## 1000- BOARD BYLAWS

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1000 **Introduction and Information**

The Board shall establish the bylaws necessary for the effective and efficient functioning of the Board and those policies and procedures that 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 a Superintendent 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.

Approved: 9-18-00
LEGAL REF:  MCL 380.11a
1005  **District Authority**

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: 9-18-00

LEGAL REF:  MCL 380.11a
1010 **District Legal Status**

The legal basis for the School District of the City of Pontiac, Michigan 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 be the School District of the City of Pontiac, Michigan, Oakland County, and the District shall operate as a general powers school district.

Approved: 9-18-00

LEGAL REF: Michigan Constitution, MCL 380.11a; 380.601 *et seq.*
1015 **District Mission Statement**

The mission of the School District of the City of Pontiac, in partnership with students, parents and community is to create a learning/teaching environment that ensures quality and equity for all children to succeed.

Approved: 9-18-00

1020 **Bylaws**

The exercise by the Board of its powers granted by statute, the conduct of its affairs, and the rights and powers of its members, directors, and officers shall be governed by these bylaws, in accord with the laws of the State of Michigan and the regulations of the Michigan Department of Education.

Approved: 9-18-00

LEGAL REF: 380.11a (6)
1030 **Board Membership**

The Board is composed of seven (7) members serving four (4) year terms, and elected at an election held on the first Tuesday after the first Monday in November as prescribed by law.

**Term of Office**

The term of office of a Board member shall begin on January 1 following his/her election, or immediately upon Board appointment. The term of a Board member shall end on December 31 of the year his/her term expires.

Approved: 9-18-00
Revised: 5-18-09

Legal Reference: MCL 380.11a; MCL 168.301 – 168.315; MCL 380.1201; MCL 380.1202; MCL 380.1206

See resolution revision of Board term and the date adopted by the Board on September 22, 2008.
1032  **Powers and Duties of the Board**

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 Statues of the State of Michigan.

**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.

2. **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 that 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.
1032 Powers and Duties of the Board

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 the 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: 9-18-00

LEGAL REF: Michigan Constitution, Article VIII; MCL 380.10, 380.11 et seq.
School District 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.

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.

Acceptance of Office

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 newly-elected Board member shall file an acceptance of office as well as an affidavit of eligibility and shall take the oath of office as prescribed by law. The oath shall be re-administered at the organizational meeting of the board, by a person selected by the newly elected board member. If for filling a vacancy, the oath shall be re-administered at the next official meeting of the board, by a person selected by the board member filling the vacancy.

Approved: 9-18-90

LEGAL REF: MCL 380.1010, 380.1102, 600.1440

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 November as prescribed by law.

Nominating Petition

Candidates for election shall file nominating petitions with the 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 January 1 following his/her election the first Tuesday after the first Monday in November, and shall end on December 31 of the year his/her term expires.
1100  **School District Elections**

  **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**
  The Board, upon recommendation of the Superintendent, shall appoint election inspectors. A member of the Board may serve on the Board of election inspectors unless the member is a candidate for election or unless the question of the issuance of bonds is submitted at the election.

Approved: 9-18-00
Revised: 5-18-09

LEGAL REF:  MCL 380.11a; MCL 168.301-315; MCL 380.1206
1150 **Board Officers**

The officers of the Board shall be President, Vice-President, Secretary, and Treasurer, and such assistant secretaries and assistant treasurers as the Board determines. The President and vice-President shall be Board members. The secretary, treasurer, and assistant secretaries and treasurers need not be Board members.

**President – Duties**

The President shall:

- Preside at all Board meetings;
- Countersign orders legally drawn by the Secretary upon the Treasurer for money to be disbursed on behalf of the District;
- Cause an action to be prosecuted in the name of the District on the Treasurer's bond in the case of a breach of a condition of the bond;
- Designate the studies of fact finding that shall be furnished by the administrative staff when necessary to the deliberation of the Board;
- Sign legal documents and reports in behalf of the Board;
- Call special meetings of the Board in accordance with Board policy;
- Confer with the Superintendent on matters which are important to the welfare of the schools;
- Serve as the official representative of the Board at meetings and in discussions concerning community problems or plans; and
- Perform such other duties, as the position requires.

