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## **BOARD BYLAWS**

### Introduction and Information

The board shall establish programs and procedures which shall best produce the educational achievement needed by district's students and to do so within the financial limitations of the district. The board will function as a legislative body in formulating and adopting policy, by selecting an executive officer to implement policy and by evaluating the results. Further, the board shall carry out its functions openly, while seeking the involvement and contributions of the public, students and staff in its decision-making processes.

In accordance with these principles, the board, through its operations, shall seek to achieve the following goals:

1. To function in a non-partisan, broadly representative manner and to emphasize that every board member should represent open-mindedly the entire district;
2. To concentrate the board's collective effort on its policy making and planning responsibilities, and to formulate board policies that best serve the educational interests of each student;
3. To provide the superintendent with sufficient and adequate guidelines for implementing board policies;
4. To maintain effective communication with the school community, the staff, and students; and
5. To conduct board business openly, soliciting and encouraging broad-based involvement in the board's decision-making processes by public, students, and staff.

### **Elections**

#### Chief Election Officer

The board secretary shall serve as the chief election officer of the district. As a matter of practice, the board will act annually to deputize a member of the administrative staff to supervise elections.

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The duties shall include the posting and publishing of all official notices relative to the election, providing and issuing absentee ballots as provided by law, arranging for official ballots and/or use of voting machines, giving direction to the election inspectors, and the general supervision of the election.

### Regular Election

The board shall be composed of XXXX members serving XXXX-year terms, and elected at an election held on the XXXX as determined by the board.

### Nominating Petition

Candidates for election shall file nominating petitions with the board secretary or superintendent's office.

### Registration of Voters

The district shall be organized as a registration district. Election inspectors, at an annual or special election, shall not permit a person residing in the district to vote whose name is not registered in the township or city in which the person resides.

### Term of Office

The term of office of a board member shall begin on XXX 1 following his election in June, and shall end on XXXX of the year his term expires.

### Special Elections

Special elections shall be called by the board at such time and place as it shall designate and for such purposes as determined by the board and in compliance with current law.

### Advice of Legal Counsel

The board shall seek the advice of legal counsel concerning the proper procedure for conducting school elections.

### Voting Precincts

Voting precincts shall be as designated by the board.

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#### Election Inspectors

Election inspectors shall be appointed by the board upon recommendation of the superintendent. Members of the board may serve on the board of election inspectors unless they are a candidate at that election or unless the question of the issuance of bonds is submitted at the election.

The board recognizes that many of the subject topics found in this policy manual may be subject to negotiations under the Michigan Public Employment Relations Act. It is not the intent of the board to, in any way, circumvent the negotiations process; but rather to establish direction and general and long-range operational procedures for the care and custody, establishment, maintenance, management and carrying on of the public schools and property of the district as authorized under current law.

Whenever the word “superintendent” or “principal” appears in these policies and rules, the words “or designated representative” shall be assumed to follow. The delegation of authority of administrative actions does not relieve the superintendent of the responsibility of the actions of such designated representatives.

Approved: June 1, 1995

Willow Run Community Schools believe that all people can learn. Our responsibility is to enable all learners to be successful in a global and culturally diverse society.

#### Vision

Our vision is to develop people who:

- demonstrate responsible citizenship;
- have the ability to contribute to and grow with an ever-changing technology based society;
- demonstrate the ability to be effective communicators;
- are flexible, lifelong learners;
- are goal oriented, self-directed and accept responsibility;
- demonstrate creative thinking/problem solving; and
- are concerned, caring, compassionate adults.

#### Beliefs

- The district is professionally, morally and ethically accountable to the citizens of our community for the learning that occurs in our schools.
- Because all people can learn, we have the responsibility to see that all Willow Run students successfully achieve the objectives established by the district.
- It is the responsibility of all personnel to create a successful outcome for all Willow Run graduates, including the possession of an endorsed diploma.

Approved: June 1, 1995

Revised: February 15, 1996

The legal basis for the Willow Run Community Schools is vested in the will of the people as expressed in the Michigan Constitution, the statutes pertaining to education, various court interpretations and the powers implied by the above.

The official name of the school district shall Willow Run Community Schools, Washtenaw County, and the district shall operate as a general powers school district .

Approved: June 1, 1996

LEGAL REF: MCL 380.11 *et seq.*; 380.601 *et seq.*

The board shall observe and enforce the rules and regulations of the Michigan Department of Education affecting the operation and maintenance of schools in a district of the third class.

The board is responsible to the patrons and endeavors to adequately administer the needs of education in the district according to their will. In order to function as efficiently as possible, control shall be centralized so that there may be accountability and coordination of effort and decisions.

The board shall act as a legislative body and shall appraise the work and programs of the district.

The board has only such legal powers as are delegated to it by the Constitution and Statutes of the State of Michigan.

It is understood that the members of the board have authority only when acting as a board legally in session. The board shall not be bound in any way by any action or statement on the part of any individual board member except when such statement or action is expressly authorized by the board.

No board member, by virtue of this office, shall exercise any administrative responsibility with respect to the schools or as an individual direct the services of any district employee.

Further, all correspondence or public statements made by an individual board member when the individual has not been specifically authorized by the board to speak on behalf of the board shall be clearly labeled by the individual as solely the personal opinion of that individual and not necessarily that of the board, and that such statements shall not be held out or represented as being made on behalf of the board by the individual.

#### Functions of the Board

The board considers its most important legal functions fall into the following categories:

1. Legislative or Policy Making - The board is responsible for the development of policy and for the employment of a superintendent who shall carry out its policy through the development and implementation of regulations.

Educational Planning and Appraisal - The board is responsible for acquiring and requiring reliable information from responsible sources which shall enable it to make the best possible decisions about the scope and nature of the educational program. The board is responsible for requiring appraisals of the results of the educational program.

3. Staffing and Appraisal - The board is responsible for employing a chief executive officer (the superintendent of schools) and the staff necessary for carrying out the instructional program, for establishing salaries and salary schedules and other terms and conditions of employment, and for establishing personnel policies district-wide in application. The board is responsible for appraising the effectiveness of its staff by providing for their regular evaluation.
4. Financial Resources - The board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials and equipment which will enable the district to carry out the educational program. The board is responsible for exercising control over the finances of the district to assure proper use of and accounting for all district funds.
5. School Facilities - The board is responsible for determining school-housing needs, for communicating these needs to the community, for purchasing and disposing of properties, and for approving building plans that will support and enhance the educational program.
6. Communication With Public - The board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself informed about the wishes of the public.
7. Judicial - The board is responsible for acting as a court of appeal for school staff members, students and the public when issues involve board policies and their fair implementation. The board may exercise the above legal powers and duties only when convened in a legally constituted meeting.

Approved: June 1, 1995

LEGAL REF: Michigan Constitution, Article 8; MCL 380.1201 - 380.1347

The board shall annually establish and review a set of long-range goals and objectives to guide the operations of the district. All personnel in the district shall direct their efforts toward achieving the goals and objectives of the board in order to insure that students are able to function effectively in their environment, employment, and continuing educational efforts.

