

policy

BOARD OF EDUCATION
SCHOOL DISTRICT OF THE CITY OF ROYAL OAK

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ASSESSMENT OF DISTRICT GOALS

One of the major *responsibilities* functions of the Board of Education is to work with the administration to establish the *District* goals and provide the necessary resources needed by which the District can to accomplish its *the stated goals and mission of the District*. and to provide the resources necessary for their accomplishment. Because of the importance the Board places on accomplishing goals, it has established The following policy *has been established to assess* for effective assessment of the District's progress toward their realization: *meeting the stated goals and mission*.

The Board shall provide the time for both the Board and the administration to *shall annually* assess the progress *toward District goals* of the District, during the previous year, toward the achievement of current goals. The progress assessment of *District* goals shall take place at a time of the year *annually* when the following conditions are most favorable to assure this policy operates as intended: *adequate and reliable data is available*.

- A. Adequate and reliable data on results to date of each District goal is available so assessment and evaluation can focus on how well the District is accomplishing its goals.
- B. The Board uses this assessment/evaluation time period to assess the effectiveness of the Board as well as each Board member.

This annual process of assessing/ and evaluating the Board *District goals*, programs, and resources shall not be considered finished *complete* until:

- A. District goals and the Strategies and actions being used to accomplish them *District goals* have been reviewed;
- B. The Board develops, and implements *and assesses* a plan *its own goals* to improve its own *Board* performance as the body charged with the responsibility for the governing of the District. *and effectiveness*.

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BOARD - SUPERINTENDENT RELATIONSHIP

The Board of Education believes that, in general, it is ~~that~~ the primary duty of the Board to establish ~~a significant responsibility is the establishment of~~ policies, and that ~~of~~ *It is the responsibility of* the Superintendent to *implement and* administer such ~~established policies~~. Policy should ~~shall be developed, reviewed and revised by the Policy Committee and forwarded to the Board of Education for adoption~~ not be originated or changed without the recommendation of the Superintendent. This does not preclude the Board from developing policy on their own. The Superintendent should be ~~or designee shall be responsible for developing the administrative~~ given the latitude to determine the best method of implementing the *procedures necessary to implement* policies of the Board. *The Board shall be notified of any changes made to administrative procedures.*

The Superintendent, as the chief administrative *executive* officer of the School District, is the primary professional advisor to the Board. ~~S/He~~ *The Superintendent* is responsible *has the overall responsibility* for the development, supervision, and *successful* operation of the *School District* program and facilities. His/Her methods should be made known to the staff ~~Through the administrative guidelines of the District, the Board shall be notified of any changes made to administrative guidelines.~~

The Superintendent and those *Executive* administrators directed by the Superintendent shall *be expected to* attend all *Board of Education* meetings, when feasible. Administrative participation *at Board of Education meetings* shall be by professional counsel, guidance, and recommendation. ~~as distinct from deliberation, debate, and voting of Board members.~~

~~In order to expedite negotiation procedures, The Superintendent is appointed as chief representative of the board for the purpose of determining~~ *shall develop* negotiation strategies and *recommend* members of negotiation terms *teams* for collective bargaining with recognized *employee labor associations* unions and employees units.

The Board of Education is responsible for *evaluating the Superintendent as a means to determine the success of the Superintendent in meeting specific goals and objectives* determining the success of the Superintendent in meeting the goals established by the Board through scheduled evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely ~~whenever possible, on the objective outcomes of its evaluations~~ rather than on subjective opinions.

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CITIZEN COMMITTEES

The Royal Oak Board of Education encourages the involvement of the residents of the School District *citizens* through participation in *District* school-related activities and committees, and has determined the following policy shall cover the formation and life of citizen committees:

Upon recommendation of the Superintendent and/or Board members, Citizens may *submit an application* be appointed to serve on special *Board of Education established* committees. Appointment *to said committees* shall be *made* by Board *of Education* action. Citizen committees shall be formed for a particular purpose and *for a* specified period of time *duration*. No committee *member* shall serve beyond the current school *for more than one* year unless *citizen membership is* reappointed *and extended* by the Board *of Education* as composed after the June election.

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CONFLICT OF INTEREST - PRIVATE PRACTICE

- A. The maintenance of ~~unusually~~ **exceptionally** high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper **conduct** performance of school business ~~as well as to earn and keep public~~ **and to earn and maintain public** confidence in the School District.

~~To establish this,~~ The Board of Education has adopted the following guidelines to assure that conflicts of interest do not occur **help prevent the appearance and occurrence of conflict of interest situations.** ~~These~~ **The following** are not intended to be all inclusive; ~~nor~~ **and should not replace** good judgment on the part of all employees.