**Vice President – Duties**

The vice-President shall succeed to the office of President when a vacancy in that office occurs. In the absence of the President, the Vice-President shall serve as presiding officer of the Board and shall exercise all the powers and bear all the responsibilities of the office of President, including the following duties:

- Preside at Board meetings when the President is unable to attend;
- Perform other duties appropriate to the duties of the office of Vice President;
- Succeed to the office of President when a vacancy in that office occurs.
Board Officers

Secretary – Duties

- The Secretary of the Board shall keep a full and accurate record of the proceedings of the Board;
- Send out notices of Board meetings;
- Act as chief elections officer of the district;
- Carry out other functions designated by the Board;
- Prepare reports as required by the state Board; and
- Draw and sign orders upon the District Treasurer for money to be disbursed by the District. Each order shall be properly numbered and dated, shall specify the sources of the funds called for, the purpose for which, and the fund upon which the order is drawn;

A member of the school staff designated by the Superintendent may aid the Secretary in the discharge of these duties.

Treasurer – Duties

- Sign legal documents required by statute and authorized by the Board;
- Have care and custody of all monies of the District;
- Keep proper books of accounts;
- Keep an account of interest received from invested school funds, and credit interest received to the appropriate fund accounts;
- Pay out funds for the purposes specified by law, or, in the case of gifts or donations for the purposes for which the money is given or donated, on proper orders signed by the Secretary and countersigned by the Board President;
- Perform other duties the Board may prescribe in its bylaws relating to the administration of District funds;
- Deposit funds of the District with a bank or banking corporation or trust company designated by the Board in the proportion and manner directed by the Board;
- Pay orders of the Secretary when lawfully drawn and countersigned by the President out of the money belonging to the fund upon which the orders are drawn;
- Cause a record book to be kept in which money received and disbursed shall be entered, the sources from which money is received, and the person to whom and the objects for which money is paid;
Board Officers

- Present the Board at the close of the school year a written report containing a statement of money received during the year and of each disbursement made;
- Perform other duties required by law or by the Board.

Duties of Trustees

- Administer oaths;
- Have care and custody of all school property

Approved: 9-18-00

LEGAL REF: MCL 380.11a
1152  Organization of the Board

The organizational meeting shall occur in July of each year.

Commencing July 2014, in accordance with Policy 1152-R, the Board shall meet on or before the second Monday of July of every year to elect a President, a Vice-President, a Secretary and a Treasurer. The President and Vice-President shall be members of the Board, but the Secretary and Treasurer need not be members.

(Section 231 of the School Code of 1976, MCLA 380.231)

Approved: 9-18-00
Revised: 5-18-09
Revised: 7-11-11
Revised: 6-30-14

LEGAL REF:  MCL 380.11a; MCL 168.301-315; MCL 380.1206

1152-R  Election of Officers and Length of Term

Commencing October of 2012, Election of Board officers shall occur every year at the annual organizational meeting of the Board held in July.

The length of term for the Board officer positions shall be one year.

The Superintendent will chair the organizational meeting until a President is elected.

Approved: 9-18-00
Revised: 5-18-09
Revised: 7-11-11
Revised: 10-15-12

LEGAL REF:  MCL 380.11a; MCL 168.301-315; MCL 380.12006

1155  Removal of a Board Officer From Office

The Board may remove a member from a Board officer position and shall elect another Board member to the office.

In the event of a motion to remove an officer of the Board from office, the officer in question shall first, be asked by the person making the motion to step aside and allow another officer or trustee to temporarily perform the duties of that officer. The officer in question may elect to voluntarily resign the office prior to the motion, discussion and vote.

Approved: 6-2-03

LEGAL REF:  MCL 380.11a
**New Board Member Orientation**

Board members elected 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.

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 receive copies of all agenda, reports and other communications normally received by regular Board members except information or material of a confidential nature.

Approved: 9-18-00
1162 Board Member Development Opportunities

The Board recognizes the need for continuing in-service training and education and encourages the participation of all members at these specific categories of activities as a part of their official duties: conferences, workshops, in-service programs, and conventions, at the local, regional, state and national levels. A Board member's actual and necessary expenses shall be paid for or reimbursed when the member attends any of these activities.

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 Secretary shall prepare a calendar of annual conferences, workshops, in-service programs, and conventions that Board members may wish to attend. The Superintendent and Board Secretary shall update the calendar with additional in-service programs for Board members, as the programs become known. The Board shall periodically review the calendar and designate those activities for Board member participation along with limitations as to the number of persons attending specific events.