Approved: June 1, 1995

The board shall participate in long-range planning through an annual meeting with the superintendent and other administrators to review progress on the implementation of priorities, initiatives, and long-range plans, to determine which goals have been achieved, whether any new efforts are needed, and to review major issues that may affect the future of the district. The board also shall consider and act upon objectives and major activities proposed by the superintendent to achieve long-range goals.

The superintendent shall develop necessary procedures, forms, or other measures to implement the goals of this policy using simple, logical, and collegial processes.

The superintendent shall provide opportunities for interested patrons to become knowledgeable about the district long-range planning process, and to review and to make recommendations concerning specific district long-range plans.

The superintendent shall give the board periodic reports each year on the progress and success of various plans, and shall ensure that similar progress reports are available to the news media and to district patrons.

The board accepts its responsibility for establishing attendance zones in such a way as to facilitate the educational program. Advance planning for new sites and buildings will be guided by the following criteria in determining school attendance boundaries:

1. Educational needs of students
2. Proximity of students to school plants
3. Safety of students
4. Ages of students served
5. Nature of the educational programs housed
6. Racial/ethnic balance

The board also accepts the principle of school of choice for school attendance as follows:

1. Students living in any given attendance area have first choice for school membership in that area.
2. Where unused student stations exist, students in other areas may apply for membership up to the limit of the rated capacity of the school plant.
3. Students choosing the option in (2) will agree to stay a minimum of one year in their chosen school.

Approved: June 1, 1995

LEGAL REF: MCL 380.1282-1283

Open Enrollment

Students who legally reside within the boundaries of the Willow Run Community School system may be enrolled by their parent or legal guardian in any of the schools of the district without regard to attendance boundaries. Enrollment of any individual child shall be subject to the following limitations:

1. Request to attend a school outside the given attendance area shall be in writing and given to the superintendent no later than May 15 of the preceding year.

Information needed shall include the following:

- a. Date of Request
  - b. Name of Student
  - c. Name of Parent
  - d. Name of Attendance Area School
  - e. Name of School Desiring to Attend
  - f. Grade Going Into
  - g. Student's Address
  - h. Student's Telephone Number
  - i. Reason for Open Enrollment Request
2. The class membership at the appropriate level in the requested school should be less than 27. The building administrator can also consider the appropriate facts in developing a recommendation.
  3. Parents or guardians will be responsible for the transportation of transferred students. Students must arrive and depart on time adhering to the school day.
  4. Transfers will be for one school year. Requests must be renewed each year by May 15.
  5. Request for open enrollment to a school where a sibling has been previously placed with receive priority.
  6. Send request for open enrollment to superintendent's office, 2171 E. Michigan Avenue, Ypsilanti, MI 48198 by May 15.

The board shall annually establish a school district calendar for the succeeding school year which shall comply with the rules and regulations of the State Board of Education and appropriate negotiated master contracts, as required.

Approved: June 1, 1995

LEGAL REF: MCL 380.1284; R 340.10

As soon as possible, the superintendent shall present to the board a tentative school calendar for the succeeding school year in order to provide advance notice to the community. In making such recommendation, the superintendent shall consider the customs of the residents of the district, holidays mandated by law and by board policies, athletic events schedules, and other matters deemed important or matters referred to the superintendent and by members of the board. The superintendent shall also consider the recommendation of the district's staff in the preparation of the school calendar. The adoption of the school calendar may be a subject of discussion in the negotiating process, as provided by law.

The board shall establish programs and procedures which shall best produce the educational achievement needed by district's students and to do so within the financial limitations of the district. The board will function as a legislative body in formulating and adopting policy, by selecting an executive officer to implement policy and by evaluating the results. All actions of the board shall be taken only in official board meetings called, scheduled and conducted according to these bylaws and the statutes of the state.

Approved: June 1, 1995

Chief Election Officer

The board secretary shall serve as the chief election officer of the district. As a matter of practice, the board will act annually to deputize a member of the administrative staff to supervise elections.

The duties shall include the posting and publishing of all official notices relative to the election, providing and issuing absentee ballots as provided by law, arranging for official ballots and/or use of voting machines, giving direction to the election inspectors, and the general supervision of the election.

Regular Election

The board shall be composed of seven members serving four-year terms, and elected at an annual election held on the second Monday in June as prescribed by law.

Nominating Petition

Candidates for election shall file nominating petitions with the board secretary or superintendent's office.

Registration of Voters

The district shall be organized as a registration district. Election inspectors, at an annual or special election, shall not permit a person residing in the district to vote whose name is not registered in the township or city in which the person resides.

Term of Office

The term of office of a board member shall begin on July 1 following his/her election in June, and shall end on June 30 of the year his/her term expires.

Special Elections

Special elections shall be called by the board at such time and place as it shall designate and for such purposes as determined by the board and in compliance with current law.

Advice of Legal Counsel

The board shall seek the advice of legal counsel concerning the proper procedure for conducting school elections.

Voting Precincts

Voting precincts shall be as designated by the board.

Election Inspectors

Election inspectors shall be appointed by the board upon recommendation of the superintendent. Members of the board may serve on the board of election inspectors unless they are a candidate at that election or unless the question of the issuance of bonds is submitted at the election.

Approved: June 1, 1995

LEGAL REF: MCL 380.1001-1017; 380.1057-1071

The board secretary shall notify each member-elect of his/her election within five days after the election.

Prior to assuming membership on the board and within ten days of notification of election, each person elected or appointed shall subscribe to an oath of office as prescribed by law. The oath shall be re-administered at the organizational meeting of the board by the member serving as chairperson for the organizational meeting. If for filling a vacancy, the oath shall be re-administered at the next official meeting of the board by the president.

Approved: June 1, 1995

LEGAL REF: MCL 380.1102

**NOTE: It is not mandatory that the board member take the oath of office at a board meeting. It may be good public relations to have this done in public so that the public knows there is an obligation and the office is not taken lightly. Note also the oath is re-administered at the meeting. This usually is necessary because such meetings are rarely held within the ten day time limit.**

President

The president of the board shall preside at all meetings of the board and shall have a vote on motions placed before the board for action. He/she shall sign such documents on behalf of the board as may require his/her signature. He/she shall represent the board in deliberation with other boards, districts, or agencies, unless another member of the board is so designated.

Vice-President

The vice-president shall perform all duties of the president when he/she is acting in that capacity.

Secretary

A secretary shall be elected by the board at its annual organizational meeting. The secretary may, but need not, be a member of the board. The secretary shall be responsible for a record of all the proceedings of the board and shall sign such records and such other documents as needed. In the absence of the secretary in any meeting, the president shall appoint a temporary secretary who shall sign the minutes of the meeting. The secretary shall perform any other duties as may be specified by the board.

Treasurer

A treasurer shall be elected by the board at its annual organizational meeting. The treasurer may, but need not, be a member of the board. The treasurer shall be responsible for all those activities relating to the funds, accounts and financial transactions and records of the district which have not been delegated to the school district business manager and such other duties as may be prescribed by the board in its bylaws.

Approved: June 1, 1995

The length of term for the offices of president, vice-president, secretary and treasurer shall be from the board's organizational meeting to the next following board organizational meeting.

