

HOPKINS PUBLIC SCHOOLS

Board of Education Operating Procedures



Purpose

Our actions will inspire and equip students to excel in our changing global environment.

Vision

Hopkins will be the destination district.

Core Values

Flexible, Excel in role, Dedicated, Compassionate, and Inspiring

Brand Promise

Learn Locally, Compete Globally

Mission Statement

The Hopkins Public Schools will, with the assistance of all those involved in the lives of our students, cultivate a responsive educational system which will develop citizens who are capable of contributing to society and realizing lifelong personal growth. All students will be given the opportunity to develop their maximum potential. It is with this expectation that Hopkins Public Schools, in conjunction with the community, will strive to provide exceptional services so that our students will be successful, not only in education, but also in life.

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APPENDIX A – How to Effectively Communicate with Hopkins Public School District Officials

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

The Hopkins Public Schools Board of Education adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and members of the District and greater community. These procedures will be reviewed and updated as necessary.

CODE OF ETHICS

As members of the Hopkins 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 educational and ethical standards outlined in this document.

To provide high performance leadership and outstanding service to our District and the students & families we serve, we...the Hopkins Board of Education...affirm that we will strive to adhere to the following Standards of Practice:

To Promote Leadership Capacity

- Keep academic achievement for all students as our #1 priority.
- Commit to the development & ongoing review of a District strategic plan.
- Foster a 'customer focused' culture.
- Embrace the community.
- Focus on what's best for the overall District, not on specific agendas.
- Focus on solutions
- Remember why we're here.
- Maintain an open mind when deliberating on issues before making decisions, keeping emotions or biases in check.
- Listen to all perspectives-even when there are disagreements or differing views.
- Make no promises as individuals that might compromise the full board.
- Remember that final authority rests with the full board.
- Commit to support the final decision of the governance leadership team.
- Focus on policy & keep daily operations at the superintendent level.
- Direct public concerns to the appropriate source & chain of command.
- Respect that the board president & superintendent act as the key spokespeople for the District, and

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others will serve as asked.

- Assess the board's adherence to its standards of practice through periodic self evaluation.

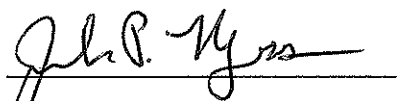
To Promote Effective Communications & Trusting Relationships

- Everyone's success is a priority.
- Ensure that all relationships are grounded in respect and responsibility.
- Be honest and straightforward.
- Seek to understand each other, before trying to be understood.
- Acknowledge mistakes.
- Avoid surprises.
- Remember that the board role is not intended for personal or partisan gain.
- Bring governance concerns as board members to the board president, superintendent or full board, as appropriate.
- Talk to fellow board members face to face [rather than by phone or e-mail] when there is a problem, issue or concern with one another.
- Be respectful of confidential issues and communications.
- Remember the importance of the board's role of representing the entire community and acting as its leadership team, speaking as one voice with a clear, factual, consistent message when communicating to the District its position on critical issues.
- Make clear communication a priority.

Signatures by each Hopkins Board of Education Member:



President



Vice President



Treasurer



Secretary



Trustee



Trustee



Trustee

Approval Date: August 17, 2015

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Section 1.0 - MEETINGS

1.1 Developing the Board Meeting Agenda

1.1.1 Who can place items on an agenda and the guidelines:

- A. Agendas are created by the Superintendent and Board President and presented to the Board on Thursday, when possible, prior to the Monday meeting.
- B. Board members must request in writing or verbally to the Superintendent or Board President at least four (4) days prior to the Board Meeting any item they desire to have placed on the agenda. A verbal request will be followed up by written request or e-mail. An item will be placed on the agenda at the discretion of the Superintendent and Board President.
- C. In accordance with the Michigan Open Meetings Act, no item can be placed on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by law.
- D. Any agenda item considered for a closed meeting shall state the reason(s) permitted under the appropriate section(s) of the Open Meetings Act. [Policy # 0167.2]

1.1.2 Items that will not be heard in open session:

- A. All personnel issues unless an exception under the Michigan Open Meetings Act applies.
- B. Anything that could violate an individual's right to privacy.
- C. All exceptions as covered in the Michigan Open Meetings Act.

1.1.3 Use of Consent Agenda:

- A. When the agenda is prepared, the Superintendent 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 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. The remaining items shall be adopted under a single motion and vote.