The Superintendent and Board Secretary are responsible for authorizing requests for attendance of Board members at approved meetings if the requests come within budgeted appropriations and limitations.

The Superintendent and Board Secretary 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.

Board Member Certification

The Board encourages that each Board member become certified through the Michigan Association of School Boards Board Member Award Program during the first two years in office.

Expense reimbursement shall be in accord with policy 1168 and district procedures.

Approved: 9-18-00

LEGAL REF: MCL 380.111a; 380.1254; 388.1764b
1167  Compensation

The Board may authorize compensation for its members for attendance at any regular
meeting of the Board, or authorized duty, if the duty is related directly to the member's
responsibility and is authorized in advance by the board.

The Board's compensation is $81.50 per meeting.

Approved: 9-18-00

LEGAL REF:  MCL 380.11a
Board Member Insurance

The district shall provide school Board member liability insurance for the protection of Board members in accord with Section 691.1409 of the General School Laws.

Approved: 9-18-00
1170 Board Position Vacancies

Board member vacancies shall be filled within 30 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 Board, in filling the vacancy, shall use the following procedures:

a. The Board President, through public announcements in the news media, shall make known that 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: 9-18-00

OAG, 1983-1984, No 6124, p 36 (February 9, 1983)
1175 Reimbursement for Expenses

Board members shall be reimbursed for actual and necessary expenses incurred as a result of attendance at board-approved workshops, seminars, conferences, or conventions.

A board member shall not be reimbursed for any travel expense, unless the board in advance of the travel has approved the expense. In exceptional circumstances, the board members may seek retroactive approval for travel if, in the opinion of the board, the need to travel could not have been reasonably foreseen in sufficient time to obtain advance approval.

Board members who incur expenditures for spouses or others accompanying them will not be reimbursed.

Board members who incur expenses for entertaining (meals, etc.) other persons while attending a board-approved or non-approved workshop, seminar, conference or convention will not be reimbursed.

Board members who incur expenses related to alcoholic beverages and/or laundry shall not be reimbursed.

In order to receive reimbursement for expenses, an expense form (as established for all district employees); along with supporting receipts shall be submitted to the superintendent’s office for processing and payment. Board members who provide their own transportation shall be reimbursed for each mile actually and necessarily traveled in attending workshops, seminars, conferences, or conventions (current rate, set by federal guidelines).

1. Board members may use a district corporate credit card for travel within the following guidelines:
   a. The board member will not have physical possession of the card.
   b. A corporate Visa/Master Card will be issued to specified school district staff, with restrictions prohibiting cash advances.
   c. Staff will make advance travel arrangements and release the card number as appropriate, e.g., to purchase airline tickets.
Reimbursement for Expenses

1175  d. Charges that require on-site signature will require special arrangements in advance, e.g., hotel accommodations. These arrangements include an advance statement to the vendor that the board member is authorized to sign for charges. The board member will then be given a packet consisting of a statement that s/he is authorized to sign for specific charges on specified dates, along with a copy of both sides of the card. The board member must present the authorization packet when signing.

2. In exceptional circumstances a board member may seek retroactive approval for travel if, in the opinion of the board, the need to travel could not have been reasonably foreseen in sufficient time to obtain advance approval.

3. Charges for transportation shall be limited to the lesser of (a) the actual charges incurred by the member, or (b) the round trip coach class air fare plus charges for limousine, taxi or other form of public transportation to and from the airport. First class airfare will be allowable if ticket agent certifies that less expensive accommodations were not available and if advance accommodations cannot be made to allow for timely arrival at the intended destination.

4. Costs incurred by use of a personally owned automobile will be reimbursed (subject to the limitations contained in paragraph 2) at the same rate that administrators who drive a personally owned automobile are entitled to receive. If transportation is necessary during travel, no more than two vehicles will be rented. Additional vehicles may be rented only under extenuating circumstances.

5. Charges for lodging will be limited to single room rates unless the member is sharing a room with another board member or school district employee.
1175 Reimbursement for Expenses

6. The total charges payable by the district for any one trip shall be limited to the sum of:
   a. a $65.00/day allowance for meals
   b. the actual cost for lodging and business expenses
   c. transportation costs and
   d. registration fees and similar charges (i.e., specific banquets and/or other meeting
      meals) incurred in connection with attendance at conferences, seminars,
      meetings conventions or institutes,
   e. reasonable cost of telephone expenses, not to exceed three calls and/or 30
      minutes per day unless there is an emergency situation or extenuating
      circumstances, and
   f. appropriate additional gratuities, i.e., bellman, parking, etc.

