



# ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

Vision Statement: A Community of Excellence.

Mission Statement: Royal Oak Schools will create a world-class system for learning by building active partnerships among students, educators, families, and community to prepare all students to participate in an ever-changing world as responsible lifelong learners.

Goals:

1. Student Achievement: Student Achievement for Royal Oak students will exceed nation, state, and county norms.
2. Student Growth: Each individual student will achieve at least one year's worth of growth for a year's worth of instruction.
3. Community: School and community success are interrelated and active school-community partnerships are essential to both; therefore, we will work to strengthen and increase school and community partnerships.
4. System: Royal Oak Schools will responsibly optimize the use of resources for improving student learning.

Within 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 Royal Oak Schools Board of Trustees and Superintendent function as a “Board Team” to provide open communication to the stakeholders of the District.

This handbook provides the Board’s procedures and principles for the benefit of current and future members of the Royal Oak Schools Board of Education. The Board of Education and Superintendent periodically review and discuss pertinent sections of the handbook to refresh their knowledge and practices. A significant component of new school board orientation is to become familiar with the procedures in this handbook.

The Royal Oak Schools Board of Trustees adopts these guidelines as Standard Operating Procedures.

# ROYAL OAK SCHOOLS BOARD OF EDUCATION OPERATING PROCEDURES

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## ROYAL OAK SCHOOLS BOARD OF EDUCATION OPERATING PROCEDURES

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### CODE OF ETHICS

Royal Oak Schools Board of Education will follow high ethical standards which have our students as their primary focus.

Board Members will promote the best interest of the School District as a whole and will adhere to the following ethical standards and principles.

As a Board Member:

- Board Members will prepare for, attend and actively participate in board meetings.
- Board Members recognize that they should endeavor to make policy decisions only after full discussion at publicly held board meetings.
- Board Members will assist in making policy decisions only after full discussion at publicly held board meetings, and will render all decisions based on available facts, and refuse to surrender judgment to individuals or special groups.
- Board Members will encourage and respect the free expression of opinion by fellow Board Members and will participate in board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
- Board Members will work with the other Board Members to establish effective board policies and recognize that the role of the Board is to govern and oversee the management of the District. The Board delegates authority to the Superintendent for the day to day operations of the District.
- Board Members will model continuous learning and work to ensure good governance by taking advantage of leadership and professional development opportunities, including those sponsored by state and national school board associations, and encourage their fellow Board Members to do the same.
- Board Members will support the employment of the best qualified personnel available after due consideration of the recommendation by the Superintendent.
- Board Members will review the budget submitted by the Superintendent and make sure that the school budget protects the future fiscal integrity of the District. A well-operating School Board understands that it must constantly balance student needs and costs.
- Board Members will avoid being placed in a position of conflict of interest, and refrain from using their board positions for personal or partisan gain.
- Board Members will take no private action that might compromise Royal Oak Schools Board or administration and will respect the confidentiality of information that is privileged under applicable law.
- Board Members will make decisions in terms of the welfare of all children in the School District, regardless of race, color, national origin, sex, (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") - As specified in [board policy](#).

## 1. ORGANIZATION AND FUNCTIONING OF THE BOARD

### 1.1. The Function of the Board of Education

The primary function of the Board of Education is to oversee the education of students in the community. Under Michigan law, the Board has the ultimate responsibility for school district operations. The Michigan Revised School Code gives each local district Board the general powers to educate students, to provide for the safety and welfare of students, to acquire and dispose of school property, to determine matters related to school employees and contractors, to control the expenditure and receipt of school funds, and to make joint agreements and cooperative arrangements. Specific provisions in the Michigan Revised School Code also assign responsibilities to Boards in areas such as setting the curricula and courses taught in the schools; employing a Superintendent, other administrators, teachers, and support personnel; levying local taxes to run the schools and adopting a budget; and, negotiating with employee unions regarding salaries and other conditions of employment.

### 1.2. The Board of Education and Superintendent Team

The Board and Superintendent each have distinct roles, working as a team of eight. The team's primary priority is student achievement and well-being. The Board of Education-Superintendent working relationship requires trust, mutual respect, understanding and shared purpose.