Consent items typically included but not limited to:

- 1. All routine items
 - 2. All routine contracts and contract renewals, such as shared service agreements and insurance contracts
 - 3. Association memberships
 - 4. Routine expenditures
 - 5. Updates of Board policy
 - 6. Routine personnel items
 - 7. Routine bid considerations
 - 8. Items recommended by the Superintendent
- B. Any item that has been requested to be removed from the consent agenda will become an action item and the Board will vote to amend the agenda.

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1.1.4 Work Session Meeting Agenda Outline:

- A. Call Meeting to Order and Roll
- B. Pledge of Allegiance
- C. Approval of Consent Agenda Items
- D. Informational Items
- E. Citizen's Request to Address the Board of Education
 - 1. Limit 5 minutes per person [Policy #: 0167.3]
- F. Future Items for Considerations
- G. Adjournment

1.1.5 Regular Board Meeting Agenda Outline:

- A. Call Meeting to Order and Roll
- B. Pledge of Allegiance
- C. Consent Agenda (Items on the Consent Agenda are to be voted on as a single item by the Board. Board members may remove items from the Consent Agenda prior to the vote. Items which are removed from the Consent Agenda will be an action item.)
- D. Hearings & Correspondence
- E. Informational Items
- F. Citizen's Request to Address the Board of Education
 - 1. Limit 5 minutes per person [Policy #: 0167.3]
- G. Action Items
- H. Future Items for Consideration
- I. Adjournment

1.2 Board Member Preparation for Meetings

- A. The Administration will ensure that supporting information required for informed decision-making is supplied to each Board member before a Board Meeting.
- B. All meeting participants must be prepared to address items on the agenda. Board members will read agenda packet materials before the meeting.
- C. Board members may ask agenda item-related questions of the Superintendent or designee before the meeting. Board members will make every effort to ask such questions within a reasonable timeframe to allow the Superintendent to properly research a response.
- D. Board members are not precluded from asking relevant questions about agenda items during meetings. However, the right to question should not serve as an excuse for lack of preparation.

1.3 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 (quorum).
- B. In addition to the following procedures, at all times Board members shall adhere to the Board Code of Conduct:
 - 1. The President has the responsibility to keep discussion on the motion/item under consideration and shall halt any discussion that does not apply to the business at hand. The President shall not permit any discussion deemed derogatory or ridicule of another person.

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2. During public comment section of a meeting's agenda, Board members shall refrain from responding to any comments made, but may request the Superintendent seek additional clarification during his/her discussion (comments) to prepare a response for the Board.

1.3.1 Board Meeting Protocol:

- A. Board members will follow the Board-approved code of ethics in and out of the Board meetings.
- B. Board members will comply with all legal and local policy regarding the execution of Board meetings.
- C. Board members will maintain professional and courteous behavior throughout the meeting even during emotionally charged discussions over complex issues.
- D. Board members will demonstrate respect to fellow Board members and public participants through the following behavior:
 1. Listen and treat each other respectfully.
 2. Be cordial when disagreeing
 3. Say what needs to be said as briefly and clearly as possible.
 4. Direct comments solely to the business under deliberation.
 5. Board response to persons addressing the Board:
 - a. Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
 6. Only speak after acknowledgement from the Board President.
 7. Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation.
 8. Call ahead to central office staff regarding simple "clarifying" needs for agenda items and focus dialogue on critical agenda items.
 9. Refrain from condescending or critical comments to members of the staff, public, or Board.
 10. Focus on issues, not people or personalities.
 11. Courteously accept other viewpoints and Board votes, which were not supported by self.
 12. Seek solutions and reasonable compromises or consensus when there are differences of opinions.
 13. Make decisions in the context of what is best for all students in the District.
 14. 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).
 15. Be willing to publicly apologize to staff, patrons, or Board members if behavior is inappropriate or disruptive to the progress of the meeting.
 16. Attempt always to have dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).
 17. As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.

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1.3.2 Persons Addressing the Board:

- A. Audience participation at Board meetings is limited to the portion of the meeting designated as Citizen Comments. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.
- 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 President. Each speaker is limited to five (5) minutes.
- C. The portion of the meeting during which participation of the public is invited shall be limited to thirty (30) minutes, unless extended by a vote of the Board.
- D. The President shall not permit any discussion deemed derogatory or the ridicule of another person.