7. A board member who has obtained approval for a trip may request an advance for
   the payment of the necessary costs, not to exceed the maximum charges provided for
   paragraph 5.

8. A board member who receives an advance under paragraph 6 shall account for all
   advanced funds within 30 days of his/her return submitting supporting
   documentation. Receipts for expenses shall be required for all sums included in such
   accounting except the following:
   a. Mileage charges for use of a personally owned automobile
   b. Any meal for which the total charge does not exceed $10.00
   c. Amounts paid by the district to third parties, such as airline fares where the
      ticket has been purchased by the district and seminar registration fees paid
      directly by the district.
1175  Reimbursement for Expenses

When receipts are not required, the accounting shall contain sufficient information to
determine the nature of the expense, the date of the expense, the amount of the expense, and the
place where the expense was incurred.

If the actual and necessary expenses incurred by the board member and reflected on the
accounting do not equal or exceed the total amount advanced, the board member shall refund the
difference within seven days of his/her return. All money due and not returned will be added to
the IRS 1099 report at the end of the tax year.

Generally, reimbursement for lodging and meals is limited to the days of the conference.
Additional reimbursement will be allowed for conference attendance at sites over 100 miles from
the board office if the following general conditions are met:
1. Additional time is required due to travel by automobile to and from the conference.
2. Suitable transportation cannot be scheduled which allows the conference to arrive
   before conference program begins, to return home the last day of the conference or
   weather conditions are a factor.

Approved: 9-18-00

LEGAL REF: MCL 380.1254; 388.1764b
1180 Board Advisory Committees

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. Board Committees must comply with the relevant portions of the Open Meetings Act.

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.

Advisory Committees

Advisory committees established by the Board shall: include less than a quorum of the Board; generally have three members of the Board appointed to the committee; have a task specifically defined by the Board; have designated timelines 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.
1180 Board Advisory Committees

Meeting Structure

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.

Approved: 9-18-00

1185  Board-Superintendent Relations

The Board, in all phases of district operations, will work through the Superintendent, who shall direct district employees in regard to such operations. The Board shall extend to the Superintendent responsibility for implementing Board policy decisions.

Approved: 9-18-00
LEGAL REF:  MCL 380.11a

1190  Professional Services

The Board shall appoint qualified individuals or firms to provide the following professional services for the district: legal and auditing/accounting.

The Board, in its selection and appointment, shall consider the following criteria: 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: 9-18-00
Attorney

A decision to seek legal advice or assistance in behalf of the school district shall be made by the Superintendent. Such action shall occur as it is consistent with approved district policy or standard practice and meets an obvious need of the district. It may also take place as a consequence of formal school Board direction.

The Superintendent is also to provide the Board, on at least an annual basis, a listing of the firm(s) utilized, the nature of the case(s) and the costs related thereto.

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 that 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;
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.

The attorney and the Board shall agree to compensation for duties and services in the retention agreement that shall set forth the annual retainer and/or notes.

Only the President or Superintendent is authorized to contact the attorney on legal matters concerning the district. Staff members who desire legal advice on school problems should make their requests known to the Superintendent.

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.
1191 Attorney

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.

Approved: 9-18-00

LEGAL REF: MCL 380.11a

1250 Board Remembrances

The Board authorizes the Superintendent to provide suitable remembrances on behalf of the Board or the district in situations or circumstances deemed necessary by either the Board President or the Superintendent.

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, 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, or plaques.

Approved: 9-18-00
1300 Meetings

Organizational Meetings

At the organizational meeting, the Board shall appoint a member of the Board to serve as the Board's representative to the intermediate school district for purposes of budget review and determination of the intermediate school district's maximum budget.

Regular Meetings

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

Regular meetings of the Board shall be held on the first and third Monday of each month at 7:00 p.m. at the Administration Building unless otherwise rescheduled or relocated. The schedule of regular meetings or the regular meeting date may be changed by the board as provided in current law.

The Board shall transact all official business of the Board at an open public meeting, with the exception of certain confidential matters permitted to be considered in closed session under the Open Meetings Act (MCLA 15.251 et seq.).

Special Meetings

A special meeting of the Board may be called by the President or upon the request of a majority of the Board when there exists a need to conduct business before the next regular meeting. The notice of the meeting shall set forth the time, place and purpose thereof, and the person(s) who called the meeting.