A simple way of explaining the different responsibilities of a Board and a Superintendent is that the Board role is to say "what," and the Superintendent (and his/her staff) role is to say "how." The Board is responsible for setting the core values, vision, mission, and short/long term goals for the District. The Superintendent is responsible for implementing the means by which those goals are achieved. The Board will hold the Superintendent accountable for achieving these goals, and the day to day operations of the District.

It is also understood that the Board has one employee, the Superintendent. All of the other district employees, in turn, report either directly or indirectly to the Superintendent. The following table lists some of the specific roles for the Board of Education and the Superintendent, including but not limited to:

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### 1.3. Board's Role

<u>BOARD ROLE</u>	<u>SUPERINTENDENT ROLE</u>
<u>GOAL SETTING</u> The District vision is translated into long and short-term goals. The board establishes the structure to accomplish the vision, and periodically evaluates the results.	<u>GOAL SETTING</u> Assists and advises the Board in creating the long and short-term goals. Based on the goals, establishes strategies for implementation at each school.
<u>POLICY</u> Establishes policy for the District and shares in policy development.	<u>POLICY</u> Advises the Board on policy development, need and impact and is responsible for creating and implementing administrative procedures to carry out the requirements of each policy.
<u>DESIGNATING AND EVALUATING SUPERINTENDENT</u> Recruits, hires and evaluates the performance of the Superintendent.	<u>SUPERINTENDENT'S RESPONSIBILITIES</u> Manages operations in central office and coordinates and oversees efforts of all schools within the district. Works toward meeting district and Superintendent goals and established by the Board.
<u>BUDGET</u> Reviews the budget submitted by the Superintendent and aligns the funding priorities with the District goals.	<u>BUDGET</u> Works with school administrators to develop a draft budget, recommends the budget to the Board, makes revisions as requested by the Board and administers the budget adopted by the Board.
<u>CURRICULUM</u> Approves recommended curriculum and texts based on standards, goals and policies established by the Board. Review and evaluate curriculum as it relates to student assessment results.	<u>CURRICULUM</u> Recommends courses of study and texts aligned with district vision, goals and objectives. Provide student assessment data for Board analysis.
<u>STAFFING AND APPRAISAL</u> Adopts policies governing salaries and salary schedules, terms and conditions of employment, benefits, leave, professional development and employee evaluations.	<u>STAFFING AND APPRAISAL</u> Recommends all personnel to be hired; is responsible either directly or indirectly for performance evaluations.
<u>FACILITIES</u> Determines school facility needs and communicates proposed construction plans to the community.	<u>FACILITIES</u> Analyzes, interprets and communicates the needs of the school system to the Board and supervises facility renovations and new construction projects.

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### 1.4. Board and District Oversight

#### 1.4.1. District Vision and Mission

- The Superintendent and stakeholders shall develop the District vision and mission statement.
- The District vision and mission statement shall be presented by the Superintendent.

#### 1.4.2. District Goals

- The Superintendent shall facilitate the development of District goals based on the vision and mission.
- District goals shall be presented by the Superintendent and approved by the Board.

#### 1.4.3. District and Building Performance Objectives

The District and building performance objectives shall be presented to the Board by the Superintendent and approved by the Board.

#### 1.4.4. District's Progress Toward Goals & Accomplishments

- Board Members will be continually guided by what is best for all students in the District.
- The Board will review progress toward the District goals at least on an annual basis.
- Each Board Member will be given access to a copy of the District progress toward goals by the administration prior to the review meeting.

#### 1.4.5. Instructional Programs and Other Programs

- The Board will periodically review instructional program updates.
- Each Board Member will be given appropriate documentation.

#### 1.4.6. Development and Adoption of the District Budget (Full Cycle)

Each budget shall be designed to carry out District operations in a thorough and efficient manner, maintain District facilities properly, and honor continuing obligations of the Board.