1.3.3 Board Response to Persons Addressing the Board:

- A. Board members can hear comments.
- B. The Board President may direct Administration to investigate item(s) and report back to the Board.
- C. Board members cannot 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.

1.3.4 Discussion of Employee/Student Issues:

- A. The Board will not entertain negative comments on individual employees or students in public session.
- B. Controlling Complaints: The president may choose to read one of the following scripts if the situation warrants.

"To ensure due process and respect individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels."

"Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments. While it is not our intent to stifle public comment, speakers should be aware that if your statements violate the rights of others under the law of defamation or invasion of privacy, you may be held legally responsible. If you are unsure of the legal ramifications of what you are about to say, we urge you to consult first with your legal advisor."

1.3.5 Hearings and Presentments:

- A. The Board will conduct all hearings or presentments in accordance with the applicable Board policies.

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- B. During hearings or presentments, Board members will seek legal counsel as deemed necessary.
- C. The Board shall observe the parliamentary guidelines in Robert's Rules of Order or Established Policy or Practice. A summary of Robert's Rules of Order will be provided to each Board member.

1.3.6 Discussion of Motions:

- A. All discussions shall be directed solely to the business currently under deliberation.
- B. The Board President 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. The Board President shall recognize a Board member prior to giving their comments.

1.4 Board Members Participation in Discussion, Debate and Voting

- A. All Board members will vote on all action items. A Board member shall not abstain from voting except in the case of a legal conflict of interest publicly defined by the Board member and so determined by the Board.
- B. The Board President may make motions, second motions and enter into debate on all agenda items.
- C. In case of tie, the motion is postponed. The President shall bring the item 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.

1.5 Board Member Responses to Inquiries About Closed Sessions

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

1.6 Participation by People Other Than Board Members in Closed Discussion

The Board reserves the right to include non-Board members in their closed session. For purposes of this section, this includes any District administrator, Board consultant or Board advisor. However, participation shall be subject to a majority vote of the Board members present should any Board member express concern about non-Board member(s) in attendance.

1.7 Board Reorganization or Election of Officers

The officers of the Board of Education shall be on a yearly rotation. This will promote the professional development of all the Board members on the Board.

The Vice President shall fill the office of the President. The Treasurer shall fill the office of Vice President. The Secretary shall fill the office of Treasurer. The next Board member in order of past elections shall fill the office of Secretary. In the event that multiple Board members take office simultaneously, the Board member with the highest vote total in the election will assume the highest Board member position available.

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If there is a vacancy created by an officer leaving the Board, it shall be filled by the immediately succeeding Board member, along with the other offices if affected.

7 th	6 th	5 th	4 th	3 rd	2 nd	1 st
President	Vice President	Treasurer	Secretary	Trustee	Trustee	Trustee

Any Board representative who chooses to either not proceed to officer standing or continue in the chain of ascension may opt out. That Board member then reverts to the lowest position.

1.8 Selection and Operation of Board Committees

- A. Committees of Board members shall perform the duties as assigned by the Board, which may include deliberating, making recommendations or taking other actions specifically authorized by the Board.
- B. All committees shall comply with the Open Meetings Act in accordance with the applicable requirements set forth in 0160 Bylaws. A committee may meet in closed session to review the specific contents of an employment application provided when the applicant for employment requests that the information remains confidential. It may not, however, meet in closed session to protect an applicant's identity.
- C. The Treasurer is automatically appointed to the Finance committee. All other committees are selected by Board members in order of seniority until all standing committees are filled.
- D. Ad hoc committees may be created and changed at any time by the President or the Superintendent with the approval of the Board.

SECTION 2.0 COMMUNICATION

2.1 Board Member Communication with Each Other Between Board Meetings

Board members shall not deliberate outside Board meetings. Board members are to follow the spirit and the letter of the Open Meetings Act. E-mails to all Board members should be avoided. If it is necessary to use e-mail, it should only be a one-way communication. Communications will be addressed through the Board President to the other Board members. (Board Policy #0167.5)

2.2 Board Member Requests for Information Other Than Agenda Items

- A. Individual Board members, acting within their official capacity, shall have the right to seek information from the District. The request for information shall be made to the Superintendent or another person designated by the Superintendent. An oral report with appropriate documents may be used for delivery of such information as determined by the Superintendent.
- B. Directives to the Administration to prepare reports shall be by written request through the President. Should the President deny the request, it may be resubmitted by two or more Board members to the Administration. Within a reasonable period of time, the Administration shall respond by providing copies of the requested material to the Board member (and all other Board members) or provide reports as directed by the Board.