In the event the board president is unable to chair the board's organizational meeting, the vice-president shall sit in place of the president until a new president is elected. In the event a ranking board officer is unable to chair the board's organizational meeting, the board shall elect a chairperson pro tem to chair the organizational meeting until a president is elected.

Approved: June 1, 1995

Newly elected members of the board shall be invited to attend all meetings of the board prior to the time they officially take office. Newly elected and newly appointed board members shall be encouraged to attend workshops for new board members sponsored by the Michigan Association of School Boards.

Present members of the board and the superintendent shall conduct an appropriate orientation program designed to acquaint new board members with the district, board policy, duties, responsibilities and other activities.

Newly elected board members shall be given a copy of the district's handbook of policies, administrative regulations and bylaws, a copy of the Michigan School Code, and copies of pertinent materials developed by the State and National School Associations; and shall be given such other selected material on the function of boards and school systems as may seem appropriate.

Approved: June 1, 1995

The board recognizes the need for continuing in-service training and development and encourages the participation of all members at appropriate conferences, workshops, in-service programs, and conventions.

In situations where a board member holds a state or national office in a school board association, or has been asked or appointed to serve a school board association at the state or national level, the board shall budget for the additional expenses as agreed to prior to the beginning of each fiscal year.

The superintendent and board president are responsible for authorizing requests for attendance of board members at approved meetings if the requests come within budgeted appropriations and limitations.

The superintendent shall consult with the board president in situations where funds may not be available for a specific activity or when a determination is necessary as to who shall attend a given activity when more requests are received than can be honored. The president and superintendent may bring recommendations to the board on such matters for final determination.

Funds for participation at all activities shall be budgeted for on an annual basis.

Travel expense reimbursement shall be in accord with current policy on reimbursement of expenses.

Approved: June 1, 1995

LEGAL REF: MCL 380.1254

Members of the board may be compensated for all organizational, regular, special and emergency meetings as well as up to two advisory or work/study sessions attended per month at a rate of \$25 per meeting.

Approved: June 1, 1995

LEGAL REF: MCL 380.1254; 691.1409

In order to increase the efficiency of board members and to protect them against excessive direct costs of official school business, the district shall compensate them for actual expenses incurred. Such compensation shall not be made, however, in the absence of a proper receipt or a signed, detailed voucher attesting both to the amount and to the purpose of the expenditure. Travel on official business by personal car outside the district, but within the state, shall be compensated at a rate not to exceed tourist class air fare. Exceptions to these limitations shall be made only by a vote of the board. The district shall compensate board members for field trips and attendance at conventions of unquestioned benefit to the school district.

The district shall provide subscriptions to school board newsletter services, journals and bulletins of direct use to school board members as well as memberships in both state and national school board associations.

Board members to be eligible to receive payments under this policy shall obtain majority approval of the board for attending more than one national or out-of-Michigan conference during a fiscal year.

The superintendent shall approve payment for all requests. The superintendent may request the board president to approve selected reimbursement requests if he/she deems it advisable.

#### Attendance at Conferences, Conventions and Workshops

**Mileage** - All travel must be by a direct traveled route. Reimbursement will be at the prevailing negotiated rate per mile. If unusual circumstances prevail, they must be properly documented and approved on the reimbursement voucher by the superintendent.

**Rail, Bus and Airlines** - Transportation reservations will be secured through the superintendent's office and will be limited to single coach fare.

**Per Diem Allowances** - The rates established represent the maximum approved rates for employees. In computing the per diem allowance for continuous travel of more than 24 hours, the hour of departure shall be considered as the beginning of the day and

allowance for each 24 hour period until return. To be reimbursed, actual receipts must be submitted to the business office.

<b>Meals</b> - Thirty dollars per day:	Breakfast	\$ 5.00
	Lunch	\$10.00
	Dinner	\$15.00

Allowance for individual meal will be based upon the following schedule:

Breakfast - when travel commences prior to 7:30 a.m.

Lunch - when travel commences prior to 11:30 a.m.

Dinner - when travel commences prior to 5:00 p.m.

When an employee is entitled to a full day's allowance for meals, the amount for any particular meal is left to the discretion of the employee, but reimbursement for each day shall not exceed the maximum allowable. When meals are served, the traveler will not be allocated that meal allowance.

Payment for expenses cannot exceed the maximum amount approved by the supervisor.

A maximum of 75% for mileage and meals may be advanced. The balance will be paid when actual receipts are submitted to the business office on a Summary of Conferences Expenses, Form CE2.

**Lodging** - Actual cost supported by itemized receipt from the conference hotel is required. The cost of the room is not to exceed the lowest single room rate charged by that hotel. When two or more individuals attend the same conference, every effort will be made by administration to provide a double room. If an individual prefers a single room, a maximum of the one double room rate will be paid towards the two single rooms. No charges or direct billing to the district will be accepted for lodging.

Deviation from the above per diem schedule is allowable if approved by the superintendent, providing documentation is submitted to support the additional charges, along with the rational explanation for the excess charges.

**Miscellaneous Expense Items** - Miscellaneous expenses, incidental to the official travel, will be held to the minimum amount required for essential and efficient conduct of business. At no time will spouse's expenses be paid by the district.

**Taxicab** - Necessary taxicab fares from terminal or station to conference lodging and from conference lodging to terminal or station for return home. Taxicab ride should be shared when more than one individual from the district attends the same conference.

**Telephone** - Charges for official business are allowable and must be documented on hotel receipt.

**Parking Fee** - If personal car use is approved, reimbursement for parking will be made if validated by a receipt.

Registration Fees

Enrollment or registration fees for conferences, conventions, meeting of associates or organizations related to school goals are allowable for employees attending as official representatives.

Prepayment by the business office of registration fees will be made whenever possible. Requests must be made two weeks in advance for prepayment. Program literature must accompany the request for prepayment or reimbursement request.

Conference activities such as rental of rooms or promotional charges for special district activities must be approved in advance by the superintendent.

Postage, personal car charges such as gasoline, lubrication, towing, repairs, etc. are not allowed.

Approved: June 1, 1995

LEGAL REF: MCL 380.1254

Board member vacancies shall be filled within 20 days from the effective date of a resignation or other event (except a vacancy occurring by recall election), which causes a vacancy to exist. The vacancy shall be filled with a legally qualified person who is appointed by a majority vote of the remaining members of the board at a regular or special meeting of the board.

Persons appointed to fill a vacancy shall file acceptance of the office, including an affidavit of eligibility, with the secretary of the board, and shall take the oath of office prescribed by law. The appointee shall hold office until the next annual school election.

If a majority of the positions are vacant at the same time, the remaining members shall immediately call a special election to fill the vacancies.

Resignations are effective without acceptance or approval by the board.

When a vacancy on the board occurs, the following procedures shall be used by the board in filling the vacancy:

- (a) The board president, through public announcements in the news media, shall make known the vacancy has occurred and those persons interested in being considered for appointment should notify the secretary of the board by the deadline established by the board;
- (b) The board shall establish the criteria to be applied in making the appointment;
- (c) The full board, or a committee appointed by the board, shall review and screen applications to determine which candidates should be further considered for appointment. Screening by the full board shall be done in public session;
- (d) Those candidates screened for further consideration shall be interviewed by the board in public session; and
- (e) The board, by roll call vote of a majority of those elected and serving, shall determine which candidate shall be appointed to fill the vacancy.