The Board shall budget with a goal of maintaining the General Fund equity at or above fifteen percent (15%) of the preceding year's expenditures.

A proposed budget requires the critical analysis of every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board directs the Superintendent or designee to present the budgets to the Board along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the hearing.



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The Executive Director of Finance & Operations shall report to the Board regularly as to the budget status and any recommended changes.

The administration shall present to the Board an annual budget for approval every spring.

When presented to the Board for review and/or adoption, the information shall include, as appropriate:

- the proposed expenditure and revenue in each financial category for the ensuing year;
- the anticipated expenditure and revenue in each financial category for the current year;
- an estimate of the student enrollment by grades for the ensuing year;
- the amount of fund equity anticipated at the end of the current year;
- an appropriations resolution.

### 1.4.7. Board Member Building Visits

- Individual Board Members who are interested in visiting schools or classrooms on an unofficial basis shall notify the Superintendent and principal of visits to the building except when attending a scheduled or normal parent activity. In keeping with board bylaws, such Board Member visits shall not be considered to be official unless designated as such by the Board.
- The Board Member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.
- If, during a visit to a school or program, a Board Member observes a situation or condition which causes concern, s/he should discuss the situation first with the principal if the Board Member is in the building as a parent, or with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

## 1.5. Communication

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Perhaps the most crucial element to smooth oversight is good communication and “no surprises.” The following are some guidelines to help enable productive communication.

1.5.1. Board Member Communication with Each Other

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.

1.5.2. Public Expression of Board Members

The Board of Education President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board Members will make public statements on school matters.

If the statements imply, or if the readers (listeners) could infer that the opinions expressed or statements made are the official positions of the Board, the Board Members shall, when writing or speaking on school matters, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

A. This bylaw shall apply to all statements and/or writings by individual Board Members not explicitly sanctioned by a majority of its members, except as follows:

- Correspondence, such as legislative proposals, when the Board Member has received official guidance from the Board on the matters discussed in the letter.
- Routine, not for publication, correspondence of the Superintendent and other employees.
- Routine "thank you" letters of the Board.
- Statements by Board Members on non-school matters (providing the statements do not identify the author as a member of the Board).
- Personal statements not intended for publication.

1.5.3. Board Member's Use of Social Media

A Board Member's personal or private use of social media may have unintended, negative consequences to the Board Member and/or the District, including possible violations of the Open Meetings Act and issues relating to the creation of a public record. Postings to social media should be done in a manner sensitive to the Board Member's responsibilities,

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applicable District policies, and legal obligations. Including, but not limited to, the following rules:

- Community electronic communications with the Board, including Twitter, Facebook, and text messages, need to comply with applicable board policies and be consistent with the Open Meetings Act.
- If a Board Member develops website pages or blogs that will mention District employees, students, etc., the Board Member must identify who they are and that the views expressed on the blog or website belong to that individual Board Member and are not meant to reflect the opinion of the entire Board.
- Board Members may not share confidential information.
- Board Members must be careful not to repeat information learned in closed session or in private conversations with fellow Board Members, District staff, or administration.
- Board Members are prohibited from using District logos and trademarks on their website pages or blogs.

### 1.5.4. Board Member Communication with the Media

- The Superintendent or their designee is the spokesperson for the District.
- All Board Members who receive calls from the media should direct them to the Superintendent or designee.

### 1.5.5. Administration Communications with Board Members

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.

Three types of communication with board members:

- Not urgent or not in the media – Board Packet.
- Very important but not a crisis – Email to each Board Member.
- Crisis / Emergency situation – Phone call to the Board President.

The Board President will then reach out to the rest of the Board Members. In the case of an emergency or crisis, the Superintendent or his/her designee will provide the following information:

- What, where, when, who, action taken and a public statement for the Board Members.
- The Superintendent or his/her designee will provide updates as practicable.

### 1.5.6. Community Electronic Communications with the Board

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The Board will have a contact link or form on the District website to allow community members to email their issues to the entire Board.

