Mission Statement
Lincoln Consolidated Schools provides an exemplary educational experience where students develop the foundation for lifelong learning.

Vision Statement
Lincoln Consolidated Schools will be a premier learning community whose students are consistently high achieving, compassionate, and inspired to make a difference.

Belief Statements
• We believe all students will learn.
• We believe success is achieved when students become lifelong learners and responsible citizens.
• We believe that a Board of Education that works collaboratively, listens to all voices and embraces final Board decisions will benefit all students.
• We believe in all individuals treating each other with dignity and respect.

Strategic Plan Goals
1. To improve student achievement in literacy and numeracy as measured by local and state assessments
2. To obtain and maintain a healthy fund balance of 10% in accordance with best practice to maximize academic & extracurricular opportunities for students
3. To ensure the safety of all students, staff and community members while on campus
4. To enhance facilities through renovation and creation of top 20 initiatives
5. To foster relationships and enhance trust with our diverse families and community
CODE OF ETHICS

As a member of the Lincoln Consolidated Schools Board of Education, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
3. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
5. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
6. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
7. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
10. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
11. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
MEETINGS

1. Developing the Board Meeting Agenda
   a. Who can place items on agenda and the guidelines
      i. Agendas are created by the Superintendent and Executive Committee and presented to the Board on the Thursday prior to the Monday meeting.
      ii. In accordance with the Michigan Open Meetings Act, no item can be placed on the agenda less than 7 days in advance of the meeting, except in an emergency as defined by law.
      iii. The agenda for each regular meeting shall be posted to the secure LCS Board site no later than 4 (four) days prior to the meeting. The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.
   b. Regular Board Meeting Agenda Outline
      i. Meeting Location
         1. Call to Order
         2. Roll Call
         3. Establishment of Quorum
         4. Pledge of Allegiance
         5. Acceptance of Agenda
         6. Presentations
         7. Superintendent and Staff Reports/Correspondence
         8. Public Comments
         9. Board Reports/Correspondence
        10. New Business
        11. Old Business
        12. Adjourn

2. Annual Calendar of Board Agenda Items
   a. Following are the
      i. 2019 Board of Education Meetings Schedule
      ii. 2019 Board of Education Committee Meetings Schedule
      iii. 2019 Board of Education Presentation Schedule
         1. **Goal 1 Academics**-Kevin Upton
         2. **Goal 2 Finance**-Adam Snapp
         3. **Goal 3 Safety**-Adam Blaylock
         4. **Goal 4 Facilities**-Phil Bongiorno
         5. **Goal 5 Communication**-Vicki Coury
RESOLUTION

Motion by LaBombarbe and supported by Sparks that we adopt the following schedule of Board of Education meetings for the 2019 calendar year.

### 2019 BOARD OF EDUCATION MEETINGS

<table>
<thead>
<tr>
<th>DAY</th>
<th>MONTH</th>
<th>DATE</th>
<th>LOCATION</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>January</td>
<td>14</td>
<td>Media Center-High School</td>
<td>6:00 p.m.</td>
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<tr>
<td>Monday</td>
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<td>28</td>
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<tr>
<td>Monday</td>
<td>February</td>
<td>11*</td>
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<td>Monday</td>
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<td>Media Center-High School</td>
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Nays: 0    Absent: 1    Motion Carried 6-0    *Board Workshop

Signed: [Signature]

January 14, 2019
Upon request to the Superintendent the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.

LINCOLN
CONSOLIDATED
SCHOOLS
7425 Willis Road
Ypsilanti, Michigan
48197

RESOLUTION

Motion by LaBombarbe and supported by Rollins that we adopt the following schedule of Board of Education committee meetings for the 2019 calendar year.

Ayes: 5
Nays: 0

Absent: 2 Motion Carried 5-0

<table>
<thead>
<tr>
<th>Board Executive Committee</th>
<th>Board Performance Committee</th>
<th>Board Planning Committee</th>
<th>Board Finance Committee</th>
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<tbody>
<tr>
<td>Yoline Williams, Chair</td>
<td>Jennifer Czachorski, Chair</td>
<td>Jennifer LaBombarbe,Chair</td>
<td>Thomas Rollins, Chair</td>
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<td>Jennifer Czachorski</td>
<td>Connie Newlon</td>
<td>Thomas Rollins</td>
<td>Jennifer Czachorski</td>
</tr>
<tr>
<td>Jennifer LaBombarbe</td>
<td>Laura VanZomereren</td>
<td>Jennifer LaBombarbe</td>
<td>Jennifer LaBombarbe</td>
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2019 Meeting Schedule