1. No employee shall engage in or have a financial interest, directly or indirectly, in any activity **or business enterprise** that conflicts **with** or raises a reasonable question of conflict with ~~his/her~~ **their** duties and responsibilities in the school system.
2. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with **any employees**, students, ~~client,~~ or parents of such students or clients during their contractually defined work day.

~~Included,~~ **By way of illustration rather than limitation, are the following is prohibited:**

- a. the use, sale, or improper divulging of any privileged information about a student, **employee**, or **parent** ~~client~~ **gained obtained** in the course of the employee's employment or through ~~his/her~~ access to School District records;
- b. the referral of any **employee**, student or **parent** ~~client~~ for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
- c. the requirement of students, **employees**, or **parents** ~~clients~~ to purchase any ~~private~~ goods or services provided by an employee or any business ~~or professional practitioner~~ with whom an employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

CONFLICT OF INTEREST - PRIVATE PRACTICE

3. Employees shall ~~not make~~ *may only* use of materials, equipment, or facilities of the School District for personal or profit making purposes *if rental is paid according to the established fee schedule.*

- B. ~~Should exceptions to this policy be necessary, in order to provide mandatory services to students or clients of the School District, all such exceptions they will be made known to the employee's supervisor Superintendent or designee and to the employee's supervisor before entering into any private relationship perceived conflict of interest situation.~~

Any request for exceptions to this policy must be made to the Superintendent or designee and to the employee's immediate supervisor. Approval must be given by the Superintendent or designee before entering into any perceived conflict of interest situation.

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DEVELOPMENT OF ADMINISTRATIVE GUIDELINES PROCEDURES

The Board of Education delegates to *directs* the Superintendent *or designee to develop and implement* the function of designing and implementing the guidelines, required actions, and detailed arrangements *administrative procedures* under which the District will *to ensure compliance with established Board policy*. These administrative guidelines shall not be inconsistent with the policies adopted by the Board.

The Board *Superintendent or designee* itself will formulate and adopt administrative *procedures to ensure compliance* guidelines and rules *only when and will request adoption by the Board of Education when* required by law *statute*, and when the Superintendent recommends Board adoption.

The Superintendent *or designee* may also *develop* issue such *other* administrative and student handbooks, as s/he may consider necessary, for the effective administration of the schools. *These shall be made available* distributed them to employees, and students and/or their parents *as considered necessary*.

As long as The provisions of these administrative guidelines *procedures* and *related* handbooks are not inconsistent *shall be consistent* with Board policies, or with Federal and State law. *Additionally*, they will be *are* considered to be an *integral component* extension of the Board policy manual and binding upon all employees, and students *and community*.

A copy of The District's administrative guidelines manual and a copy of each handbook *procedures* shall be made a part of the Board's reference materials maintained in the District office *available on the District's website*.

The Superintendent shall maintain a current organizational chart, to which immediate reference can be made by the Board of any employee of the Board.

M.C.L.A. 380.132, 380.248

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DISTRICT/COMMUNITY RELATIONS

~~District/Community relations is a planned~~ **comprehensive** system of communication between the Board, ~~the~~ **District**, employees, parents, students, citizens and other interested parties and its internal and external publics. Its program serves to stimulate a better understanding of the role, objectives, accomplishments and needs of the organization. Educational public relations is a management function which ~~that~~ interprets public attitudes, identifies the policies and procedures of an individual organization with the public interest, and executes a program of action to encourage public involvement, to disseminate public **pertinent District** information, and to earn public understanding and acceptance **and promotes the many program opportunities offered in the District:**

The Board shall, ~~through its officers and administrative staff~~ **shall:**

- A. Keep the **constituents and community** patrons of the district regularly informed through available channels of communication on ~~policies, programs, problems and planning of the school system~~ **all aspects of the District;**
- B. ~~Invite~~ **Encourage** the **participation** advice and counsel of **all interested parties** the district patrons; and
- C. Solicit **community** input of the district patrons through advisory committees ~~participation~~ selected from the community and appointed by the board.