- The website and/or form will state in a conspicuous place the following: “Board members work collaboratively to hire and evaluate the superintendent, to monitor and create the policies that govern our students and district and to oversee the financial operations of the district. In fact, the board trustees are not involved in the day to day operations of the district; that is the responsibility of the Superintendent.”
- Any community email inquiries may be shared with other Board Members.
- An automated email response will acknowledge the receipt of the citizen’s inquiry containing the text:

“Thank you for your inquiry to the Royal Oak School Board. It will be shared with all Board Members. Replies will come from the Office of the Superintendent or appropriate administrator.”

- There should be an email response within a timely manner of any website inquiry.
- A Board Member who wishes to respond should contact the Board President to indicate their interest in responding.
- The Board President or designee shall determine the appropriate response and who shall respond to the inquiry.

### 1.5.7. Community Communications Directly to a Board Member

This does not apply to casual conversations with community members.

If applicable, the Board Member should contact the Board President or Superintendent about the issue:

- To determine if other Board Members and/or the administration received the communication.
- To confirm the relative facts.
- Any community email inquiries should be shared through the Superintendent’s Office with other Board Members.
- Any community member who requests privacy in communications should not expect a response.
- Any correspondence may be subject to public disclosure in the future.

### 1.5.8. Board Member Protocol with Administration and District Personnel

- Board Members hold no individual authority to direct the Superintendent.
- No single Board Member should endeavor to deliver direction or make requests to District personnel without the express permission

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of the Superintendent. The Superintendent is held responsible through their evaluation for the effectiveness of all staff.

- Concerns about an administrator's actions/decisions should be shared with the Superintendent and the Board President and can be communicated via email. Additional dialogue with administration may be warranted as determined by the Superintendent.

### 1.6. Board Development

#### 1.6.1. Elected/Appointed

The Board believes that the preparation of each Board Member for the performance of board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board Member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn board procedures. Accordingly, the Board shall be given instructions on how to find the following items:

- Board [policy manual](#).
- The current budget statement, audit report, and related fiscal material. Negotiated agreements. [Transparency Reporting](#)
- A brief guide to Robert's Rules of Order.
- Overview of school partnerships, including but not limited to, Royal Oak Schools Foundation, Royal Oak Youth Assistance, Shared Services, Transitioning Responsible Adults in Life Skills (TRAILS), Oakland Schools Technical Campuses (OSTC ).

#### 1.6.2. New Trustee Orientation, Professional Development, and Mentoring

Within the first 30 days, arrangements will be made for a newly elected Trustee to receive an orientation with the Board President, Superintendent, and members of the Superintendent's cabinet to discuss Board functions, policies, and procedures.

Newly elected Trustees will be provided with a copy of our Board Operating Procedures manual ("BOP"); all [board policies](#) are online. To develop governance skills and to stay up-to-date on educational issues, new Trustees are encouraged to attend continuing education classes. One good source for classes is the [Michigan Association of School Boards](#).

Upon a new Board Member's request to the Board President, a newly elected Board Member may be assigned a veteran Board Member as a mentor for their first year of board service. The mentor will be the person to assist with the onboarding of the new trustee.

#### 1.6.3. Election of Officers

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- The Officers shall be President, Vice-President, Treasurer, and Secretary who shall be members of the Board. Board Officers shall serve for a term of one year. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
- Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.
- 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. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.
- A vacancy among officers of the Board shall be filled by majority action of the Board and serve for one year.

### 1.6.4. Role and Authority of Officers

- No Board Member or officer has authority outside the Board meeting.
- No Board Member can direct employees in regard to performance of their duties.
- Duties of officers: Refer to [board policy](#).

### 1.6.5. Board Member Concerns about Another Board Member's Performance

- If a Board Member has a concern about another Board Member's performance they should first discuss it with the offending member in question.
- If still unsatisfied with the results of the first meeting, then they should discuss it with the Board President or other Board Officer.

### 1.6.6. Procedures for Board Travel and Training Opportunities

- Board Members are encouraged to further their professional training and take advantage of available training or conferences within or outside of the District.
- Board Members should arrange travel, accommodations and classes through the Superintendent's office.
- All Board Members are to comply with the [board policy. 0175.1](#) on travel expenditures and submitting travel/training expenses.
- Board Members should report on their conference attendance at the next board meeting.