<table>
<thead>
<tr>
<th>DATE</th>
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<th>DATE</th>
<th>TIME</th>
<th>DATE</th>
<th>TIME</th>
<th>DATE</th>
<th>TIME</th>
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<tr>
<td>February 19 (Tuesday)</td>
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<td>4:30 p.m.</td>
<td>February 11</td>
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<td>February 22 (Tues)</td>
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2/13/2019

Date: January 28, 2019 Meeting change due to weather February 4, 2019

Upon request to the Superintendent the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.
<table>
<thead>
<tr>
<th>DATE</th>
<th>STRATEGIC PLAN PRESENTATION</th>
<th>PLANNED PRESENTATIONS</th>
<th>BOARD PACKET BACKUP</th>
<th>STAFF REPORTS</th>
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<td>Trust &amp; Agency-November</td>
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3. Board member preparation for meetings  
   a. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.  
      i. Study the material in the Board Packet sent to them prior to the meeting.  
      ii. Requests for additional information will be addressed through the superintendent up to 8:00 am the morning of the Board meeting.  

4. Board member attendance  
   a. Telephonic or skype calls will not be allowed for any type of Board meeting.  
   b. Closed session attendance must be in person, no telephonic or skype calls will be allowed due to legalities.  
   c. You must be present in open meeting for closed session roll call in order to enter into closed session for discussion.  

5. Board member participation and 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 Ethics.  

6. Board Meeting Protocol  
   a. Board members will demonstrate respect to fellow Board members and public participants through the following behavior:  
      i. Listen and treat each other with respect  
      ii. Be cordial when disagreeing.  
      iii. Say what needs to be said as briefly and clearly as possible.  
      iv. Direct comments solely to the business under deliberation.  
      v. Address staff and public by title and last name.  
      vi. Seek acknowledgment from the Board President before speaking.  
      vii. Listen to the opinion of all Board members on each agenda item that is being discussed and refrain from dominating the conversation.  
      viii. Refrain from condescending or critical comments to members of the staff, public or other Board member(s).  
      ix. Focus on issues, not people or personalities.  
      x. Courteously accept other viewpoints and decisions, which differ from your own.  
      xi. Make decisions in the context of what is best for all students in the district  
      xii. 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).  
      xiii. Be willing to publicly apologize to staff, patrons, or Board members if behavior is inappropriate or disruptive to the progress of the meeting.  
      xiv. Attempt always to have dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).  
      xv. As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.
7. Person(s) addressing the Board
   a. Audience participation at Board meetings is limited to the portion of the meeting
designated as Public 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. Participants must be recognized by the presiding officer and will be requested to
preface their comments by an announcement of their name and address.
   c. Each statement made by a participant shall be limited to five (5) minute duration.
   We reserve the right to decrease to three (3) minutes if multiple people are in
attendance requesting to speak on the same topic.
   d. No participant may speak more than once.
   e. Delegations of 5 (five) or more persons addressing the same issue shall appoint
1 (one) person to present their view before the board.

8. Board response to persons addressing the Board:
   a. The Presiding Officer may direct administration to investigate item(s) and
   report back to the Board.
   b. Board members should not respond or enter into discussion with the audience
during the meeting:
      i. Items on the agenda will be discussed as outlined.
      ii. Comments or questions not related to agenda items will be answered if
applicable by presiding officer or superintendent.
      iii. The Presiding Officer may exercise discretion in allowing public comments
to exceed 5 minutes or to extend the 30-minute time allotted for Public
Comments.
      iv. A majority of Board members present may request that the Presiding
Officer extend the Public Comment time.

9. Discussion of Employee/Student Issues
   a. The Board will not encourage or actively participate with negative comments on
individual employees or students in public session.

10. Hearings, Grievances, Student/Employee Discipline:
    a. The Board will conduct all hearings or presentments in accordance with the
applicable Board policies, law and Open Meetings Act.
    b. During hearings, Board members will seek legal counsel as deemed necessary.
    c. The Board shall not use a student’s name in any discussion.
    d. Student/disciplinary hearing will be held in a closed special meeting if requested.

