

BYLAWS

Name: The name of the Board of Education shall be the Board of Education of the (School District), (County or Counties), Michigan.

Purpose: The Board of Education exists for the purpose of providing a system of free and appropriate public education in grades kindergarten through twelve in the (School District).

Composition: The School District has been comprised of all the area within the municipal boundaries of the City of (School District City) and a portion of the area within the municipal boundaries of (Cities).

Classification: (School District) shall be classified a School District of General Powers.

Address: The address of the Board of Education of (School District) shall be (Street Address), (City, State, Zip Code).

AUTHORITY AND POWERS

Authority: The Board of Education is constituted, authorized, and governed by the statutes of the State of Michigan and in particular the Revised School Code.

Powers: This School District will be a body corporate under the name provided in these Bylaws, may sue and be sued in its name, may acquire and take real and personal property for educational purposes within or without its corporate limits by purchase, gift, grant, devise, or bequest, and may sell and convey the property as the interests of the district require. This School District and its officers will be entitled to the rights, privileges, and immunities, and be subject to the duties and liabilities conferred upon school districts by law.

FUNCTIONS

Legislative: The Board will exercise its rule-making power by adopting bylaws and policies for the organization and operation of the School District. Such bylaws and policies may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal will have, in substantive form, been proposed at a previous meeting of the Board; and except that the Board may, under emergency circumstances (defined herein as any situation or set of circumstances which the Board has reason to believe will close the schools or jeopardize the safety or welfare of the students or employees of the district) suspend the operation of a bylaw or policy and adopt, amend, or repeal a bylaw or policy without prior notice.

Executive: The Board will exercise its executive power in part by the employment of a Superintendent of Schools who will enforce the statutes of the State of Michigan, rules of the State Board of Education, and policies of this Board.

The Board will delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which schools will be operated. These rules and these detailed arrangements will constitute the administrative regulations governing the schools. These regulations must in every respect be consistent with the policies adopted by the Board. The Board will refer matters of administrative regulations to the Superintendent/Designee for formulation and subsequent review by the Board. The Superintendent will file a copy of each regulation which he/she promulgates in the Board copy of the District manual of regulations.

The Board of Education may direct the Superintendent/Designee to develop or revise policy. The Superintendent may also propose to the Board policy statements in areas where no policy now exists or revisions to existing policy which he/she has determined would be advisable for the proper operation of the School District.

The Superintendent will be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that any such action will be reported to the Board at the meeting next following such action.

Review: The Board of Education may assume jurisdiction over any dispute or controversy arising within this School District and concerning any matter over which authority has been vested in the Board by statute, rule, or a contract or policy of this Board.

Involvement: The Board of Education may initiate and support efforts to influence local, state, and national governmental legislation that affect the interests of the community and schools of this District. The Board may communicate its position on these matters through the news media and by the exchange of views with local, state, and national educational and governmental leadership. The Board's position on local, state and national governmental legislation will be reflective of Board discussion and vote.

CREATING REGULATIONS

The (School District) must develop regulations associated with Board policies to ensure effective and efficient implementation. The regulation must state how, where, by whom, and when a policy is to be carried out.

It is the responsibility of the Superintendent to direct this process. The areas of direct responsibility relate to Board policy and bylaws as follows:

Bylaws and Administration	Superintendent
Instruction and Students	Assistant Superintendent for Instruction
Professional and Support Staff	Director of Human Resources
Finances, Property, and Operations	Assistant Superintendent for Business
Relations	Director of Community Relations

The individual directly responsible for implementing the policy may delegate the draft writing of the regulation. This process may involve individuals or groups who have valuable information related to the regulation. The determination about who to involve will be at the discretion of the Administration Center Team member directing the regulation. Appropriate advisory councils and others may review the regulation and provide suggestions for revisions.

Drafts of regulations are presented to the Administration Center Team. Any necessary revisions will be done by the Administration Center Team member or designee. Once this draft is initially accepted by the Administration Center

Team, copies will be critiqued by district administrators. The Superintendent's Office will be responsible for distributing copies of the regulation and a memorandum (Attachment Memo #1) explaining the critique criteria. Critiques will be returned to the Superintendent's Office and then forwarded to the Administration Center Team member responsible. Further revisions may be made as appropriate.

The Administration Center Team will advise the Superintendent concerning whether to accept the regulation. Upon acceptance of the regulation by the Superintendent, the Superintendent's Office will distribute the regulation accompanied by a memorandum (Attachment Memo #2) indicating the regulation is to be implemented. The administrator will initial the memorandum verifying he/she is in receipt of the regulation and understands its implementation. The completed form will be returned to the Superintendent's Office.

