

The board shall establish programs and procedures which shall best produce the educational achievement needed by Bellevue Community Schools' 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.

Approved: December 16, 1991

Revised: September 18, 2000

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: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a

The legal basis for the Bellevue 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 be Bellevue Community Schools, Eaton County, and the district shall operate as a general powers school district.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a;380.601 *et seq.*

The faculty, staff, students and community of Bellevue Community Schools are cooperatively committed to accept responsibility for the promotion of basic learning and academic excellence. We will provide for the development of individual strengths, talents and social emotional skills. Positive growth will occur in a safe and supportive environment where respect for the rights of others guides school behavior.

District Beliefs

The board believes:

1. in the intrinsic value of the individual;
2. all students have the right to develop their full potential;
3. developing a student's full potential is the shared responsibility of the student, family, school and community.
4. student learning must be our highest priority;
5. all students can be successful learners;
6. students learn best in a safe, positive, supportive environment;
7. learning is a lifelong process;
8. educated citizens are the foundation of our democracy;
9. our schools must be accountable to the public; and
10. our schools must continually strive to improve.

District Outcomes

Bellevue Community Schools graduates will demonstrate:

1. the skills to participate in the democratic process;
2. the skills to participate productively and responsibly in a rapidly changing society;
3. the skills to become self-directed learners;
4. the capacity for enhancing self-esteem through emotional, intellectual and physical well-being;
5. concern, tolerance and respect for others and the environment;
6. the skills for problem solving and decision making;
7. the skills to communicate effectively;
8. the skills to creative expression and appreciation; and
9. skills in all cognitive (academic) areas.

#### Elementary Mission

In an atmosphere which builds excellence, the Bellevue Elementary School family, in partnership with the community, will help every student be their best as productive individuals.

#### Middle School Mission

The faculty, staff, students and community of Bellevue Middle School are committed to accept responsibility for the promotion of learning and academic excellence.

During the transition from elementary to high school, we shall provide for the development of individual strengths, talents, and social and emotional skills. Positive growth will occur in a safe, supportive environment where respect for the rights of others guides our school behavior.

#### High School Mission

The Bellevue High School community believes all students can learn. The students will demonstrate measurable academic, social, physical and effective skills which are considered positive attributes of citizens in society. It is the responsibility of the school community to assure a learning environment in which students can succeed with pride and dignity.

Approved: December 16, 1991

Revised: September 18, 2000

**1012 School District Organization Plan**

**1012**

The district is organized on a K-4, 5-8, 9-12 Plan.

The board may find it necessary to change the organization plan in order to operate the district more economically or to make more efficient use of available district facilities.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL, 380.1282

**1013 District Calendar**

**1013**

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: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL, 380.1284; R 340-10

Because of extenuating circumstances, the board may extend the regular academic year prescribed in the school calendar in order to fulfill the state requirement prescribing the length of the school year. The superintendent shall be responsible for the preparation of a plan to operate “summer sessions” of school within the district, which sessions shall not interfere with the regular instructional program of the district.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: AG Opinion #5641, #5656

The board shall prescribe the emergency situations for which the schools may be closed. The board delegates to the superintendent the authority to close any school whenever any condition exists which, in the opinion of the superintendent, warrants the closing of one or more or all schools. In the event of unavailability, the board delegates such authority to the first available administrator in the following chain of command: central office administrator, high school principal, middle school principal and elementary principal.

Approved: December 16, 1991

Revised: September 18, 2000

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: December 16, 1991

Revised: September 18, 2000

The board shall act as the general agent in carrying out the will of the people of the State of Michigan, and more specifically, the will of the people of this school district, in the matter of public education in schools.

The board shall observe and enforce the rules and regulations of the Michigan Department of Education affecting the operation and maintenance of a general powers school district.

#### 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 bylaws and policy, and for the employment of a superintendent who shall carry out the board's policies 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 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.

A board may exercise the above legal powers and duties only when convened in a legally constituted meeting.

A board member as an individual has no official authority outside of Board meetings except those explicitly delegated to him/her by an official action of the board. He/she cannot speak for the board and shall not make commitments to individuals, groups, or organizations as an individual member of the board.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: Michigan Constitution, Article 8;MCL380.11 *et seq.*,380.1261,General Powers School Districts

**1040 Establishing and Maintaining District Goals and Objectives**

**1040**

The board shall establish and periodically 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 ensure that students are able to function effectively in their environment, employment, and continuing educational efforts.