Approved: June 1, 1995

LEGAL REF: MCL 380.1102-1104; 15.261-15.275 (Michigan Open Meetings Act); AG Opinion #5262, #6124

The board shall create no standing committees except the committee of the whole.

#### Temporary Committees

The board may choose, by vote, the establishment of special, temporary committees, or the committees may be appointed by the president of the board. They shall never have legislative or administrative power, but may be used for fact-finding, deliberative, or advisory functions.

When special temporary committees are appointed by the board or its president, their expected life, duties and responsibilities shall be carefully outlined. Such special committees shall be dissolved automatically upon submission of their final report.

The board shall establish such advisory committees as it deems necessary. The type and function of each advisory committee shall be dictated by the needs of the district for the special services of such committee. The president shall appoint all members of all advisory committees. Each advisory committee shall organize itself with assistance from the superintendent. The superintendent shall provide appropriate district material to each committee.

A line of communication shall be established between each committee and the superintendent and the board.

Each committee shall report to the superintendent and/or the board as the board may require by regulation or by procedure.

The board may dissolve any advisory committee at any time.

Committees established by the board shall: generally have three members of the board appointed to the committee; have a task specifically defined by the board; have designated time-lines for reporting to the board; have no power or authority to act on behalf of the board unless specifically authorized by the board; hold hearings only upon approval of the board; and limit activities and considerations to policy matters and recommendations. All reports submitted to the board shall contain the date; committee name; members present at committee meetings; and results or recommendations.

In appointing members of advisory committees, the president shall consider the recommendation of the superintendent and other members of the administrative staff, as well as the recommendations of individual board members.

As soon as an advisory committee has been appointed, the superintendent shall call a meeting of said committee for the purpose of organizing. At said meeting, the superintendent shall inform the committee of the area of its jurisdiction and the matters the board wishes the committee to consider in making its recommendations to the board. The committee shall meet as frequently as it deems necessary to accomplish the mission assigned to it by the board. It shall be the responsibility of the superintendent to be informed as to the progress the committee is making and to relay such information to the board.

At the request of the committee or on the initiative of the superintendent, the superintendent shall assign such school personnel to assist the committee in its study as the situation warrants. The superintendent shall exercise his/her discretion in providing such personnel.

At the request of the committee or at the discretion of the superintendent, the superintendent shall make available to the committee such material as the situation warrants and as may be available at reasonable times and at a reasonable cost.

At the request of the committee or upon the initiative of the board, limited financial assistance may be given to the committee. The board may request committees to submit budget requests to the board for approval.

As directed by the board or upon the initiative of the committee, the committee shall make reports to the board. The board shall be furnished with the minutes of each meeting of the committee within ten days following each such meeting. All minutes of said committee will be filed with the secretary of the board. Each committee shall submit a report of its activities and accomplishments to the board at least once every three months.

Whenever, in the opinion of the board, there is no longer any need for an advisory committee created by the board, the board shall dissolve such committee by appropriate board action. Each member of the committee shall be notified of the board's action. No committee shall exist longer than one year unless re-appointed by the board.

Meeting Structure

The following is a recommended order of business which should be followed by each board appointed or authorized committee: (1) call to order; (2) call the roll (sometimes omitted); (3) present the minutes of the previous meeting (most often sent in advance); (4) state the purpose for holding the meeting; (5) state briefly the program for the meeting; (6) discuss and resolve agenda items as they appear; (7) consider new business; and (8) adjourn the meeting.

Approved: June 1, 1995

LEGAL REF: MCL 15.263; AG Opinion #5183, #5183A, #5286

The board, in all phases of district operations, will endeavor to work through the superintendent, who shall direct district employees in regard to such operations unless mutually agreed upon between the board and the superintendent. The board shall extend to the superintendent responsibility for implementing board policy decisions.

Approved: June 1, 1995

The board may select and appoint qualified individuals or firms to provide the following professional services for the district: legal, insurance, architectural, and auditing/accounting.

The following criteria shall be considered by the board in its selection and appointment: certification and/or licenses; and training and experience, including that of partners and associates.

The superintendent shall be responsible for gathering appropriate background information and other information as requested by the board prior to any interviews or decisions by the board.

Approved: June 1, 1995

The board shall retain a qualified attorney and/or legal firm to handle all legal matters referred to him/her by the board and to receive such compensation as the board may provide. The duties of the attorney shall be prescribed by regulation.

Approved: June 1, 1995

The attorney for the district shall have the following responsibilities:

1. Upon request of the board president or superintendent, attend the meetings of the board and act as counselor;
2. Render a written opinion on a legal question when requested by the board;
3. Prepare or supervise the preparation of all legal papers and documents which shall be executed by the board officers; or shall approve same before execution thereof by the officers;
4. Provide such opinions or other legal information to the superintendent which may be necessary for the immediate or long-range conduct of the district;
5. Represent the district as specifically designated by the board in litigation to which the district may be a party or in which it is interested;
6. Shall, upon request, represent the board in the purchase or sale of any real estate;
7. Attend to and act on any matters the board refers to him/her for supervision, adjustment, and/or disposal;
8. Prepare all questions to be placed upon the ballot for regular or special elections;
9. Periodically provide progress reports to the board on legal matters referred; and
10. Perform such other services as requested by the board.

Compensation for duties and services shall be agreed to by the attorney and the board in the retention agreement which shall set forth the annual retainer and supplemental charges.

Only the president or superintendent are authorized to contact the attorney on legal matters concerning the district.

The board's legal counsel shall not provide personal legal assistance to individual board members, the superintendent, or members of the staff unless specifically authorized by the board.

In any dispute or potential divergence of interests between the board and superintendent, the superintendent shall not utilize the district's counsel to represent his/her interest.

The board may use consultants to assist the board in the operation of the district.

Approved: June 1, 1995

Sending of Flowers

District flowers of about \$50 in value will be sent in the event of death of:

- a. Teacher
- b. Employee
- c. Board member
- d. Administrator
- e. Student
- f. Retiree
- g. Immediate family of a-d (immediate family includes spouse, children and parents only)

When it is known that the family so desires, this \$50 will be applied instead to a memorial fund or contribution to a charity in the name of the deceased.

A card will be sent also to the injured, or in case of extended illness or hospitalization of a-e.

Telegrams may be sent as befits any occasion.

Weddings, baby congratulations, unusual commendations will be acknowledged by a card for teacher, board, administrator and employee.

Any building group or work group who knows an individual will do as they choose above and beyond the district's contribution of flowers or card.

It is essential that administrators or secretaries let the superintendent's secretary know of deaths, illness, injuries, honors, weddings, etc., we should acknowledge. Those who fail to report these events to central office must accept the blame face to face of the individual for the district's neglect of them.