Public Hearings

The Board may hold public hearings before taking action in regard to any matter that the Board may deem appropriate.

The President or Vice-President of the Board shall preside at such hearings and shall request every participant to state his/her name, residence and purpose for speaking prior to making any remarks.
1300 Meetings

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 and Study Sessions

Study sessions of the Board shall be held as called by the President. Study sessions shall be open to the public and properly posted as official meetings of the Board. No action by the Board shall be taken at such sessions.

Approved: 9-18-00

LEGAL REF: MCL 15.261-275; 380.613; 380.1201
1320 Agenda

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 President in cooperation with the Superintendent 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.

The Board packet shall be sent to all Board members at least three calendar days prior to any regular Board meeting. The annotated agenda may include the following information: however, other items and reports may be added as the need arises: the agenda format including items to be discussed and Board procedure; monthly reports to the Board and important correspondence.

Approved: 9-18-00

LEGAL REF: MCL 380.11a
1320-R Agenda

I. Opening the Meeting
   A. Welcome
   B. Roll Call
   C. Approval of Agenda

II. Action Items
    Consent Agenda
    1. Approval of Minutes of Regular Meeting of (Date)
    2. Approval of Personnel Changes
    3. Approval of Payroll and Expenditure Costs
    4. Approval of Grants and Supplements
    5. Approval of Budget Transfers
    6. Approval of Resolutions

III. Communications, Petitions and Delegations
     (Cards completed and given to the Board President)
     (Public opportunity to address the Board. Each person is given three minutes to speak)

IV. Administrative Reports
    1. From district employees
    2. From Board committees

V. Superintendent’s Report
    1. Important events in the district
    2. Important dates
    3. Other pertinent district information

VI. Board Reports
     (Each Board member given an opportunity to share information)

VII. Adjournment
     The above order of business may be changed by majority vote of the Board at any Board meeting.

Approved: 9-18-00
Meeting Notification

All written notices of Board meetings shall contain the following:

School District of the City of Pontiac
47200 Woodward Avenue
Pontiac, MI 48342
Telephone: 248-451-6800

The Secretary of the Board shall post notice of all meetings outside the Boardroom.

Notice of regular meetings shall be posted and published in the Oakland Press and such other media as the Board shall designate within 10 days after the first meeting of the Board in July, giving the dates, time and locations of the regular meetings.

If there is a change in the schedule of regular meetings, a public notice stating the new dates, times and locations shall be given within three days of the change.

For a re-scheduled, regular or special meeting, a public notice containing the date, time and location of the meeting shall be posted at least 18 hours prior to the meeting.

In the case of a severe and imminent threat to the public health, safety or welfare, the Board may meet in a special meeting without public notice when two-thirds of the members serving decide that the delay would be detrimental to efforts to lessen or respond to the threat.

Approved: 9-18-00

LEGAL REF: MCL 15.264
1330  Rules of Order - Parliamentary Procedure

All meetings of the Board will be conducted in accordance with parliamentary procedures outlined in Robert's Rules of Order. The chair will rule on all questions of procedure, but may be overruled by a majority of the Board.

The President (or vice-President in the absence of the President) shall preside at all meetings. In the absence of both the President and the Vice-President, the members present shall elect a President pro tempore who will serve only for that meeting or for that part of the meeting in which the President and Vice-President are absent.

Any member of the Board who wishes to make a motion, second a motion or discuss pending business will first secure recognition of the Board President.

The President will present each agenda item for discussion or designate the Superintendent or other staff member who will present the agenda item.

All formal actions of the Board will be taken by regular motions unless a formal resolution is required.

A motion must be before the Board in order to discuss an agenda item that has been presented by the Board President for consideration.

The following motions will be in order:

- To recess;
- To take action;
- To amend a motion made to take action, but such amending motion will be disposed of before any other motion to amend the main motion will be in order;
- To defer action, either finally or to a specific time, date and place;
- To go into closed session; and
- To adjourn, either finally or to a specific time, date and place.

Quorum

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.
1330     Rules of Order

Suspension of Rules of Order

Suspension or alteration of any rule or regulation of the Board, or any addition to such rules and regulations may be effected by a majority vote of the Board at any regular meeting, provided, however, that a written motion giving full details of the proposed changes must be presented at a preceding regular meeting of the Board, and each member of the Board shall have been provided with a copy of the motion.