Regulations brought forward for Board approval will be at the discretion of the Superintendent.

Attachment Memo #1

TO: All Administrators

FROM: Superintendent

SUBJECT: Policy and/or Regulation Critique

DATE:

What are policies?

They are guidelines adopted by the Board of Education to chart a course of action. They tell what is wanted and may include also why and how much. They should be broad enough to allow discretion in meeting day-to-day problems, yet be specific enough to give clear guidance.

What are regulations?

They are the detailed directions developed by the Administration to put policy into practice. They tell how, where, by whom, and when things are to be done.

You are asked to critique the attached rough draft of policy(s) and/or regulation(s). These rough drafts are developed from three basic sources:

1. Current district Board policies and regulations.
2. Policies and regulations of other districts throughout the country.
3. Local staff suggestions combined with other sources.

I will look at your suggested revisions and will consider all comments you may have. Please return this policy(s) and/or regulation(s) to me with recommended revisions no later than (Date).

Attachment Memo #2

TO: All Administrators

FROM: Superintendent

SUBJECT: Implementation of Board Policy(s) and/or Regulation(s)

DATE:

Attached please find a Board policy(s) and/or Administrative Regulation(s) which has been approved for implementation. Please indicate the completion of the items below by placing your initials on each blank.

_____ I have read and understand the attached policy(s) and/or regulation(s).

_____ I have explained them to the appropriate personnel in my building and they have indicated a thorough understanding of the policy(s) and/or regulation(s).

_____ I have distributed copies to the appropriate personnel.

_____ I have filed this policy(s) and/or regulation(s) in my manual.

Please return this memorandum to me upon completion on or before (Date).

MEMBERS

Number: The Board will consist of seven members.

Qualifications: Each member of the Board will possess the qualifications required by law.

Orientation: The Board and its staff will assist each new member-elect to understand the Board's functions, policies, and procedures before taking office or as soon as possible thereafter. The following methods will be employed:

1. The electee will be given selected material on the job of being a member of the Board.
2. The electee will be invited to attend Board meetings and to participate in its discussions.
3. The electee will be invited to meet with the Superintendent and other administrative personnel to discuss the structure and functioning of central administration and the district as a whole.
4. The electee will be supplied the same materials to prepare for meetings as the Board of Education members receive.
5. A copy of the Bylaws and Policies manual of the Board will be given to the electee.

The Board encourages the participation of all its members at conferences, workshops, and conventions which provide a measure of in-service training and development.

Conflict of Interest: Board members will perform their official duties in a manner free from conflict of interest. To this end:

1. Each Board Member will make every effort to avoid the possibility of a legitimate claim being made that he/she participated in reaching a decision on a matter in which he/she had either a direct or an indirect interest of a substantial nature apart from the total interest of the school district. In the event that a Board Member chooses to abstain from a vote other than as required by the Bylaws, a simple majority vote is necessary to approve the motion.
2. If a Board Member has a pecuniary interest in a contract to be voted on by the Board, and the Board Member will directly benefit from the contract in an amount less than \$250 and less than 5% of the public cost of the contract, then the Board Member must promptly disclose the pecuniary interest and the disclosure must be a matter of record in the Board's official proceedings.
3. If a Board Member has a pecuniary interest in a contract to be voted upon by the Board and the Board Member will directly benefit in an amount equal to or greater than \$250 and/or equal to or greater than 5% of the public cost of the contract, then the Board Member must:
 - a. Promptly disclose the pecuniary interest in writing to the president or, if the president is the board member, with the pecuniary interest, to the board secretary at least seven (7) days prior to the meeting at which a vote on the contract will be taken; or
 - b. Disclose the pecuniary interest at an open board meeting, with the vote on the contract taking place at a board meeting held at least seven (7) days after the meeting at which the disclosure is made. If the amount of the direct benefit to the Board Member is more than \$5,000 the Board Member must make the disclosure as provided under this subparagraph.
4. If a Board Member has a pecuniary interest in a contract to be voted on by the Board, then:
 - a. The Board Member must not vote on the contract and must not comment during discussion of the contract (unless the Board Member's vote or other participation is required by law or unless 2/3 of the members of the Board are not eligible under this bylaw to vote on a contract or to constitute a quorum) in which case the Board Member may vote on the contract and be counted, for purposes of a quorum if the Board Member will directly benefit from the contract in an amount less than \$250 and less than 5% of the public cost of the contract and sign a sworn affidavit to that effect with the Board.
 - b) The contract must be approved by a vote of at least 2/3 of the full membership of the Board.
 - c) The Board must disclose the following information in its official minutes:
 - the name of each party involved in the contract;
 - the terms of the contract, including duration, financial consideration between parties, facilities or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract; and
 - the nature of the pecuniary interest.