Approved: June 1, 1995

Revised: December 19, 1996

In the case of death or serious illness involving a board member or staff member, or student, or a member of such person's immediate family (spouse, child(ren), mother, father), the superintendent may provide a suitable remembrance on behalf of the board or district. Such remembrance shall be in a form suitable to the circumstance and may take the form of, by way of illustration and not limitation; flowers, cards, plaque, etc.

The board supports a recognition program for staff, students, community members, board members and others who have demonstrated extraordinary service, achievements and accomplishments on behalf of the district.

The superintendent and board president shall be responsible for developing a recognition program for the district.

#### Board Member Recognition

A certificate of service shall be presented to each board member who completes at least four years of service on behalf of the district.

The board may give appropriate recognition to those members whose service extends for a period of ten or more years by passing a resolution recognizing the board member's service or by other appropriate means as determined by the board.

#### Staff Recognitions

The board may provide appropriate recognition for staff members who have completed five, ten, fifteen, twenty, twenty-five and thirty-five years of service to the district.

#### Staff Retirements

Retiring staff members who have completed at least fifteen years of service to the district shall receive appropriate recognition by the board. The superintendent shall inform the board at the beginning of each school year of potential retirees eligible for recognition.

Approved: June 1, 1995

The only mechanism for official action by board members is a duly called and legally conducted meeting as defined by law and these policies. Consequently, preparation for, conduct of, and action following board meetings become matters of crucial concern for the welfare of the district.

The primary focus of board meetings must be three-fold:

1. Assurance of adequate opportunities for discussion and deliberation among all interested parties to enable the board to arrive at sound decisions.
2. Decision-making primarily in the light of board adopted policies, with responsibility for administrative regulations and action delegated to the superintendent and staff.
3. Review of results through the monitoring of process and product reports to enable the board to exercise its leadership role effectively in guiding the district.

Board meetings are held to facilitate intelligent problem solving, which is done by deliberation among members, not by debate before citizens. This may be aided by hearing the petitions and suggestions from both citizens and staff.

The superintendent, supported by such staff as may be required, attends all meetings except those in which he/she or his/her salary is being discussed. Administrative participation is by professional counsel, guidance, and recommendation; as distinct from the deliberation and voting of the board.

It is desirable for the chairman of the board meeting to guide it, by means of the rules of order, to that easy informality that encourages the expression of all points of view in the deliberation and evaluation as well as in the voting. In order for that expression to be well informed, all staff reports, recommendations and supporting documents, as well as the minutes of the previous meeting, and the agenda of the current meeting, shall have been distributed in advance.

Organizational

The organizational meeting of the board shall be held according to current law.

Regular

The board shall hold at least one regular meeting each month. The schedule for regular monthly meetings shall be adopted at the board's organizational meeting by a majority of members elected to and serving on the board. A notice of the regular meeting schedule shall be posted at the entrance to the principal office of the board, the principal office of the district and within ten days after the organizational meeting.

The schedule of regular meetings or the regular meeting date may be changed by the board as provided in current law.

Special Meetings

A special meeting of the board may be called as provided under current law.

Emergency Meetings

The board may meet in emergency session in the event of severe and imminent threat to the health, safety or welfare of the public, when two-thirds of the members elected to and serving on the board decide that delay would be detrimental to the efforts to lessen or respond to the threat.

Information/Work/Study Sessions

Information/work or study sessions of the board shall be held as called by the president. Such sessions shall be open to the public and properly posted as board meetings. No action by the board shall be taken at such meetings.

Approved: June 1, 1995

LEGAL REF: MCL 15.261-275; 380.1201

No notification of regular meetings is required beyond the mailing or delivery of the agenda for the meeting. Members of the board shall be informed of the date, time, and place of any special meeting by written notice mailed not less than 72 hours prior to the special meeting or by delivery of said notice to members personally or by leaving the notice at each member's residence with a person of the household at least 24 hours prior to the meeting. The superintendent is responsible for the delivery of all notifications.

Approved: June 1, 1995

Upon written request and payment of a monthly fee, the schedule of regular meetings or the notice of special or re-scheduled meetings shall be delivered to any person or business by first class mail. Written and electronic news media are not required to pay any fee for the notification of any meeting of the board.

Approved: June 1, 1995

LEGAL REF: MCL 15.266

The determination of the agenda for board meetings are the joint responsibility of the superintendent and board president. An agenda item can be placed directly on the agenda by either of these officers. It is the intention of the board, however, to insure that there are reasonable avenues available for others to bring items before the board.

The superintendent shall distribute to each board member prior to each meeting appropriate material and written matter concerning items on the agenda, which then shall be referred to as the annotated agenda.

The board agenda shall be compiled by the superintendent in cooperation with the board president and shall include a period of time when the public may speak to the board. Other board members may request items to be placed on the agenda except at special meetings of the board.

A request by the public to place an item on the board agenda must be made to the superintendent or president at least seven days in advance of the meeting at which it is desired to have the item discussed. The request should include a brief statement of the matter to be brought before the board along with any background information available which may be provided to the board in advance of the meeting.

The superintendent in consultation with the president shall determine whether or not the matter is an appropriate agenda item for that meeting or a future meeting. The superintendent shall notify the person making the request whether or not the item will be placed on the agenda. If the item is placed on the agenda, the person making the request shall be allowed a reasonable amount of time to present or discuss the issue.

Items not placed on the agenda upon the request of a member or the public may be added to the agenda by the unanimous vote of the members elected to and serving on the board if the item is an action item. Generally, it shall be the board's policy to add items for action only in critical or urgent situations. Discussion items may be added by a majority vote of those members elected to and serving on the board.

The agenda and all supporting written material requiring action is to be delivered to each board member at least 48 hours prior to the meeting. The board will not act when such information has not been made available in advance, unless the administration demonstrates the nature of the emergency (Cf. 8344) and the board, by majority vote, agrees that failure to act would constitute a threat to the safety or well being of personnel or property of the district.

Preparation for Meeting

1. Everything to go to the board must go through the superintendent's secretary with one copy each for the superintendent.
2. Everything to go to the board must be given to the superintendent's secretary by at least noon on Mondays before Thursday board meetings.
3. Anything sent in to the central office to go to the board should be addressed to "superintendent's secretary," or "board," or in secretary's name. If it waits in the superintendent's mailbox it could be left out. He/she does not always see his/her mail every day.
4. The schools' mail carrier will make deliveries to the board on Monday before board meetings at 3:00 p.m. Other trips will be made as materials accumulate and as trips appear necessary. Where possible, special trips will be minimized for second collection of materials for board meetings.
5. All items must be in board hands 48 hours in advance or they cannot be considered by the board.
6. Color Code: Colored paper or spots should be used as follows:

Blue:	Policies
Pink:	Regulations
Yellow:	Urgent, important, must be read
Goldenrod:	Board agenda
White:	Information

Other colors for effect as desired.

Note: such items as are on blue and pink are considered binding orders, the “laws” of the district, as is the master contract.

7. Board materials to be coded upper right hand corner with agenda item number whenever possible.
8. All items are required by regulations to be dated.
9. Items to be given to the board require:
  - 13 copies if for board alone (7-board, 2-superintendent, minutes)
  - 34 copies if to be included in all recipients of agendas
  - 50 copies or more if to be available for public at the meeting
10. Superintendent requires that administrators do not surprise him/her at board meetings with items unknown to him/her. All matters administrators intend to bring up must be known to the superintendent before the meeting.