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2.3 Board Member Visiting Campus

- A. Board members are encouraged to attend building partnership meetings and other special events at various buildings to represent the Board in support of building activities.
- B. Board members must notify the Superintendent or designee of potential visits to their buildings except in the capacity of a parent, volunteer, meeting participant, and/or attending other scheduled events. Board members must follow the procedures in place for visitors when entering a building. Additional considerations include:
 - Contingency of three (3) Board members or less.
 - Accompanied by administrator or designee.
 - Do not be a disruption.
 - Summary report to full Board, if appropriate.
- C. Board members shall consider instructional activities in progress and interact with staff and students only during free periods, mealtime, and recess as a designated volunteer or as requested by invitation. Board members should refrain from being in staff lounges and other such staff areas unless accompanied by a staff member.
- D. Board members shall not campaign for any elective office while on school property. Board members shall not campaign using school resources such as fliers, e-mails, list-serve/ mailing lists, etc.
- E. Board members shall not direct any staff member or student except when urgent safety or liability concerns are an issue.
- F. Board members shall be mindful of public perception when in one-on-one situations with students and staff.
- G. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purposes of "evaluating" a teacher's performance.
- H. Recognize that as a Board member you are required to uphold the duties of that office.

2.4 Board Member Responses to Community or Employee Complaints

2.4.1 Citizen Request/Complaint to Individual Board Members

- A. The Board member, who is presented with a request or complaint outside the Board meeting, shall receive enough information in order to be able to understand the nature of the request or complaint.
- B. The Board member should then refer the citizen to the appropriate person/chain of command. (Appendix A)
- C. The Board member should not become individually and personally involved in the request for complaint.
- D. The Board member should remind the citizen of their role and that as a Board member they must remain impartial in the event the situation comes before the Board.
- E. The Board member should notify the Superintendent as soon as possible of potentially significant requests or complaints.

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- F. The Superintendent will ensure that the citizen is contacted in a timely manner. Board members will be notified of the disposition of the complaint if appropriate as deemed by the Superintendent.

2.4.2 Employees Request/Complaint to Individual Board Members

- A. The Board member should hear the employee request or complaint to be sure they understand the nature of the complaint.
- B. The Board member should then refer the employee to the appropriate person/chain of command.
- C. The Board member should not become individually and personally involved in the request for complaint.
- D. The Board member should remind the employee of their role and that as a Board member they must remain impartial in the event the situation comes before the Board.
- E. The Board member should notify the Superintendent as soon as possible of potentially significant requests or complaints.
- F. The Superintendent will ensure that the employee's request/concern is addressed in a timely manner. Board members will be notified if Superintendent deems appropriate.

2.5 Board Member Communication with the Media

- A. The President or designee shall be the official spokesperson for the Board to the media.
- B. The Superintendent or designee shall be the official spokesperson for media inquiries involving District matters, employees, operational/policy procedures, and other matters of an informational nature.
- C. Board members should direct all media questions to the appropriate spokesperson.
- D. Board members reserve the right, when communicating outside of a Board meeting, to state his or her personal perspective, provided that the Board member emphasizes that such information is expressed as an individual and is not the opinion of the Board. Board members must remember that once a decision has been made by the Board, a Board member must demonstrate support of such action.

2.6 Board Member Communication with the Community

- A. The Board will communicate with the community through public hearings, regular Board meetings and regular publications.
- B. Individual Board members cannot speak in an official capacity outside the Board room unless delegated by the Board to do so.
- C. Board members are discouraged from engaging in negative conversations with the public regarding school matters.

2.7 Administration Communication with Board Members

- A. The Superintendent will exercise his/her best judgment and discretion to determine Board members' need to know based on the specific situation.
- B. Three types of communication with Board members
 - 1. Not urgent or not in the media – Board Packet

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2. Very important but not crisis – Communication including e-mail to each Board member
3. Crisis/Emergency situation – Phone call to each Board member
 - a. In the case of an emergency or crisis, the Superintendent or his designee will provide the following six pieces of information: What, Where, When, Who, Action taken and a public statement for the Board members.
 - b. Phone calls will be placed in the following order: President, Vice President, Secretary, Treasurer and Trustees.
 - c. The Superintendent or his/her designee will provide updates as practicable.