11. Discussion of Motions:
    a. All discussions shall be directed solely to the business currently under
deliberation.
    b. The Presiding Officer has the responsibility to keep the discussion to the motion
at hand and shall halt discussions that do not apply to the business currently
before the Board.
    c. A Board member shall be recognized by the Presiding Officer prior to giving
comments.
12. Board member participation in discussion, debate and voting
   a. All Board members shall vote on all action items, unless conflict of interest applies.
   b. All Board members may make motions, second motions and enter into debate on all agenda items.
   c. In case of tie, the action items fails. Any Board member may ask that the item be brought back on a subsequent agenda.
   d. In case of a less than unanimous vote, all Board members will support the majority decision.
   e. A majority of the attending board is needed to pass an action item.
   f. Board members must be physically present to have their vote officially recorded in the Board minutes.

13. 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 information from a closed session is confidential and shall not be discussed outside of the closed session.
   c. It is expected that Board members shall not record nor communicate by any means, electronic or otherwise, with party or parties outside such meetings regarding the substance of such meetings either during or after the course of such meetings.

14. Participation by people other than Board members in closed session
   a. Participants are limited to:
      i. The person requesting the closed session, their council, a union Representative, their parent(s) or guardian(s) where applicable.
      ii. Representatives of the administration that have pertinent information.
      iii. Additional person that the board approves.

15. Board reorganization
   a. Election of Officers
      i. An individual Board member may remove him/herself from consideration for any or all offices of the board.
      ii. The Officers shall be a President, a Vice-President, a Secretary, and a Treasurer. The Board may assign a District employee to provide clerical assistance to the Board. Board officers shall serve for a term of one (1) yr., or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
      iii. Election of officers will take place at the annual board organizational meeting. Nominations will be accepted for each office, and if only one person is nominated for each office, then a voice vote will be accepted. If more than one person has been nominated per office, elections will be done separately by the board.
      iv. A vacancy among officers of the Board shall be filled by majority action of the Board.
b. Role and Authority of Officers
   i. No Board member or officer has authority outside the Board meeting.
   ii. No Board member can direct employees in regard to performance of their duties.
   iii. Duties of officers:
       1. The President of the Board shall:
          A. Preside at meetings of the board;
          B. Countersign orders legally drawn by the Secretary upon the Treasurer for money to be disbursed on behalf of the School District;
          C. Cause an action to be prosecuted in the name of the District on the Treasurer's bond in case of a breach of a condition of the bond;
          D. Perform other duties appropriate to the office of President as the board determines.
       2. The Vice-President of the Board of Education 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. The Secretary of the Board of Education shall:
          A. Act as clerk at meetings of the Board;
          B. Record and sign the minutes of meetings, orders, resolutions and other proceedings of the Board in proper record books;
          C. Sign orders upon the District Treasurer for money to be disbursed by the School District and each order shall be properly numbered and dated, shall specify the sources of the funds called for, the purpose for which, and the fund upon which the order is drawn;
          D. Preserve and file copies of reports, books, papers, and other documents belonging to the office of the secretary or to the School District, and deliver them to a successor in office;
          E. Perform other duties required by law or by the Board.
4. The Treasurer of the Board of Education shall;
   A. Review the budget reports of the district.
   B. Review the student counts, trends of revenue vs expenditures and current fund balance amount.
   C. Review any new monies request, from a new position to new curriculum.
   D. Payout 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.

16. 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 President is authorized to appoint during the organizational meeting members of the Board to the standing committees where they shall serve a term of one (1) year. Following are the current committees:
      i. Executive
      ii. Finance
      iii. Performance
      iv. Planning
   d. Ad hoc committees may be created and changed at any time by the President or a majority of the members present at any meeting at which the need for a committee becomes evident and/or the Superintendent with the approval of the Board.
   e. Members of ad hoc committees shall serve until the committee is discharged.
   f. The Superintendent shall serve as an ex-officio member of each committee.
   g. A member may request (or refuse) appointment to a committee.
   h. Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President.
COMMUNICATION