The board shall participate in long-range planning through an annual meeting with the superintendent and senior staff 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.

Approved: December 16, 1991

Revised: September 18, 2000

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 challenge the vote of 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 or immediately upon board appointment, 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: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL,380.111;380.113;380.151-155;380.1001-1017;380.1057-1071

The board secretary, or designee, 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.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL600.1440;380.1102;4.121

## **1150 Board Officers**

**1150**

The officers of the board shall be president, vice-president, secretary and treasurer.

All officers shall be board members.

### President - Duties

The president shall perform or delegate the following duties:

- Preside at all meetings of the board;
- Appoint committees;
- Develop meeting agenda in cooperation with the superintendent;
- Call special meetings of the board when he/she shall deem it necessary;
- 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;

Perform other duties appropriate to the duties of the office of president (Chairman) in the management of the district.

### Vice President - Duties

The Vice President shall perform or delegate 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.

### Secretary - Duties

The Secretary shall perform or delegate the following duties:

- Be the chief election officer of the district and may delegate this duty to other members of the district's staff;
- Act as clerk at meetings of the board;
- Record and sign the minutes of meetings, orders, resolutions, and other proceedings of the board in proper record books;
- Secure, catalog, and store all board records;
- Keep a running historical set of board bylaws and policies which shall reflect all revisions, amendments or other such actions pertaining to each board bylaw, policy and rule;
- Prepare reports as required by the state board;
- Perform other duties required by law and by the board.

#### Treasurer - Duties

The Treasurer shall perform or delegate the following duties;

- Have care and custody of all moneys of the district;
- Keep proper books of account;
- 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;
- 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.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a

Election of board officers shall occur at the annual organizational meeting of the board held in July.

The length of term for the board officer positions shall be one year from the board's organizational meeting to the 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: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a

**1155 Removal of a Board Officer From Office**

**1155**

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

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a

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

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a

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 so long as monies are available in the board's line item.

All MASB statewide functions will be paid for by the board. Out of state development opportunities shall require board approval. The superintendent and board treasurer are responsible for authorizing request 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.

#### Board Certification

The board encourages each board member to 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 bylaws and procedures on board reimbursement.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a;380.1254;388.1764b

The board, by annually passing a resolution, may authorize compensation for its members for attendance at any regular **OR** special **BOARD MEETINGS**, subcommittee **MEETINGS OF THE BOARD**, negotiations, or **OTHER MEETINGS**, or authorized duty if the duty is related directly to the members' responsibility and is authorized in advance by the Board.

Board members shall receive **\$12.50 PER MEETING, AND \$5 PER MEETING SCHEDULED BEFORE OR AFTER ANOTHER COMPENSATED MEETING.**

These figures may be changed as provided for in current law.

Approved: December 16, 1991

Revised: June 16, 1997

Revised: September 18, 2000

LEGAL REF: MCL380.116;380.1254;691.1409

Board members shall be reimbursed for actual and necessary expenses incurred as a result of attendance at (1) regular and special meetings of the board, (2) other board authorized activities, and (3) board approved workshops, seminars, conferences and conventions which are outside the boundaries of the district.

Board members shall not be reimbursed for any travel expense incurred traveling to and from regular, special and committee meetings of the board and other local board authorized activities.

Board members shall file claims for reimbursement of expenses, incurred as outlined above, according to the rules and procedures included in the administrative regulations.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL388.1746b

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.

#### Process

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: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL15.261-15.275 (Michigan Open Meetings Act);380.1102-1104 as amended by PA48,2000;OAG1977-78,#5262;OAG,1983-1984,#6124

In the event of a vacancy in the office of president, the vice president shall become president.

In the event of a vacancy in any other office, the board shall fill the vacancy by election at the next regular board meeting.

Approved: December 16, 1991

Revised: September 18, 2000

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.

The committees normally appointed by the board at its organization meeting include: Personnel; Policy; Building, Grounds, and Transportation; Finance; and Curriculum Development and Long Rang Planning.