Approved: 9-18-00

LEGAL REF:  MCL 380.11a; 380.1201; OAG, 1981-1982, No 6057, p 622 (April 20, 1982);
Voting Method

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

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 discussions 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: 9-18-00

LEGAL REF: MCL 388.1769(b)
Minutes

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 shall include the date, time, place, members present, members absent, all motions made at open meetings and action taken thereon, the purpose(s) for which closed sessions are called, all roll call votes, a reference to reports presented, a record of those speaking at the public comment session and the topic on which they spoke, and items discussed when no action is taken.

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. Copies of minutes shall be available at the cost for printing, copying, and mailing. 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.

The Secretary, at all closed sessions, shall take a separate set of minutes. These minutes shall be approved by the Board, retained by the Secretary, shall not be available to the public, and shall only be disclosed if required by a civil action filed under Sections 10, 11, or 13 of 1977 Public Act No. 267.

A permanent copy of the minutes of each meeting shall be placed on file in a secure place and retained forever.

Approved: 9-18-00

LEGAL REF: MCL 15.269; 380.11a; 380.1201; 380.1202; OAG, 1985-1986, No 6353, p 255
Public Participation

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—Communications, Petitions and Delegations with prior written request—shall be limited to one-half hour. Section III is reserved for individuals who wish to address the Board and have not made a prior request. 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 three minutes, except where the number of speakers exceeds the time limit. In those instances, the Board President may either reduce the time 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 shall 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 spokespersons 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.
1370  Public Participation

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 that 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

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

Comments by Employees of the District

The public participation portion of the meeting cannot be used by employees of the School District to make personal attacks against a Board member or district employees that are unrelated to matters of public concern. Matters of public concern would include, by example, and not by limitation: Corruption, impropriety, criminal conduct, public safety, testimony at legal or quasi-legal proceedings, and comments regarding the internal operations of the public agency. However, the employee cannot use the public comment portion of the Board agenda to disrupt the operations of the School District nor to express complaints that are related solely to the employee’s personal employment situation with the Pontiac School District.

The Board will balance the disruptiveness of the employee’s speech with the employee’s right to comment on a matter of public concern. If the Board determines that the disruption outweighs any value in the expression, or that the "complaint" being brought forward belongs, rightfully, within the context of the collective bargaining agreement, and, therefore, the grievance procedure of the agreement, then the Board reserves the right to prevent the employee from speaking on the matter further.

Approved: 9-18-00
Revised: 3-7-05
Revised: 5-18-09
LEGAL REF: MCL 15.263(1); 15.268; 380.11a; 380.1808; *Pickering v. Board of Education*, 391 U.S. 563 (1968); *Connick v. Myers*, 461 U.S. 138 (1983)¹

¹ *Pickering* established the principle that public school teachers have the First Amendment right of freedom of expression. In the case, the Court used a balancing test to weigh the teacher’s interest as a citizen in making public comments against the state’s interest in promoting the efficiency of its employees’ public services.

In *Connick* (a case that did not involve educators), the Court did not extend First Amendment protection to circulating a questionnaire that questioned an internal policy. In approving the termination of the circulator, the Court contended that protecting the circulation of the questionnaire would “require a public office to be run as a roundtable for employee complaints over internal office affairs” and that normal office functioning would be endangered.
1400 News Coverage

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

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.

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.

Reporting Board Meetings

The media, members of the public, and staff shall be informed of actions and decisions of the Board in the following manner:

The Superintendent shall prepare a staff newsletter for distribution to all staff members on the morning following the Board meeting;

Brief summaries of Board actions and decisions shall be published in the parent's newsletter and shall be made available to the media after each meeting.

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.
1400  News Coverage

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.

Approved: 9-18-00

LEGAL REF: MCL 15.261; 15.263; 380.11a
1410  Closed Sessions

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.

The Board shall conduct closed sessions only as provided by current law.

Approved: 9-18-00

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 if the public body is a part of the school District, intermediate school District, or institution of higher education that the student is attending, and if the student's parent or guardian requests a closed hearing; (c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement 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 and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential; and (g) Partisan caucuses of members of the state legislature; (h) To consider material exempt from discussion or disclosure by state or federal statute; (i) For a compliance conference conducted by the department of commerce under section 16231 of the public health code; (j) In the process of searching for and selecting a President of an institution of higher education, et seq.
1510 **Bylaw and Policy Development System**

The Superintendent, as the need arises, shall advise the Board when he is of the opinion that a bylaw or policy should be changed or supplemented and present to the Board the reason therefore.