### 1.6.7. Compensation

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Candidates should be aware that our Trustees serve without compensation. Travel expenses for continuing education as outlined above, or for representation of the District on official business, may be reimbursed per [board policy](#).

### 1.6.8. Board Vacancies

As soon as a vacancy occurs, the Board has 30 calendar days to fill that vacancy. This procurement applies to filling a vacancy created by one of the circumstances cited in Section 301 of the Election Code (resignation, death, loss of residency, etc.)

If less than a majority of the offices of the District becomes vacant, the remaining members of the Board shall fill the vacancy immediately.

If the vacancy is not filled within thirty (30) days after it occurs, the Board of the Intermediate School District shall fill the vacancy by appointment.

A person elected or appointed to fill a vacancy on the Board shall file an acceptance of office and shall hold office until the next regular school election.

If the majority of the Board is still seated, the vacancy shall be filled by the Board using the following procedure:

- The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- All applicants are to submit a notice of their interest, in writing, to the Office of the Superintendent.
- The Board shall screen all interested candidates to ascertain their qualifications.
- Appointment by the Board to fill a vacancy shall be by majority vote of the full Board.

**2. TIME COMMITMENT: STUDY/DISCUSSION SESSIONS, BOARD MEETINGS, COMMITTEES AND DISTRICT EVENT**

Trustees are expected to attend board meetings that occur at least once a month. To become familiar with the organization's governance process and to become known to the community, it is advisable that candidates for the Board of Education also attend these meetings.

The meeting schedule is adopted in January at the annual Organizational Board Meeting and is posted on the District website. There is typically at least one meeting in a given calendar month, a study/discussion session immediately followed by a regular board meeting. Board meetings and study/discussion sessions are usually on the second Thursday of the month at 6 or 7pm. Closed session meetings may be added for purposes permitted under the Open Meetings Act. Local board retreats and workshops may also be scheduled.

Board Members are expected to attend all board meetings and Study/Discussion Sessions. If unable to attend a meeting, members should contact the Board President and the Superintendent's Office. All meetings are open to the public. Parliamentary procedure is followed at meetings and Robert's Rules of Order governs the structure of board meetings. In addition, all Trustees are expected to read materials provided in advance to prepare for each meeting.

All Trustees are expected to serve on at least one standing committee, and regular attendance at assigned committee meetings is critical. Committee assignments are made annually at the January organizational meeting. Committee meetings may be scheduled during the work/school day or in the evening. Some committees meet a few times per year, and others have monthly meetings. Trustees may request appointment to a committee that aligns with their interests and schedule.

The current standing board committees are:

- Finance and Facilities – To review the annual district budget and construction/facility projects.
- Policy – To review and update board policies.
- Arts & Preservation - This committee supports historic preservation efforts throughout the district (for example, the mural restoration project).
- Communications - This committee is charged with providing guidance and oversight for all district communications. The committee supports the development and dissemination of the vision, goals, and plans of the District.
- Health & Wellness - This committee provides direction, oversight and builds awareness to support health-promoting activities.
- Curriculum Advisory - This committee provides direction to the Board regarding the district's educational priorities and goals. Programs and materials to achieve goals are reviewed, with recommendations then being made by this committee to the Board of Education.



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- City-School Liaison - This committee acts as a liaison committee between the City of Royal Oak and the School District.
- Readmission - This committee processes requests for student readmission from suspension or expulsion and determines whether the student has successfully completed the conditions of the readmission process. Upon completion of review the committee will make recommendations to the School Board.
- Agenda/Staff Relations - This committee reviews the agenda and the annual evaluation of the Superintendent.

Trustees should attend District-wide events and performances as their schedule allows. Trustees are expected to attend annual graduation events.

### 2.1. Meetings

For the purpose of this section, meetings are defined as anytime the full Board Committees or individual Board Members meet to advance the work of the District.