Approved: June 1, 1995

The board shall be governed by rules of procedure as adopted by the board and in accordance with *Robert's Rules of Order*.

Parliamentarian

The board shall appoint a parliamentarian who shall ensure that the handbook of policies, administrative regulations and bylaws, the Michigan School Code, and the latest edition of *Robert's Rules of Order* are present at each meeting of the board. He/she shall keep himself/herself aware of the efficient use of these three tools for the orderly accomplishment of the business before the board.

Approved: June 1, 1995

A majority of the members elected to and serving on the board shall constitute a quorum. A majority of the members elected to and serving on the board is required to approve a motion.

Approved: June 1, 1995

LEGAL REF: MCL 380.1201

The board shall take action by way of motions. No motion may be acted upon until it has been duly seconded by a member of the board. The vote on all motions shall be by “yes” and “no” or a roll call vote. Following each vote, the president shall announce that the motion carried or failed by a vote of \_\_\_\_\_ affirmative votes to \_\_\_\_\_ negative votes. The minutes shall indicate whether a motion passed or failed. Each board member may have the privilege of explaining for the record any vote, be it affirmative, negative or abstaining at the discretion of the president.

#### Conflict of Interest

When a member of the board or an employee determines that the possibility of a personal interest conflict exists, he/she should disclose his/her interest prior to the matter being considered. The disclosure shall become a matter of record in the minutes, and he/she shall abstain from participation in both discussion of the matter and/or the vote. When deemed appropriate, he/she shall temporarily excuse himself/herself from the table.

All matters in which there is a disclosed conflict of interest shall be then approved by a 2/3 vote of the board members elected to and serving on the board without the vote of the abstaining member.

It is not the intent of this policy to prevent the board from contracting with corporations or businesses under the competitive bid law because a board member is an employee of the firm.

Approved: June 1, 1995

LEGAL REF: MCL 15.321-330

The secretary or temporary secretary of the board shall be responsible for keeping the minutes or to see that minutes of every meeting of the board are kept. A recording secretary, not a member of the board, may be appointed by the board and shall attend all meetings and record all actions of the board. Such minutes shall be reviewed and signed by the secretary of the board or acting secretary. The minutes of the meeting of the board shall include the following:

1. The classification (regular, adjourned, or special), date and place of meeting.
2. The call to order starting time, person presiding and his/her office.
3. The record of the roll call of board members.
4. A notation of the presence or absence of the superintendent and a notation of other staff members.
5. A record of any corrections to the minutes of the previous meetings and the action approving them.
6. A record of all communications presented to the board.
7. A record of the hearing of all petitions of citizens.
8. A record of any reports of members or staff members.
9. A record of each motion placed before the board.

The minutes shall be permanently filed and indexed for reference purposes.

All reports requiring board action, resolutions, agreements and other written documents may be made a part of the minutes by reference and placed in the files as a permanent record.

#### Recording of Votes

A member may request that his/her vote be recorded and he/she also may append at that time a statement indicating the reason for his/her vote.

Copies of proposed minutes of an open meeting shall be provided upon request to members of the public within eight business days of the meeting and copies of approved minutes within five business days of the meeting at which they were approved. Minutes shall be presented for approval at the next meeting of the board and copies shall be sent to all board members prior to said meeting.

Minutes of closed meetings shall not be made public except as specified by current law.

Approved: June 1, 1995

LEGAL REF: MCL 15.269; AG Opinion #6353

The general public shall be invited to attend all board meetings, except closed sessions.

At each meeting of the board, the president or the presiding board officer shall welcome all visitors to the board meeting.

The board president shall, at the appropriate time, ask those members of the public attending the board meeting if any of them have something to bring to the attention of the board. All those wishing to address the board shall be subject to the following procedural regulations:

- a. The public participation portion of the meeting shall be limited to one-half hour. An exception can be made so that no one's right to address the board will be denied.
- b. Each person shall be allowed to speak for up to five minutes, except where the number of speakers exceeds the time limit. In those instances, the board president may either reduce the five-minute limit to a three-minute limit for each speaker or the board may waive the one-half hour time limit and establish a longer time period.
- c. Each person wishing to address the board may identify themselves by name and address. If the person is representing an organization or group, the person should indicate whether the comments or presentation represents the official view of the organization or group.
- d. If a delegation is present to address the board, the delegation may select up to five representatives to speak on its behalf, for a total of not more than 15 minutes.
- e. All written statements should be given to the board secretary so that copies may be made available to all board members. All written statements and documents presented to the board by an individual or group during the meeting are considered public documents.
- f. Individuals addressing the board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a board member or district employee which are totally unrelated to the manner in which the board member or employee performs his/her

duties. If the comments constitute a complaint against a board member or employee, the board member or employee has a right to request a closed hearing.

- g. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the superintendent for investigation, study, and recommendation or designated as future agenda items for board consideration.

Handling of Complaints (Cf. 9450)

Complaints shall first be considered through proper channels before being considered by the board.

Approved: June 1, 1995

LEGAL REF: MCL 380.1808; 15.263(1); 15.268

At the beginning of each school year, all news media shall be invited and encouraged to attend all board meetings, except closed sessions.

Broadcasting and Taping

All meetings for the conduct of the affairs of, and the transaction of business by, the board, except committee and subcommittee meetings shall be open to the public. Broadcasting and taping of the public board meeting shall be subject to rules adopted by the board.

Reporting Board Meetings

The superintendent shall institute and maintain an effective procedure for prompt dissemination of information regarding board action after board meetings.

Approved: June 1, 1995

LEGAL REF: MCL 15.261 *et. seq.*

At each meeting of the board, the board may provide seating for all members of the news media present and shall give all such persons full cooperation in explaining any action or consideration taken by the board. The superintendent may provide copies of the board agenda to all news media prior to each meeting of the board upon request or as required by law.

#### Broadcasting and Taping

The use of cameras, photographic lights and recording devices at any meeting of said board shall be subject to the following rules, which are designed to ensure the orderly conduct of the proceedings.

#### Cameras

The use of cameras at any said board meeting shall be permitted only when, in the judgment of the board, the use or proposed use of any camera will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the camera or the proposed user thereof.

#### Recording Devices

Use of recording devices at any said board meeting shall be permitted when, in the judgment of the board, the use or proposed use of any recording device will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the recording device or the proposed user thereof.

All recording devices together with all appurtenances and paraphernalia, including microphones, shall be kept in the area designated for the media; and recording devices, microphones or other appurtenances shall be allowed on, under or in the immediate vicinity of the board conference table only with board permission.

No cameras or recording devices shall be allowed at closed sessions of the board.

Reporting Board Meetings

The media, members of the public, and staff shall be informed of actions and decisions of the board through the minutes of the board and press releases when appropriate.

The board may meet in closed session as provided for under current law. The minutes of any closed session shall be kept separate from the minutes of the regular or special meeting and shall not be a matter of public record except as provided for under current law.