The Director of Communication, Career and Vocational Education **Superintendent or designee** has the authority to respond on behalf of the school **District** to all inquiries **received** from the public and the press **media.**

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DISTRICT ORGANIZATION

~~The Board of Education recognizes that the grouping of grades and services within the facilities of the District can assist efficient operation of the District and help achieve more effective instructional program. Attendance boundaries shall be changed by Board approval.~~

~~The Superintendent shall continually monitor the effectiveness of the District organizational plan and recommend to the **B**oard such modifications in the plan which are in the best interest of the students, makes wisest use of District resources, and serve the educational Board.~~

~~Modifications in **to** the organizational plan of the schools may be made by the Board upon the recommendation of the Superintendent.~~

~~The Superintendent shall be **is** the chief executive officer of the School District. The Superintendent shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and regulations.~~

~~Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel.~~

~~It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the District. Maintenance of an efficient, skilled, operational staff is essential to the effective performance of the system.~~

~~It is the Board's intent to maintain an operational and technical staff with a high level of competence.~~

M.C.L.A. 380.1261, 380.1286

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EMPLOYMENT OF THE SUPERINTENDENT

The Board of Education vests the primary responsibility for administration of this *the* District ~~in~~ *to* the Superintendent of Schools *who shall be considered the Chief Executive Officer of the District*. ~~The appointment of that officer is, therefore, one of the most important functions the Board can perform.~~

Whenever the position of Superintendent shall be *becomes* vacant, the Board shall appoint a Superintendent of Schools as ~~chief executive officer and fix her/his salary and term of office which shall be~~ *with an employment contract of* no more than five (5) years.

The Board shall actively seek the best qualified ~~and most capable~~ candidate for the position of District Superintendent.

~~The~~ recruitment ~~procedures~~ *process* ~~may~~ *will* be prepared *established* in advance of the search ~~and~~ *which* shall include:

- A. ~~preparation of a written~~ a job specification *description* ~~for the position of Superintendent;~~
- B. ~~preparation of written specifications of~~ *required* qualifications ~~in addition to proper State certification;~~
- C. ~~preparation of~~ informative material describing this *the* District and its educational goals *community*;
- D. ~~where feasible, the~~ *an* opportunity for applicants to visit the schools of this District, *if requested*
- E. ~~the requirement that each serious candidate for the position be interviewed~~ *interviews* by *the Board of Education* members in a format that encourages him/her to express his/her educational philosophy; *conducted in open session*
- F. ~~consideration of~~ *equal employment opportunity where* all applicants *are considered* fairly without discrimination on the basis of race, color, gender, age, religion, ethnic background, *or* disability, ~~or other condition unrelated to the position of Superintendent.~~

All interviews of applicants by the Board shall be *conducted by the Board of Education* done in open *session* meetings. ~~At the time of application, The Board President or designee shall ensure that~~ *notify* each applicant *selected for an interview* ~~has been informed that Michigan law may not permit the Board to protect his/her~~ *the* application from disclosure, ~~and any interview must be open to the public.~~

EMPLOYMENT OF SUPERINTENDENT

No person may be employed as *The Superintendent of Schools* this District unless s/he has *must have and maintain* the *required* proper Michigan certifications *to be employed* or has applied for certification as a superintendent in the State of Michigan and has signed an employment contract with the Board. If certification has been applied for, receipt is to be timely.

No person may be employed as a *The Superintendent of Schools* this District unless s/he has *must have a* signed an employment contract with the Board *of Education prior to beginning employment.*

Such *The employment* contract shall include *the following provisions not* but not be limited to:

- A. the term *and duration of* for which employment *not to exceed five (5) years,* is contracted, including beginning and ending dates;
- B. that tenure in a position shall not be granted;
- C. the salary which the Superintendent shall *compensation to* be paid and the intervals at which s/he shall be paid;
- D. the benefits *to be provided* to which s/he is entitled;
- E. a provisions for the *contract* termination of the contract;
- F. such other matters as *that* may be necessary to *ensure* a full and complete understanding of the employment contract.
- G. no less than two performance reviews, with at least one in writing presented to the Superintendent by the President or Vice President of the Board. *the evaluation of the Superintendent including frequency and method to be used*

The Superintendent so appointed shall devote himself/herself to the duties of his/her office.

Any candidate's *The* intentional misstatement of material fact *pertaining* to his/her qualifications for employment or the determination of his/her salary *compensation* shall be considered *just cause* by this Board to constitute grounds for his/her dismissal for *termination of the contract.*

M.C.L.A. 380.132, 380.247, 380.1246

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EVALUATION OF THE SUPERINTENDENT

The Board of Education believes it is essential ~~that it~~ *to* evaluate the Superintendent's performance *as a means to determine the success of the Superintendent in meeting specific goals and objectives; as a tool to provide necessary performance feedback and direction; and as a process to develop new goals and objectives.* ~~periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership. This~~ *The* evaluation process will *shall* be determined by *provisions included in the employment* a contract ~~between~~ *of* the Superintendent and the Board.