M.C.L. 380.1201 (per OMA)

- Any time four or more Board Members are gathered together to discuss school business it is considered a meeting (quorum).
- In addition to the following procedures, at all times, Board Members shall adhere to the board code of ethics.

#### 2.1.1. Annual Organizational Meeting

The Board of Education shall organize annually not earlier than January 1st immediately following an election held on a November regular election date and not later than the 4th Thursday in January 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.

- Installation of newly elected Board Members (as applicable)
- Election of Officers
- Meeting Schedule
- Committee Assignments
- Designating Depositories for School Funds Renewal
- Authorizing Electronic Funds, Transfers and Investments
- Approval of Annual Retainer Contract Renewals (Law Firms)

#### 2.1.2. Regular Board Meetings

- Regular agendas are created by the Superintendent, in consultation with the Board President, presented to the Board no later than four days prior to the meeting and posted for the public prior to the meeting.
- Board Members must request in writing or verbally to the

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Superintendent or Board President any item they desire to have placed on the agenda. An item will be placed on the agenda at the discretion of the Superintendent and Board President. Updates to the agenda will be posted with notification of the update to the Board via district email as soon as possible.

The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.

### Typical Agenda Format:

Opening / Call To Order

Pledge Of Allegiance

Approval of Agenda

Approval of Minutes

Presentations / Recognitions / Awards (students/donations/honors)

Reports:

1. Superintendent

2. Curriculum & Instruction

3. Finance/Facilities and Bond

4. Staff and Student Services

5. Cultural Competence Engagement

Public Comment

Communications

Consent Agenda (Personnel / Instruction / Business)

- The Board of Education shall use a consent agenda to keep routine matters within a reasonable time frame. Routine business items may be included in a single resolution for consideration by the Board.

Board Action & Non-action Items

Public Comment

Board Comments / Liaison Report

Adjournment

### 2.1.3. Study/Discussion Session Meetings

Study Sessions are opportunities for the School Board to learn more about specific topics. No decisions are made at study sessions.

### 2.1.4. Special, Emergency and Workshop Meetings

Special, emergency and workshop meetings held on a date other than a regularly-scheduled board meeting may be needed for the School Board to take action.

Agendas are created by the Superintendent and Board President and presented to the Board as soon as practical.

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### 2.1.5. Closed Meetings

The School Board shall conduct its business under a presumption of openness. At the same time, the School Board recognizes and respects the privacy rights of individuals as provided by law. The School Board also recognizes that there are certain exceptions to the Open Meeting Act (OMA) as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the School Board.

Prior to entering a closed meeting, the Board is required to announce what paragraph from OMA authorizes the Board to close the meeting.

The Board will make a motion at the end of the open session that it is going into a closed meeting, provide the statutory section that allows the Board to go into a closed meeting, and then move to another room if the meeting is in person. If a virtual meeting is in session, then a separate virtual teleconference with a new log-in and password will be started after the regular board meeting just for the Board Members and allowed "others."

#### A. Board Member Responses to Inquiries about Closed Sessions

- Board Members are to refer any inquiries about closed sessions to the Superintendent or the Board President.
- Any information from a closed session is confidential and shall not be discussed outside of the closed session.

#### B. Participation by People other than Board Members in Closed Session

Participants are limited to:

- The person requesting the closed session, their counsel, a union representative, their parent(s) or guardian(s) where applicable.
- Representatives of the administration that have pertinent information.
- Additional persons that the Board approves.

### 2.2. Board Meeting Protocol

Board Members will maintain professional and courteous behavior throughout the meeting.

Board Members will demonstrate respect for 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.

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- 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.
- Focus on issues, not people or personalities.
- Courteously accept other viewpoints and Board votes, which were not supported by self.
- 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.
- Be willing to accept responsibility for your own behavior and communications.
- 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 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.

### 2.3. Board Member Preparation for Meetings

- Board Members will come to board meetings prepared to discuss and take action on all agenda items.
- Study the material posted online in Boardbook prior to the meeting.
- Requests for additional information will be addressed through the Superintendent prior to each board meeting.