Any board action taken as a result of a closed session shall be taken in a public meeting and recorded as such.

Approved: June 1, 1995

LEGAL REF: MCL 15.268

**NOTE A public body may meet in closed session only for the following purposes: (a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing; (b) To consider the dismissal, suspension, or disciplining of a student and if the student's parent or guardian request a closed hearing; (c) For strategy and negotiations sessions if either party requests a closed hearing; (d) To consider the purchase or lease of real property; (e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation; (f) To review the specific contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential; and (g) To consider material exempt from discussion by state or federal statute.**

The board shall oversee and review its policies and shall, as needs dictate, delete, amend and supplement existing policies and adopt new policies.

Policy Draft Writer

The superintendent, or a person designated by the superintendent, shall draft all recommended policy changes, including new policy recommendations.

Attorney Involvement

Policies and rules of the board may be submitted to the board's attorney to determine the legality of said policies and rules before they are submitted to the board for final approval.

Staff Involvement (Also 5140)

In formulating policy recommendations to be made to the board, the superintendent may involve members of the entire staff in the formulation of such policy.

Community Involvement

To the extent possible, the board may involve members of the public in the development of board policy.

Student Involvement (Also 8150)

To the extent possible, the board may involve students in the development of board policy.

Approved: June 1, 1995

The superintendent, as the need arises, shall advise the board when he/she is of the opinion that a policy should be changed or supplemented and present to the board the reasons therefor.

#### Attorney Involvement

Before recommending any policy change or addition to the board involving a legal matter, the superintendent may first have any such policy change or addition examined by the school district's attorney for the purpose of ascertaining the legality of said proposed change or addition. The opinion of the attorney shall be attached to each recommendation made by the superintendent if requested.

#### Staff Involvement (See 2750)

The superintendent may solicit recommendations from the entire staff in regard to the workability of present policies, needs for change and new policies. The superintendent, in formulating his/her recommendations to the board, shall consider the recommendations made to him/her by the staff.

#### Community Involvement

The board may advise the public, through the news media and other means, that the board welcomes suggestions and ideas in regard to board policy.

#### Student Involvement (See 8150)

By classroom teacher announcements, notices in student publications and by other means to be adopted by the board, the board may invite students of the district to submit ideas and suggestions to the board in regard to the development of board policy. In adopting or changing board policy, the board shall take into consideration those ideas and suggestions submitted by the students.

#### How Policies May be Proposed

Any board member, administrator, staff member, parent or student may propose a policy.

This is done by presenting the proposal, in writing, to the superintendent. The superintendent will advise the proposer that he/she approves, disapproves, suggests alteration, or will draft an alternate proposal.

The proposed policy, along with the superintendent’s recommendation and suggestions, will be presented to the board at a regular session.

How Policies Are Adopted

Follow this form for implementation:

1. Policy name \_\_\_\_\_ number \_\_\_\_\_
2. Proposer \_\_\_\_\_ Date given superintendent \_\_\_\_\_
3. Superintendent’s recommendation \_\_\_\_\_  
\_\_\_\_\_
4. First hearing, date \_\_\_\_\_ requires two board members to support or proposal is dead (print proposal on white)
5. Advertisement, yellow, corrected copy from changes made at first hearing will be sent to all holders of the handbook of policies, regulations and bylaws within five days of first hearing.

This list includes:

All board members  
 All Willow Run administrators  
 Education Reporter, Ypsilanti Press  
 Ann Arbor News Edition, Ypsilanti  
 Courier

Chief Steward, Local 3451  
 Director, WLEA-Willow Run Unit  
 All WREA Building Representatives

6. Final hearing, date \_\_\_\_\_ will be four weeks from date of first hearing.
7. Disposition \_\_\_\_\_
8. Dissemination: Approved policy on blue mimeograph to be sent to all holders of handbook of policies, regulations and bylaws.

The board shall adopt new policies and delete or modify existing policies as the need arises. All rules and regulations found in handbooks for students, teachers or other employees and supplements thereto may be reviewed by the board for compliance with board policy.

Policy Dissemination

Changes in board policy shall be disseminated in the manner provided by the superintendent.

Policy Review

The board shall oversee and review its policies and rules as the needs arise.

Approved: June 1, 1995

**Superintendent's Review** - The superintendent shall not transmit to the board any of the proposed policy statements which he/she receives until he/she has had time to advise the proposer of any suggested changes, formed a recommendation for approval or denial, or drafted an alternative statement on the same subject.

**First Hearing** - Any new policy statements, along with policy revisions, shall receive the support of two or more members and superintendent's review and may be scheduled for a final review to be held at a meeting not less than four weeks after the first hearing.

**Advertisement** - The text of all statements scheduled for final hearing shall, within one week, be distributed to all holders of the handbook of policies, regulations and bylaws, along with a notice of that final review which shall include its date and the following paragraph:

Their careful consideration is encouraged and we welcome lay and professional recommendations alike. These may tell why the board should approve or why disapprove the advertised statement of policy or why approve only after changing the text in some specific way. All such recommendations are to be returned to the superintendent's office not later than noon Tuesday of the week preceding the final hearing. After processing these recommendations, the superintendent shall distribute them to the board members in advance of the meeting.

**Final Hearing** - At this meeting, the board shall consider the text, the written recommendations received from and via the superintendent and may dissolve itself into a committee of the whole to receive oral recommendations as well. Particularly important is the recommendation of the board's attorney which should note the legal ramifications and supply any legal references still required.

#### Policy Dissemination

Following adoption, these policies shall be printed in standard format, on three-ring, pre-punched, sturdy (not less than 20 lbs.) standard blue paper and distributed to all holders of the handbook of policies, regulations and bylaws and to all holders of the

particular subset of policies which may be contained in special handbooks (e.g., teachers' or students' handbooks). A copy of the board policy handbook shall also be kept in the central business office. Each board member shall be furnished a copy of said policy handbook, and the superintendent may also designate which administrators shall be furnished with copies of said policy handbook.

The superintendent's secretary shall keep a running historical set of board policies which shall reflect all revisions, amendments or other such actions pertaining to every policy and rule.

All rules/regulations or procedures developed pursuant to the board's policies shall conform to the intent of said policies. The board need not formally approve administrative rules/regulations or procedures except in those instances in which the superintendent or legal counsel believe such formal adoption shall be necessary or desirable because of potential litigation, public attitudes, or possible student or staff reaction. The board gives the superintendent authority to develop and implement all necessary rules/regulations or procedures authorized by board policy or state statute. All rules/regulations or procedures shall be published in the appropriate staff and student handbooks.

Any appeal to the board from the superintendent's administration or request for interpretation of any policy or regulations shall be made in writing and shall set forth the circumstances of the case in question and the grounds for requesting relief from such ruling. Such requests shall be submitted to the superintendent and the board secretary for presentation to the board at a regular meeting and the action of the board in the case shall be communicated to the petitioner by the board secretary or by the superintendent.

Approved: June 1, 1995

The superintendent shall keep the board informed of any rules/regulations or procedures developed to implement board policy and shall periodically present them to the board for review. The board may veto any administrative rule/regulation or procedure when, in the judgment of the board, it is inconsistent with board policy or board intent.