2.8 Mass Communication

- A. The Board President and Superintendent may mutually agree to designate a volunteer to utilize an email database and/or other mass communication for the purpose of District/community information. This will remain property of the school and will not be used for political topics.
- B. The Board President may at any time revoke the use of the email database and/or other mass communication to mass email District/community information.

SECTION 3.0 BOARD DEVELOPMENT

3.1 New Member Orientation

- A. All newly elected Board members to the Board of Education will have a meeting with the Superintendent and Board President prior to being seated at the Board table for their first meeting as a School Board member. The meeting will follow an agenda developed by the Superintendent and Board President with input from Board members. The following items will be reviewed:
 - A copy and explanation of the District's mission, vision and/or educational philosophy.
 - A copy and explanation of the District's latest goals.
 - An explanation of School Board organization (officers, current committees and ad hoc committees).
 - An explanation of any policies governing Board member conduct and activities (i.e., Board Code of Ethics, travel expenses, conflict of interest, professional development, etc.)
 - A discussion about the propriety of the Board speaking with one voice and the authority of the Board vs. the authority of any individual Board member.
 - Chain of Command for handling citizen inquiries.
 - An explanation of the Superintendent's informational packets.
 - An explanation and list of Board and Board member development opportunities available throughout the year, including Michigan Association of School Boards (MASB's) Certified Board member Award (CBA) course offerings and workshops, certification process and annual conferences.
 - Explanation of how authority is delegated to the Superintendent.
- B. Veteran Board members are encouraged to support and mentor new Board members.

3.2 Board Officer Transition Process

- A. Present officers will relate duties and responsibilities of the position to their replacements.

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- B. The Superintendent will provide supplemental resources as needed.
- C. New officers will be provided a written description of their duties prior to taking office. (Policy #: 0170)

3.3 Selecting of Timing and Activity for Annual Teambuilding Session and Assessment of Board Continuing Education Needs

Board Retreat Sessions: The Board shall hold at least one retreat each year to discuss issues such as team building, assessment of Board member training needs, strategic plans, budget and state funding updates, curriculum review, and a review of District policies and rules. The Board should review the prior year's data regarding the District's performance on annual goals, key or new initiatives/curriculum, and a review of the need for setting new or revised operating procedures for the current year.

3.4 Annual Board Team (Board and Superintendent) Self-evaluation

- A. Superintendent evaluation will be done annually in December.
- B. Evaluation is conducted in executive session on the Superintendent, if requested.
- C. Evaluation is done as a team (Board and Superintendent)
- D. Board self-evaluation will be done in a summer work session.

3.5 Board Member Concerns About Another Board Member's Conduct

- A. If a Board member has a concern about another Board member's conduct they should first discuss it with the offending member.
- B. If still unsatisfied with the results of the first meeting, then they should discuss it with the Board President or other Board officer.
- C. The Superintendent will act as a mediator if the issue is still not resolved.

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 arrange 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 expenses.
- D. Board members should report on their conference attendance at the next Board meeting.

4.0 BOARD DISTRICT OVERSIGHT

4.1 Establishment of District Vision, Mission and Annual Goals

The Superintendent and Board of Education shall develop District vision and mission statements and annual District goals.

4.2 Board Approval of District Goals

- A. The Board and Superintendent shall review District goals and if necessary revise them on an annual basis.
- B. District goals shall be approved by the Board.
- C. The Board will be updated on progress toward goals based on what is best for all students in the District.

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4.3 Board Review of District, School and Department Improvement Plans

- A. The Administration shall develop District and School Improvement Plans and Annual Education Report (AER) on an annual basis.
- B. District and School Improvement Plans shall be presented to the Board by the Administration at least annually.
- C. Directors shall provide the Board with monthly department updates.

4.4 Board Review of District Progress Toward Goals Accomplishment

- A. At a Board session, the Administration shall provide updates that demonstrate the District's progress regarding the academic goals established and approved by the Board.
- B. The Administration will provide the Board with benchmark evaluation and other available data to demonstrate progress toward achievement of the academic goals. This information will be presented in a format that is disaggregated by building and subject matter. In addition, to the extent possible, the information should include year-over-year comparisons of each grade level as well as longitudinal tracking of students from grade-to-grade.