### 2.4. Discussion of Motions

- All discussions shall be directed solely to the business currently under deliberation.
- 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.
- A Board Member, prior to giving their comments, shall ask for and receive recognition by the President or presiding officer.

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### 2.5. Board Member Participation in Discussion, Debate and Voting

Unless specifically authorized by Michigan conflict of interest laws, any Board Member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. Failure to vote, absent a statutory exception or other reasonable ethical basis, constitutes a breach of the Board Member's duty as a public official. In situations in which a specified number of affirmative votes is required and abstentions have been noted, the motion shall fail if the specified number of affirmative votes have not been cast. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

184 Mich App 681, 684 (1990)

- A. All Board Members shall vote on all action items unless a conflict of interest applies. This conflict must be disclosed prior to discussion.
  - Familial
  - Financial
- B. All Board Members may make motions, second motions and enter into debate on all agenda items.
- C. In case of a tie, the action item fails.
- 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 pass an action item.

All actions requiring a vote may be conducted by a roll call provided that the vote of each member be recorded. All votes shall be by roll call when members of the Board participate from a remote location via electronic means. Proxy voting shall not be permitted. Standing items (approving agenda, adjournment) are approved by consensus.

### 2.6. Employee/Student Issues

Discussion of Employee/Student Issues

The Board will not encourage or actively participate using negative comments toward individual employees or students in a public session.

Hearings, Grievances, Employee/Student Discipline

- The Board will conduct all hearings in accordance with the applicable [board policies](#).
- During hearings, Board Members will seek legal counsel as deemed necessary.
- The Board shall not use a student's name in any discussion.
- Student disciplinary hearings will be held in a closed session if requested.

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### 2.7. Taping or Video Recording a Meeting

Tape or video recordings are permitted subject to the following conditions:

- No obstructions are created between the Board and the audience.
- No interviews are conducted in the meeting room while the Board is in session.
- No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent or designee prior to the board meeting to review the possible placement of the equipment.

## 3. **ADOPTION OF AMENDMENT OF BYLAWS AND POLICIES**

### 3.1. Development or Review of Board Policy

- The Board of Education shall adopt bylaws and policies for the organization and operation of the Board and the District, and shall be bound to follow such bylaws and policies.
- Those bylaws and policies which are not dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous board meeting and, once proposed, shall have remained on the agenda of each succeeding board meeting until approved or rejected; except that the Board may, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.
- Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures.

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- The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.
- The adoption, modification, repeal, or suspension of a board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be available [online](#). Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.
- The Board has retained a third party vendor specializing in school district policy making to provide new and updated board policies.
- New board policies are developed in response to District or administration needs or changes in federal or state regulations as communicated to the District by the third party vendor and the Board Policy Committee. Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

### 3.2. Development and Review of Board Operating Procedures

- New and revised Board Operating Procedures are adopted by the Board.

**4. PERSONNEL**

**4.1. Evaluation of the Superintendent (full cycle)**

An annual evaluation of the Superintendent shall be made a part of the Board's annual calendar. Each Board Member shall complete an evaluation, to be compiled by the Board President who will then share the results with Board Members.

- The Board will use a state-approved evaluation tool.
- Training on the evaluation tool must be provided to all evaluators, which includes Board Members.
- The Board shall evaluate the Superintendent's performance annually.
- The Superintendent shall give the Board a self-evaluation including supporting documentation.
- The Superintendent may choose to have his/her review during a closed or open Session of the Board.
- The Board will recommend and approve the Superintendent evaluation in open session.
- The Board will review and recommend contract provisions for the Superintendent.

**4.2. Hiring of Personnel Other than the Superintendent**

- The Board does not directly hire any personnel other than the Superintendent.
- The personnel changes shall be presented to the Board monthly by the administration and approved by the Board. Personnel will begin employment succeeding Board approval.
- The Board may appoint qualified individuals or firms to provide legal, auditing, architectural, insurance and other professional services for the District, and may appoint other consultants as it deems appropriate.