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

**Draft Writer**

The Superintendent shall draft all recommended policy changes. The Superintendent, in conjunction with the Board President, shall draft new bylaws proposals and recommendations for changes.

**Attorney Involvement**

Bylaws, policies and rules of the Board may be submitted to the Board’s attorney to determine the legality of said bylaws and policies and rules before they are submitted to the Board for final approval. The opinion of the attorney shall be made available to all Board members and Superintendent.

**Staff Involvement**

In formulating policy recommendations to be made to the Board, the Superintendent may involve members of the staff in the formulation of such policy.

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

**Community Involvement**

To the extent possible, the Board may involve members of the public in the development of Board policy.
1510  Bylaw and Policy Development System

Student Involvement

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

By classroom teacher announcements, notices in student publications and by other means, the Board may invite students 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.

Approved: 9-18-00
LEGAL REF: MCL 380.11a

1550  Bylaw and Policy Adoption

The Superintendent shall be responsible for electronic publishing and distribution of the Board policy manual.

The Board Secretary shall keep a running historical set of Board bylaws and policies that shall reflect all revisions, amendments or other such actions pertaining to every bylaw, policy and rule.

The Superintendent shall be responsible for devising a procedure to ensure that those persons having copies of the Board policy manual receive changes in Board bylaws and policy and the policies that have been amended or deleted are removed from such policy manuals. Every attendance center shall have a current copy of the policy manual that shall be kept in the office of the Principal or the Superintendent. A copy of the Board policy manual shall also be kept in the central business office. Each Board member shall be furnished a copy of the policy manual, and the Superintendent may also designate which administrators shall be furnished with copies of said policy manual.

The Board Secretary shall keep a running historical master manual of Board bylaws and policies that shall reflect all revisions, amendments or other such actions pertaining to every bylaw, policy and rule.

Policy Review

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

Approved: 9-18-00
Revised: 5-18-09

LEGAL REF: MCL 380.11a
1570  Review of Administrative Regulations

All rules/regulations or procedures developed pursuant to the Board’s policies shall conform to the intent of the policies. The Board shall not normally approve or adopt 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.

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, they are inconsistent with Board policy or Board intent.

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

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.

Approved: 9-18-00

LEGAL REF: MCL 380.11a et seq.

1575  Administration in Absence of Policy

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: 9-18-00

LEGAL REF: MCL 380.11a
1600  **School Board Records**

The Board shall keep such Board records as shall be necessary for the understanding of their actions.

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

Approved: 9-18-00

LEGAL REF: MCL 380.11a; 380.1202, 380.1204(a)

1650  **Board Memberships**

**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 that might be appropriate in relationship or support of those activities. A report from the liaison representative shall be an agenda item for each regular monthly meeting.

When recommended by the Superintendent and approved by the Board, the Board may maintain memberships in educational associations or organizations through which the district may derive benefits. Materials and other benefits of institutional memberships shall be distributed and used to the best advantage of the district.

Approved: 9-18-00

LEGAL REF: MCL 380.11a

1700  **Strategic Planning**

The Board establishes strategic planning to be the process for creating the organizational future of the district. Strategic planning is a systems approach to managing the organization over time while adapting to this changing environment and achieving its identified goals.

Approved: 9-18-00
1750  **Board Self-Assessment/Evaluation**

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: 9-18-00

LEGAL REF:  MCL 380.11a

1800  **Internet Acceptable Use Policy**

Board usage of the Internet shall conform to the conditions, rules and regulations set forth in the following policy sections:

- Business Management  4510
- Students  8730

In the event that a Board member’s use of the Internet results in any liability to the school district, the Board member will be subject to appropriate discipline as applicable, as provided in any collective bargaining unit.

Approved: 3-20-97
School Board Member Ethics and Responsibilities

Each Board member shall strive to improve public education, and to that end will:

- Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at Board meetings;
- Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board, students, district staff, and all elements of the community;
- Work with other Board members to establish effective Board policies 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 policies 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 state and national school Boards associations;
- 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 the District’s chain of command for handling complaints or refer the complainant to the Superintendent. The Board member also shall inform the complainant of the process for bringing items to the Board through the Board’s agenda or through the public participation portion of the Board meeting.

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Approved: 9-19-00
Revised: 6-02-03