1. Board member communication with each other
   a. Board members shall not deliberate issues outside the board meetings.
   b. Electronic Communications:
      i. Emails more closely resemble phone calls and can therefore amount to a “meeting” under the OPMA under some circumstances (holding email exchange between a majority of board amounts to a meeting). To amount to a meeting, the email exchange must involve active participation in the exchange by a majority of the governing body. “[T]he mere passive receipt of email does not automatically constitute a ‘meeting’.” The Washington Supreme Court has long recognized that “independent and individual examination of documents by Board Members prior to [an] open meeting” does not violate the act. Thus, as long as a majority of the governing body does not respond, exchange will not violate the Act. Michigan Open Meetings Act
   ii. Use of e-mail or other electronic communications among board members during an open meeting – e-mail, texting, or other forms of electronic communications among members of a board or commission during the course of an open meeting that constitutes deliberations toward decision-making or actual decisions violates the OMA, since it is in effect a "closed" session. While the OMA does not require that all votes by a public body must be by roll call, voting requirements under the act are met when a vote is taken by roll call, show of hands, or other method that informs the public of the public official's decision rendered by his or her vote. Thus, the OMA bars the use of e-mail or other electronic communications to conduct a secret ballot at a public meeting, since it would prevent citizens from knowing how members of the public body have voted. Moreover, the use of electronic communications for discussions or deliberations, which are not, at a minimum, able to be heard by the public in attendance at an open meeting are contrary to the OMA's core purpose – the promotion of openness in government.
      iii. Using e-mail to distribute handouts, agenda items, statistical information, or other such material during an open meeting should be permissible under the OMA, particularly when copies of that information are also made available to the public before or during the meeting; restricted to 1 on 1 communications, informal inquires, historical perspectives and the like.

2. Board member’s response to community or employee contracts
   a. The Board recognizes that as elected officials there will be requests and contacts from the public and/or employees, therefore strict adherence to this procedure is required.
b. The Board member should refer the citizen to the appropriate person/chain of command as outlined below:
   i. On Matters Involving Instruction/Curriculum
      1. Classroom Teacher
      2. Principal
      3. Executive Director of Curriculum
      4. Superintendent
      5. Board of Education
   ii. On Matters Involving Special Education
      1. Classroom Teacher
      2. Principal
      3. Student Services Supervisor
      4. Superintendent
      5. Board of Education
   iii. On Matters Involving Athletics
      1. Coach
      2. Athletic Director
      3. Building Principal
      4. Superintendent
      5. Board of Education
   iv. On Matters Involving Student Discipline
      1. Classroom Teacher
      2. Assistant Principal/Dean of Students
      3. Principal
      4. Superintendent
      5. Board of Education
   v. On Matters Involving Facilities/Grounds/Buildings
      1. Principal
      2. Director for Facilities
      3. Superintendent
      4. Board of Education
   vi. On Matters Involving Transportation
      1. Bus Driver
      2. Transportation Director
      3. Director of Human Resources
      4. Superintendent
      5. Board of Education

c. The Board members should not become individually and personally involved in the issue.
d. The board member should notify the superintendent and board president of requests or issues.
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 Board.
   c. Board members who receive queries from the media should direct them to the Board President/Superintendent. The Board Member should then inform the Board President/Superintendent of the query.
   d. When Superintendent or their designee is contacted by media, he/she will immediately notify the Board President.

4. Board member communication with the community
   a. The Board will communicate with the community through public hearings, Board meetings and regular publications.
   b. Individual Board members cannot speak in an official capacity outside the Board room, unless designated by the Presiding Officer.

5. Board member social media usage
   a. 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 creation of a public record. Postings to social media should be done in a manner sensitive to the Board member’s responsibilities, applicable District policies and legal obligations.

6. Administration communication with Board members
   a. The Superintendent will exercise his/her best judgment and discretion to determine when information should be shared with board members based on the specific situation.
   b. Three types of communication with Board members:
      i. (Green) Not urgent or not in the media- Board Weekly Updates.
      ii. (Yellow) Very important but not crisis- Email or phone call to each board member.
      iii. (RED) Crisis/Emergency Situation- Phone call or Text Message to each board member as follows:
          1. 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. This information may come in increments as situation allows.
          2. In the case of phone calls, they will be placed in the following order: President, Vice President, Secretary, Treasurer and Trustees.
          3. The Superintendent or his/her designee will provide updates as necessary.
7. Web-based communication with the Board
   a. The Board will have their individual contact information on the District website to allow community members to email their issues to the entire board.
   b. Any community email inquiries should be forwarded to the Board President.
   c. The Board President/designee shall seek council when necessary and determine the appropriate response. Any response shall go to the Board members and Superintendent.