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FREEDOM OF INFORMATION ACT REQUESTS

In accordance with Michigan Public Act 553, 1996, the Freedom of Information Act (FOIA), the School District will make public records accessible to individuals, corporations, partnerships, firms, organizations, news media, or associations. Every effort shall be made to provide public access to those public records subject to disclosure under **FOIA** the Act.

“Public record” refers to recorded information *documents* maintained ~~by or kept by, or in the possession of~~ the District, including information exhibited at a public Board meeting, but excluding that *material* copyrighted by persons or groups other than the District. Under **FOIA** the Freedom of Information Act, the School District is not required to summarize, make or compile a record, but only to permit inspection of, or provide a copy of, a non-exempt record already in existence. All records, except those deemed exempt by **FOIA** the Freedom of Information Act, or protected under the Family Educational Rights and Privacy Act (FERPA), shall be open to *public* inspection ~~by the general public~~, by appointment, during the regular office *business* hours of the School District.

Reasonable requests to review or obtain copies of the School District’s public records must be in writing and contain sufficient details to enable the District to locate the record. The record will be made available in the format in which the District has compiled the data. A labor and materials fee is computed and charged for the preparation and delivery of the response, in accordance with **FOIA** the Act.

The Superintendent *or designee* shall develop administrative procedures to implement this policy. Those procedures shall include the designation of a FOIA Coordinator who shall have the responsibility for approving or denying requests made under **FOIA** the Freedom of Information Act. Denial of such requests is subject to appeal to the Board of Education or judicial review in circuit court under Section 10 of the Act.

M.C.L.A. 4.1801

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INCAPACITY OF THE SUPERINTENDENT

It is the legal duty of ~~The~~ Board of Education to *will* appoint a *an Acting Superintendent* 'pro tempore' by a majority vote of the Board upon ~~determination that~~ *when* the Superintendent is incapacitated in such a manner that s/he is unable to perform the *necessary* duties of his/her office *the position*. *The Acting Superintendent* shall ~~perform~~ *fulfill* all of the duties and functions *responsibilities* of the Superintendent

The Board shall ~~fix the compensation of the Superintendent 'pro tempore' who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is sooner.~~ *The Acting Superintendent shall remain in this temporary position until the Superintendent returns to work, a new Superintendent is appointed or until the Board determines that the services are no longer needed.* S/He. and *The Acting Superintendent* may be removed at any time for cause by a majority vote of the members of the Board elected and serving.

The Board will ~~exercise its authority under law to determine the incapacity of the Superintendent at the request of the Superintendent and with~~ *through* medical documentation *provided by the Superintendent* or, *if deemed necessary*, upon *the* certification of a physician mutually selected and compensated by the Board.

If the Board determines that the Superintendent is unable to perform the *required* duties of *the position* his/her office, s/he may at his/her request, *the Superintendent may* be placed on sick *paid* leave, with pay, *for a duration* not to exceed the amount *number* of his/her accumulated but unused sick *paid* leave *days* and any advancement of such sick leave which may be authorized by Board policy or with Board approval be placed on a temporary leave without pay. The foregoing *This* leave shall not extend beyond *the expiration date of the Superintendent's employment* contract. or term of office of the Superintendent.

The Board may request *Documented* medical clearance for the Superintendent to return to active service *must be provided prior to returning to work.*

The Superintendent may request a hearing before the Board on any action taken under this policy.

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NON-REEMPLOYMENT OF THE SUPERINTENDENT

The Board of Education has an obligation to the citizens of this District to employ *a Superintendent* the professional leadership best trained and equipped *with the leadership skills and experience necessary to fulfill all of the responsibilities of the position* meet the educational needs of their children. It shall ~~The Board will~~ meet that *this* obligation by retaining only *hiring and* retaining *a* highly-qualified person *individual* as Superintendent of *Schools* for this District.

If the services *performance* of the Superintendent are found to be *is deemed* unsatisfactory to the Board, ~~she~~ *the Superintendent* shall be notified *of this deficiency* by the President and given an opportunity to correct the conditions *a plan of assistance to correct the unsatisfactory performance shall be developed by the Board of Education.*

If his/her services *performance* continues to be unsatisfactory, the Superintendent shall be notified in writing by the President. as *This notification shall be* approved by the Board. Notification of its *the Board's* intent not to renew his/her services *the contract* shall be given according to State statute *and the employment contract of the Superintendent.*

If deemed necessary, the contract of the Superintendent may be terminated during its term in accordance with the statutory procedures State *statue and the provisions included in the employment contract of the Superintendent.*

M.C.L.A. 380.132, 380.346

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PARKING ON SCHOOL DISTRICT PROPERTY

The Board of Education hereby authorizes the restriction of *public parking of vehicles* on school properties *District property* from midnight to 6:00 a.m. Areas so restricted shall be posted *accordingly*, and the Police Department requested to assist in controlling the situation.