Approved: December 16, 1991  
Revised: August 16, 1993  
Revised: September 18, 2000

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

The board delegates the authority for the direct administration of the school system to the superintendent to act as executive officer of the board.

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: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a

The board may select and appoint qualified individuals or firms to provide professional services for the district.

Certification and/or licenses and training and experience, including that of partners and associates, shall be considered by the board in its selection and appointment.

The superintendent and/or board president 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.

Annual Audit

The board shall designate a certified public accountant to conduct an annual audit of all school financial transactions and records and prepare a report in accordance with standards and data required by the state.

Approved: December 16, 1991

Revised: September 18, 2000

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

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 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 interest.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:mcl,380.1253

**1200 Consultants**

**1200**

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

Approved: December 16, 1991

Revised: September 18, 2000

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, plaque, etc.

Approved: December 16, 1991

Revised: September 18, 2000

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.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a

Organizational

The organizational meeting of the board shall be held in July at which time the board shall elect its officers and establish the time, date, and locations for regular monthly meetings.

Regular

The board shall hold at least one regular meeting each month. A notice of the regular meeting schedule shall be posted at the entrance to the principal office of the board and the principal office of the district 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

Special meetings of the board may be called by the president of the board, or by two board members by providing the other board members a written notice of the date, time, and place of the special meeting 24 hours before the meeting is to take place.

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: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL15.261-275;380.613;380.1031;380.1201

**1305 Notification**

**1305**

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: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL,380.115

**1310 Mailing Notification to the Public**

**1310**

Upon written request and payment of a fee of \$1.00 per month, 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: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL, 15.266

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.

Approved: December 16, 1991

Revised: September 18, 2000

The board shall be governed by rules of procedure as adopted by the board and in accordance with statute. In no event shall Robert's Rules of Order be adopted by the board.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.1201;AG Opinion

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: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL, 380.2101

The board shall take action by way of motions. No motion may be acted upon until it has been duly supported or seconded by a member of the board. The vote on all motions shall be by “yes” and “no” and will be taken by a show of hands or a roll call vote.

Following each vote, the president shall announce that the motion passed or failed, and if not a unanimous vote, shall announce the number voting “yes” and the number voting “no.” Each board member may have the privilege of explaining for the record any vote, be it affirmative or negative at the discretion of the president.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL388.1769b; 15.321 *eq seq.*, as amended by public Act 145 of 1997

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, a recording by name of all votes taken, 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. The minutes shall not usually contain comments from board members.

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 regular meeting of the board and copies shall be sent to all board members prior to said meeting.

An official record of the minutes shall be kept in the office of the superintendent and shall not be removed from school property except by court order or by board action.

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

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a;380.1201;380.1202;15.269; AG Opinion #6353



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

During the “Welcome to Visitors” portion of the meeting, the board president shall 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 three minutes, except where the number of speakers exceeds the time limit. In those instances, the board may waive the one-half hour time limit and establish a longer time period.
- c. Each person wishing to address the board will identify themselves by name and address upon request by the board president. 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 or 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. The President may request that citizen's questions be submitted in writing. 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

To avoid violations of employees' legal rights and assure compliance with collective bargaining agreements, speakers are urged to present complaints about a specific employee through proper channels established under board policy before requesting board consideration.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a;380.1808;15.263(1);15.268

At each meeting of the board, the board may provide seating for all members of the news media present and may assist 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 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.

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 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.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a;15.261 *et seq.*

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: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL15.268

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

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

The board may involve members of the public in the development of board policy.

Student Involvement

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

Policy Review

The board shall, at least annually, review its policies and bylaws and as needs dictate, delete and/or amend them.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL380.11a

**1550 Policy Adoption**

**1550**

The policies, rules and regulations of the board may be amended at any regular, special or adjourned meeting of the board by a majority vote of the members of the board.

Normally, policy adoption requires two readings: a first reading and second reading-adoption.

A recommendation by an individual or group of citizens or patrons to adopt or amend any policy or rule may be submitted at any regular board meeting. Final action on any such recommendation will take place at the second reading unless an emergency is declared whereby final action may be taken immediately or at the first reading.

All rules and regulations found in handbooks for students, teachers or other employees and supplements thereto are to be reviewed by the board.

