of the District.
5. Ensure avenues for student voice within the District:
 - a. The Committee will evaluate and investigate matters related to student relations.

4.2.5 Operations Committee

The primary role of the Operations Committee is to review and present to the Board recommendations of all matters pertaining to the facilities and real property owned or occupied by the District as well as transportation.

- A. The District desires the following outcomes:
 1. Maintain safe and functional District facilities.
 2. Ensure District assets are properly safeguarded.
 3. Ensure District grounds reflect District pride and meet the needs of the community.
 4. Maintain safe and efficient school transportation.
- B. In-order to meet these desired outcomes, the Operations Committee has the following responsibilities:
 1. Maintain safe and functional District facilities.
 - a. The Committee will review recommendations for repairs, maintenance, operations, additions, and/or improvements to buildings or properties that require specific Board action.
 - b. The Committee will gather information related to and make recommendations to the Board regarding the acquisition and/or sale of buildings and property.
 - c. The Committee will evaluate and investigate any matters as directed by the Board.
 2. Ensure District assets are properly safeguarded.

- a. The Committee will regularly carry on general surveillance to ensure that the District facilities and properties are being properly maintained.
3. Ensure District grounds reflect District pride and meet the needs of the community.
 - a. The Committee will review construction progress and to make appropriate recommendations for action to the Board.
 - b. The Committee will ensure adequate maintenance for all facilities and properties for a safe, healthful environment for students and staff.
 - c. The Committee will work cooperatively with the administrative staff and Director of Buildings and Grounds in developing short and long-range prioritized maintenance schedules.
4. Maintain safe and efficient school transportation.
 - a. The Committee will recommend to the Board and the Administration any and all steps to be taken to respond to the safety needs of students en route to and from school.
 - b. The Committee will listen and respond to the community concerns regarding transportation safety issues.
 - c. The Committee will evaluate and investigate any matters as directed by the Board

4.3 Ad Hoc Committees

Ad Hoc Committees will be formed for limited periods of time to address a specific need. Members of Ad Hoc Committees will serve until the committee is discharged. Committees shall be composed of no more than three current Board of Education members appointed by the Board President. Ad Hoc committees may be created and changed at any time by:

1. The Superintendent with full approval of the Board.
2. The Board President with full approval of the Board.

4.4 Review and Development of Board Policy and Board Operating Procedures

4.41 Review of Board Policy

1. The Board Policy Committee will meet to review any Board Policy updates or requests for updates or new policies.
2. The Board Policy Committee will then make a recommendation to the Board as a whole approval for any new or amended policies.
3. All new and revised Board policies required two readings by the Board for approval.

4.42 Review of Board Operating Procedures

1. Board Operating Procedures are reviewed and updated at the July organizational meeting.

2. Revised Board Operating Procedures are brought to the full Board for approval.

4.5 Development and Adoption of the District Budget (full cycle)

1. The Board Finance Committee shall meet with the Director of Finance as needed during the year to review the school budget and make amendment proposals as necessary to meet the District goals within the expected revenues and expenses.
2. The Director of Finance along with the administration shall present to the Board an annual budget for approval every June.
3. The Board Finance Committee and Director of Finance shall report to the Board periodically as to the budget status and changes.
4. The full Board will approve the District budget and all budget amendments.

4.6 Hiring and Evaluation of the Superintendent

4.61 Hiring the Superintendent

The Board will employ a Superintendent in conformity with the Revised School Code and other applicable laws.

4.62 Evaluation of the Superintendent

1. The Board shall evaluate the superintendent's performance annually.
2. The Board shall develop the process that is to be followed by the Board for the purposes of evaluating the Superintendent's performance.
3. The Board President will consolidate the results of the evaluation and present to the Board and Superintendent.
4. The Superintendent may choose to have his/her review during a closed or open session of the Board.

5.0 BOARD SELF ASSESSMENT

1. Board Self Assessments may be done on an annual basis under the leadership of the Policy Committee.
2. The Policy Committee will compile the results of the assessment and present it to the full Board.
3. The Board will follow the assessment cycle developed by the Policy Committee.