BOARD DEVELOPMENT

1. New Candidate orientation
   a. All candidates who run for the Board of Education will be given the opportunity to meet with the superintendent and board president.
   b. All candidates will be given a candidates packet of information to include but not limited to:
      i. Letter from the Superintendent
      ii. District information sheet
      iii. Mission and Goal statement
      iv. Role of Board members/term
      v. Issues facing the district

2. New Board Member orientation
   a. All new board members elected to the Board of Education will have a meeting with the superintendent and board president prior to being seated at the board table before their first meeting as a new trustee.
   b. All new board members will be given a new board member packet of information to include but not limited to: (Some of this information maybe digital)
      i. District Info sheet
      ii. Board member term of office and information
      iii. Board of Education scheduled monthly meetings
      iv. Board Bylaws and Policies
      v. Budget Updates
      vi. Previous audit report
      vii. School District Calendar
      viii. Central office and staff directory
      ix. Student Code Handbook
      x. Collective bargaining contracts
      xi. Superintendent and other employee contracts
      xiii. Board packet
      xiv. List of Acronyms
3. Board officer transition process
   a. Present officers or Board President to relate duties and responsibilities of the position to their replacements.

4. Annual Board Goal Setting and Teambuilding
   a. The board will schedule two meetings per year to develop board goals and participate in team building activities.

5. Annual board self-evaluation
   a. Evaluations are done annually.
   b. Evaluations are conducted in Regular scheduled meeting.
   c. Evaluations are done as a board and superintendent.

6. Board member concerns about another board members performance
   a. If a board member has a concern about another board members performance, they should first discuss it with the offending member.
   b. If still unsatisfied with the results of the first meeting, then they should discuss it with the board president and/or other board officer. This conflict should never be taken to the Superintendent, because he is employed by the board and it puts him in a precarious and extremely impossible situation.
      i. Should not be discussed with any employee.
      ii. Never should these concerns be discussed at the ISD or elsewhere outside of the district.

7. Procedures for board travel and training opportunities
   a. Board members are encouraged to further their professional development through formal training or conferences with MASB.
   b. Prior approval is required for a training event or travel expenses
   c. Board members should arrange travel, accommodations and classes through the superintendent’s office.
   d. All board members are to comply with the Board policy on travel expenditures and submitting travel / training expenses.
   e. Board members should report on their conference/workshop or findings at a subsequent board meeting.

DISTRICT OVERSIGHT

1. Establishment of the districts vision, mission and strategic plan
   a. The superintendent shall create a committee of staff, board members and the community to develop district vision and mission statements. In addition, critical target issues will be identified, and goals will be established for each target issue.
   b. The strategic planning committee will review and revise the plan annually.
   c. The superintendent shall present the strategic plan to the Board for their approval.

2. Approval of District goals and performance objectives
   a. Using the strategic plan as basis, district goals and performance objectives are developed collaboratively between superintendent and board.
b. District goals and performance objectives shall be presented by superintendent and approved by the board.

c. Performance objectives should be specific in nature and measurable and will be part of the superintendent's evaluation.

d. Progress towards these goals and objectives shall be presented according to our presentation calendar.

3. Boards review of the instructional programs
   a. The Board will annually review the instructional programs for each subject category on a rotating basis every five years.

4. Boards review of non-instructional programs
   a. The Board will review annually non-instructional programs (i.e. Athletics).

5. Development and adoption of the district budget
   a. The administration shall present to the Board an annual budget for approval in June.
   b. Superintendent shall submit budget adjustments as necessary when substantial changes occur.
   c. The Finance committee will meet to review budgets 6 times per year.

6. Board member’s campus visits
   a. All Board members are encouraged to visit buildings and attend school events throughout the year in accordance with policy 9150.
   b. All Board members must notify the principal or designee of visits to the campus when they are not attending a scheduled 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.

POLICY / PROCEDURES / BYLAWS

1. Review of Board policy
   a. Board Policies are reviewed regularly and updated as needed.

2. Development of Board policy
   a. New board policies are developed in response to district or administration needs.

3. Review of Board procedures
   a. Board Procedures are reviewed annually and updated as needed.

4. Development of Board procedures
   a. New board procedures are developed in response to district, board or administration needs.

5. Review of Board Bylaws
   a. Board Bylaws are reviewed annually and updated when necessary.

PERSONNEL

1. Evaluation of the Superintendent
   a. The Board shall evaluate the superintendent’s performance annually before December 1 of each year.
b. MASB Superintendent Evaluation tool will be used. The evaluation will be filled out by each board member. The evaluation shall review specific areas of performance:
   i. Governance & Board Relations
   ii. Community Relations
   iii. Staff Relations
   iv. Business and Finance
   v. Instructional Leadership
   vi. Student Growth
   vii. Specified Goals by the Board

c. The superintendent may choose to have his/her review during a closed or open session of the board.

2. Hiring of personnel other than the superintendent
   a. The board does not directly hire any personnel other than the superintendent.
   b. The personnel changes shall be presented to the board as needed by the administration and approved by the board.