Rules/regulations or procedures may be issued directly by the superintendent without adoption of board policy.

Before being issued, rules/regulations or procedures shall be properly titled and coded in conformance with the codification system used in the district. All rules/regulations or procedures issued to implement board policy shall be made a part of the policy manual and copies shall be provided to all holders of board policy manuals. Staff, students and patrons of the district shall be informed of any rules/regulations or procedures affecting them as individuals or as a group.

When action must be taken and no guidelines have been provided for administrative action, the superintendent shall have the power to act. Such decisions shall be subject to review by the board at its next regular meeting. It shall be the duty of the superintendent to notify the board of such action and to advise the board for needed policy.

Approved: June 1, 1995

The policies and/or bylaws of the board shall be subject to suspension only upon a majority vote of the members elected to and serving on the board, at a meeting in the fall for which the proposed suspension has been described in writing, or upon a unanimous vote of all the members of the board when no such written notice has been given.

Approved: June 1, 1995

The board shall keep such board records as shall be necessary for the understanding of their actions. In addition to those records required to be kept by law, the superintendent shall be responsible for the designing and keeping of such other records as are necessary for the efficient operation of the district.

Information Management (Cf. 2800)

The board recognizes the need for its records to be stored as a blend of printed, bound and electronically recorded (i.e., audio tape, video tape, micro-fiche, computer disk) material. The securing, cataloging and storing of all records shall be the responsibility of the superintendent.

The superintendent shall establish procedures ensuring security, safety and confidentiality of all electronically stored records. Fees and charges for retrieval of all electronically stored records shall be established by the board to maintain cost effectiveness while providing a high level of service.

Annual Educational Report

The board shall issue an annual education report to the district's constituents in the manner prescribed by current law. The superintendent shall determine if information over and above the statutory requirements will be included in the report. The board shall be given a copy of the preliminary report by the June board meeting.

Annual Reports (Cf. 2850)

The superintendent shall furnish the board with such annual reports as the board may require by regulation or as requested by the board.

Academic Reports

The superintendent shall report annually to the board concerning the academic testing program of the district. The report may be either oral or in writing at the discretion of the board.

Financial and Annual Reports

All financial and annual reports shall be prepared and submitted as provided for in current law.

Approved: June 1, 1995

The board, annually, shall consider memberships in the Washtenaw County School Boards Association and the Michigan Association of School Boards. Through membership in MASB, the board is an indirect member of the National School Boards Association. The board and its members shall actively participate in the activities of these organizations insofar as possible.

The board has authorized membership in the MASB Legal Trust Fund and shall annually consider continued membership in said fund by approving payment of annual dues as determined by the MASB board of directors.

When recommended by the superintendent and approved by the board, the board may maintain memberships in other educational associations or organizations through which the district may derive benefits.

Dues and membership fees to local, state and national educational organizations shall be budgeted for and provided by the board. Materials and other benefits of institutional memberships shall be distributed and used to the best advantage of the district.

#### Liaison with School Boards Associations

The board annually shall appoint one of its members to serve as liaison to the Michigan Association of School Boards. It shall be the responsibility and duty of the liaison member to keep the board informed of MASB activities and call attention to board actions which might be appropriate in relationship or support of those activities.

Approved: June 1, 1995

Board members shall:

Attend all scheduled board meetings insofar as possible and become informed concerning the issues to be discussed at board meetings;

Make policy only after full discussion of the issues at publicly held board meetings;

Encourage the free expression of opinion by all board members, and seek systematic communications between the board, students, staff, and all elements of the community;

Work with other board members to establish effective policy and to delegate authority for the administration of the schools to the superintendent;

Communicate to other board members and the superintendent public reaction to board policy and district programs;

Become informed 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;

Support the employment of those persons best qualified to serve as district staff and insist on a regular impartial evaluation of all staff;

Avoid being placed in a position of conflict of interest and refrain from using the board position for personal or partisan gain; and

Take no action that will compromise the board or the district's staff and respect the confidentiality of information that is privileged under applicable law.

Board Member Responsibilities

The board shall transact all business at legally called and noticed meetings. No board member shall have the power to act in the name of the board outside board meetings unless that person has been specifically designated to do so by official board action.

The board shall make the staff and citizens aware that only the board, not individual members, has the right to take official action for the district. Board members may be contacted for discussion of district business or for complaints. The board member may listen, but shall not make a commitment on behalf of the board. The individual board member does not and cannot speak for the board or the superintendent.

If a specific complaint needs attention, the board member shall explain to district's chain of command for handling complaints or refer the complainant to the superintendent. The board member also shall inform the complainant the process for bringing items to the board through the board's agenda or through the public participation portion of the board meeting.

Approved: June 1, 1995

LEGAL REF: AG Opinion #5286

The board shall keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.

The board will work with its legislative representatives, with the state school boards association, the National School Boards Association, and other concerned groups in developing an annual, as well as long-range, legislative program.

The board annually shall designate a person - who may or may not be a member of the board - to serve as its legislative representative. This person shall be authorized to speak on the board's behalf with respect to legislation being considered by the state legislature or the United States Congress or their representative committees. In all dealings with individual elected representatives, the legislature, or Congress, the board's representative will be guided by the official positions taken by the board.

#### Legislative Representative

A legislative representative shall serve as the board's liaison with the state school boards association. This representative shall attend state school boards association meetings and convey local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative shall monitor proposed school legislation and inform the board of the issues.

Approved: June 1, 1995

Purpose

To establish the procedure by which legislative matters will be handled.

Recommended Legislation

All requests for proposed legislation will be directed to the board's designated representative. The request will then be reviewed to determine if it is to be included as a part of the district's legislative package.

The board will finalize the complete legislative package.

When legislative items are introduced that are not directly related to the adopted goals, the superintendent and designated representative will confer with the board prior to taking a position on such items. If time does not permit discussion with the board, the president and/or vice-president will be contacted. If they are not available, two board members will be contacted.

Legislative Presentations

Oral and written presentations made in behalf of the district must receive prior approval of the board.

The following are guidelines for presenters:

- All oral presentations should be brief and to-the-point.
- A copy of the presentation should be typed:
  - One copy to the superintendent;
  - One copy to each board member;
  - One copy for each committee member.
- The board's designated representative will notify the superintendent and board president of the time and place of the hearing when presentations are made.

The board and superintendent shall cooperatively develop an evaluation plan that annually assesses various aspects of the board's functions and roles.

The primary purpose for board self-evaluation is for the improvement of board member leadership. In evaluating the board's functions and roles, the board may focus attention to the following:

1. The board shall assess the needs of the district's students, establish priorities, and allocate the personnel and financial resources to meet the student's needs;
2. The board shall know the standards against which they will evaluate themselves and be involved in the development of those standards;
3. Evaluation shall be at a scheduled time and place with no other items on the agenda;
4. The evaluation should be a composite of the individual board members' opinions;
5. The evaluation should include a discussion of strengths and weaknesses; and
6. The board should be free to comment on any area related to its function of directing the district.

Approved: June 1, 1995