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POLICY COMMITTEE

At the organizational meeting, the Board shall establish a Policy Committee consisting of no more than three members of the Board to work with an administrative representative. The committee may seek input from other Board Members, staff, students and community.

The responsibilities of this committee shall be to:

1. Evaluate established and submitted policies to ensure:
 - a. Compliance with the law.
 - b. Avoidance of redundancy with current policy.
 - c. Provision of clear language and interpretation.
 - d. Applicability to Royal Oak Schools.
 - e. Review and submission to the Board of 20% of policies annually.
2. Ensure systematic review of Board Policy on a periodic basis. All policies shall be reviewed every five years. Policy Section review shall be completed according to the following timelines:

Bylaws	0000	Annually
Administration	1000	December 31, 2014
Program	2000	December 31, 2013
Personnel	3000	December 31, 2011
Students	4000	December 31, 2010
Business	5000	December 31, 2012

3. Recommend new policies or revisions to the Board.
4. Distribute revisions for review and comment to Board Members prior to the first reading at a meeting.
5. Facilitate placement of submitted and reviewed policy or revision on the Board agenda.
6. Ensure each policy and procedure is properly titled, coded and cross referenced. Designate A for Board Policy, and B for Administrative Procedure.
7. Review administrative procedures to ensure compliance with policy.
8. Request administration to post the final recommendations of policies for public input in each District building no later than three days prior to the second reading when school is in session.

9. Request distribution of new policies, revisions, to affected parties.
10. Upon final recommendation and placement of a policy or policy change on the agenda, no additional changes will occur without Board action. Date of Board action shall be indicated on the policy.

2-13-97 Reference Bylaw 131.1 – Policy
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RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent of Schools shall strive to achieve District goals by providing educational *leadership and* direction and ~~supervision~~ to the professional *and support* staff and ~~supervision to the support staff and by acting as a proper model for staff and students both in and outside the District~~ *of the District*.

Duties and Responsibilities

The Superintendent shall be directly responsible *accountable* to the Board of Education *and responsible* for the performance of the following assigned duties and responsibilities *which shall include but not be limited to:*

- A. ensure that all aspects of District operation comply with *Federal and* State laws and regulations as well as ~~Board contracts and policies~~
- B. establish and maintain any *a* written educational *instructional* plan that ~~may be required by law and consistent with the~~ *mission and goals* educational goals adopted by the Board *of Education*
- C. ensure proper implementation of the current District-wide instructional plan as ~~it applies to each building~~
- D. ~~strive to increase~~ *maximize* the efficient use of District resources ~~in the daily operations of the schools~~
- E. assign staff to achieve the maximum benefit toward the attainment of ~~educational~~ *instructional and District* goals
- F. evaluate *annually* the progress *and provide direction to* of the professional and support staff toward the attainment of ~~educational~~ *instructional and District* goals
- G. analyze the results of instructional program development *results* as ~~it applies to the Board's educational goals~~ *through the use of data driven assessment*
- H. recommend changes in ~~instructional or staffing patterns~~ *levels* based on an *evaluation* analysis of staff and program progress *performance and budgetary constraints*
- I. work with *building* principals to assure that decisions, *when feasible*, made at the building level are created by means of a *developed through a* site-based, decision-making process that includes participation of the school's ~~administration and staff, parents, students and others in the community when appropriate or required by law~~ *members*

RESPONSIBILITIES OF THE SUPERINTENDENT

- J. work cooperatively with parents, *citizens* and community groups concerned with ~~programs in the schools~~
- K. ~~develop personal capabilities~~ *provide leadership* in ~~personnel strategies and facility management~~
- L. work cooperatively with *members of* the Board *of Education* and administrative *District* staff
- M. strive toward the highest standards of personal *and professional* conduct

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VISITORS TO SCHOOLS

The Board of Education recognizes its responsibility *to provide a safe and secure environment for all students and staff, while at the same time, maintain an open and inviting environment for parents and community.* ~~to regulate access by visitors to District buildings in order to insure the safety of students and provide an educational environment with minimal distractions, and encourage parental participation in children's education.~~ *To fulfill this responsibility, access to District buildings by visitors shall be regulated and controlled.* The Superintendent *or designee* shall develop *maintain administrative* procedures to ~~implement visitations~~ *ensure student and staff safety.*

02/15/80

12/11/98

10/07/09