Policy Dissemination

Changes in board policy shall be disseminated in the manner provided by the rules and regulations of the board.

Policy Review

The board's policy committee shall review the policy manual on an annual basis.

Approved: December 16, 1991

Revised: June 15, 1992

Revised: September 18, 2000

LEGAL REF:MCL380.11a

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.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL380.11a

**1575 Administration in Absence of Policy**

**1575**

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: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL380.11a

The policies and/or bylaws of the board shall be subject to waiver 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 an unanimous vote of all the members of the board when no such written notice has been given.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL380.11a

The board shall keep such board records as shall be necessary for the documentation 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.

Annual Reports

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 by law.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REP:MCL, 380.11a;380.1240(a)

The board annually shall consider memberships in the Calhoun Area School Board Member 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 may join other organizations and associations as it deems necessary.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL380.11a

**1700 Board Member Ethics and Responsibilities**

**1700**

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 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 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 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.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.11a;AG Opinion #5286

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

Approved: December 16, 1991

Revised: September 18, 2000

Except for contracts specified in Section 5, below, a board member shall comply with the disclosure provisions of Section 2 of this policy in contracts where:

- a. The board member is a direct party to any contract between himself/herself and the school district, or
- b. The board member, directly or indirectly, solicits, negotiates, re-negotiates, represents a party to, or is an indirect party to, any contract with the school district and
  - i. Any firm, meaning a co-partnership or other unincorporated association, or in which he/she is a partner, member, or employee,
  - ii. Any private corporation in which he/she is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000.00 if the stock is listed on a stock exchange or of which he/she is a director, officer, or employee,
  - iii. Any trust of which he/she is a beneficiary or trustee
2. A board member shall promptly disclose any pecuniary interest in the contract to the Board of Education, which disclosure shall be a matter record in its official proceedings. This disclosure shall be made in the following ways:
  - a. If the contract is for emergency repairs of services, the board member must promptly disclose any pecuniary interest the contract which disclosure shall be made a matter of record in the board's official proceedings.
  - b. If the board member will directly benefit from a school district contract in an amount less than \$250.00 and less than 5% of the public cost of the contract, the board member must disclose his/her pecuniary interest in the contract by filing a sworn affidavit with the school board.
  - c. If the board member will benefit by \$250.00 or more, or 5% or more of the public cost of the contract, his/her pecuniary interest must be disclosed in one of two ways:
    - i. By notifying, in writing, the president of the board of his/her interest at least seven (7) calendar days before the meeting at which a decision regarding the contract will be made. If the president of the board is the individual with the conflict of interest,

disclosure must be made to the secretary of the board. The disclosure shall be made public in the same manner as in public meeting notice, or

- ii. By disclosing his/her interest in the contract at a board meeting. Under this option, the board may not vote on the relevant contract until at least seven (7) calendar days after the meeting at which the disclosure was made.
3. Except as provided in Section 4 below, the contract must be approved by a vote of not less than 2/3rds of the full membership of the board of education, meaning not less than 5 members, in open session without the vote of the board member making disclosure specified in Section 2. The board of education must disclose the following summary information in its official minutes:
    - a. The name of each party involved in the contract,
    - b. The terms of the contract, including duration, financial consideration between parties, facilities or services of the school district included in the contract, and the nature and degree of assignment of employee of the school district for fulfillment of the contract, and
    - c. The nature of the pecuniary interest.
  4. If 2/3rds of the members of the board are not eligible under this policy to vote on a contract or to constitute a quorum, a member may be counted for purposes of a quorum and may vote on the contract if the member will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the member files a sworn affidavit to that effect with the official proceedings.
  5. This policy shall not apply to:
    - a. Contracts between the school district and another public entity,
    - b. Contracts award to the lowest qualified bidder, other than a Board Member, upon receipt of sealed bids pursuant to a published notice therefore provided such notice does not bar, except as authorized by law, any qualified person, firm, corporation or trust from bidding. Amendments or re-negotiations of a contract at the time of award are not excluded from the requirements of Sections 2 through 4 above, and
    - c. Contracts for public utility services where the rates therefore are regulated by the state or federal government.

Approved:     September 18, 2000

LEGAL REF: MCL388.1769b;15.321 *eq seq., as amended by Public Act 145 of 1997*