4.5 Board Review of Instructional and Non-Instructional Program

- A. Board members will be continually guided by what is best for all students in the District.
- B. Periodically, the Administration shall present reports regarding implementation and evaluation of the District's instructional and non-instructional programs. The reports should provide for historical analysis of measurements of specific programs offered by the District and provide data on performance monitoring.

4.6 Development and Adoption of District Budget

- A. The Administration shall present to the Board an annual budget for approval by June 30th each year.
- B. The Administration shall amend the budget when it becomes apparent that a significant deviation from the original budget is necessary and the amount of the deviation can be determined.
- C. The Business Manager shall report to the Board regularly as to the budget status and changes, if any.

5.0 POLICIES / PROCEDURES

5.1 Review & Development of District Policy

- A. Because adherence to policy is critical, all Board members are encouraged to familiarize themselves with the District Policy Manual which can be found on the District website.
- B. New Board policies are developed in response to District or Administration needs by the Superintendent or his/her designee with support of NEOLA or other legal guidance.
- C. New Board policies are vetted through the Board's Policy Committee and approved by the Board after two readings.
- D. Policy should not be originated or changed without the recommendation of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

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5.2 Review & Development of District Procedure

- A. The Superintendent, as the chief administrative officer of the School District, is the primary professional advisor to the Board. He/she is responsible for the development, supervision, and operation of the school program and facilities. His/her methods should be made known to the staff through the administrative guidelines of the District. The Board shall retain oversight supervision of such administrative guidelines.

6.0 PERSONNEL

6.1 Evaluation of the Superintendent

- A. The Board shall evaluate the Superintendent's performance annually. A Superintendent evaluation form shall be developed by the Board and completed by each Board member.
- B. The Board President will consolidate the results of that review and present it to the Board and Superintendent in December.
- C. The Superintendent may choose to have his/her review during a closed or open session.

6.2 Board Member Concerns About the Superintendent's Professional Performance

- A. We value the Superintendent's role in the community and how the District is represented. If this representation is less than favorable and witnessed by a Board member the Board member shall:
 - 1. Communicate his/her concerns directly to the Superintendent
 - 2. Communicate with Board President to address questions and/or concerns

6.3 Hiring of Personnel Other Than the Superintendent

- A. The Board does not directly hire any personnel other than the Superintendent.
- B. The administration will develop procedures to facilitate the hiring process.
- C. The personnel changes shall be presented to the Board monthly by the Administration and approved by the Board.

7.0 AGREEMENT & VIOLATIONS

- A. These Operating Procedures will be subject to annual review and approval by consensus of the Board.
- B. Any violation of these operating procedures may subject a Board member to Board-approved discipline measures which may include any or all of the following:
 - 1. Loss, if applicable, of officer position
 - 2. Loss of committee or representative assignment(s)
 - 3. Prohibited attendance at certain functions or restrictions regarding being on school property
 - 4. Official censure

HOPKINS PUBLIC SCHOOLS

Board of Education Operating Procedures

APPENDIX A

How to Effectively Communicate with Hopkins Public School District Officials

Parents are often discouraged when they attempt to communicate with central office administrators and school board members only to be sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents should become informed about the "chain of command" used at Hopkins Public Schools, or where to begin the communication sequence regarding their problem or concern.

Most parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via a simple phone call or email.

On Matters Involving Instruction/Curriculum

1. Classroom Teacher
2. Building Principal
3. Superintendent
4. Board of Education

On Matters Involving Athletics

1. Coach
2. Athletic Director
3. Building Principal
4. Superintendent
5. Board of Education

On Matters Involving Student Discipline

1. Classroom Teacher
2. Coordinator of Quality Outcomes/Building Principal
3. Superintendent
4. Board of Education

On Matters Involving Facilities/Grounds/Buildings

1. Building Principal
2. Supervisor of Facilities
3. Superintendent
4. Board of Education

On Matters Involving Transportation

1. Bus Driver
2. Transportation Supervisor
3. Coordinator of Quality Outcomes/Building Principal
4. Superintendent
5. Board of Education

On All Other Matters

1. Coordinator of Quality Outcomes/Building Principal
2. Superintendent
3. Board of Education