5. Each member of the Board will resist every temptation and outside pressure to use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the school district.

Code of Cooperation for Conduct among Board Members

1. Board members will share information and concerns with one another.
2. Board members will respect one another and members of the community and value other opinions.
3. Board members will be honest when expressing either their own opinions or those of community members.
4. Board members are encouraged to offer solutions when they have concerns.
5. If Board members do not fulfill their Board responsibilities in accordance with the law and Board Bylaws, the corrective course of action will be remind, remand, and finally reassign the responsibility to another Board Member.
6. Disagreements among the Board Members will be handled through frank, open, and respectful discussion.
7. Individual Board members have the responsibility to articulate the Board's stance to the community. If Board members express opinions outside a board meeting, it needs to be clear this is their personal opinion and not that of the Board of Education.
8. Decision making will take place in open meetings.
9. The Board President will be the spokesperson for the Board.
10. Board members' decisions in matters pertaining to student discipline should be based solely upon information provided by the Administration and the affected students/parents, and that the Board members should discuss or deliberate the substance of the case only at the appropriate time; i.e., a Board hearing. Any communication coming from community members regarding student discipline should be redirected to the administration.

The Code of Cooperation for Conduct Amount Board Members will be read aloud by the Board of Education Secretary at the first meeting of each school year. At that time, Board of Education Members will be asked to sign the document by the President.

Code of Cooperation for Board Conduct with Administrators

1. The Board will respect the Administration and value other opinions.
2. The Board, not individual Board members, will direct the Superintendent and/or his/her representatives.
3. The Board will share information and concerns with the Administration.
4. When the Board raises a topic for discussion, the administration will determine which staff will be responsible for a response and will set a reasonable time frame.
5. Disagreements with the administration will be handled through frank, open, and respectful discussion.
6. The Board will concern itself with determining policy and rely on the Administration to implement policy through the development of Regulation.
7. Board members will work through administrative channels.

The Code of Cooperation for Board Conduct with Administrators will be read aloud by the Board of Education Secretary at the first meeting of each school year. At that time, Board of Education Members will be asked to sign the document by the President.

Election/Appointment: Election/Appointment of Board members will be in accordance with law.

Term: The term of a Board member will be six (6) years except: (1) when a member is appointed or elected to fill a vacancy who will serve in accordance with the law; or (2) the implementation of a Board member term schedule resulting from a change in the regular school election date shall be in accordance with the following rotation schedule:

Seats Elected	Adjustment to Current Terms
Nov. 2007: Seats A, B for 4-year term	Seats A, B extended six months
Nov. 2009: Seats C, D for 4-year term	Seats C, D extended 18 months
Nov. 2009: Seats E, F for 6-year term	Seats E, F extended 6 months

Nov. 2011: Seats G, A, B
Nov. 2013: Seats C, D
Nov. 2015: Seats E, F
Nov. 2017: Seats G, A, B

Seat G extended 18 months

Vacancy: A vacancy on the Board will be filled in accordance with law.

Resignation and Removal: The membership of a Board member will cease immediately upon the occurrence of any one of the following events:

1. The death of the member, or the member being adjudicated insane or being found to be mentally incompetent by the proper court.
2. The member's resignation.
3. The member's removal from office.
4. The member's conviction of a felony.
5. The member's election or appointment being declared void by a competent tribunal.
6. The member's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an official bond required by law.
7. The failure of the district to elect a successor at the annual school meeting or election.
8. The member's ceasing to possess the legal qualifications for holding office.
9. The member's residence being removed from the school district.
- 10.

Compensation: Board members will receive no compensation.

Reimbursement of Expenses: In order for a Board Member to be reimbursed for expenses:

1. The Board must provide prior approval of estimated expenses in a "not to exceed" amount.
2. The expenses must be properly documented and submitted to the Superintendent/Designee for reimbursement.
3. The expenses must be actual and necessary and must be incurred in the performance of official duties or in the performance of functions authorized by the Board of Education.

Expenses of spouses and other family members accompanying Board Members in discharging their official duties or performing authorized functions are not reimbursable.

Indemnification: The District shall bear the costs, including reasonable counsel fees and expenses and costs of appeal, if any, incurred by a Board member in his/her defense of a civil action brought against him/her for any act or omission arising out of and in the performance of duties as a Board member.

The District may, upon a majority vote of the Board, bear the costs, including reasonable counsel fees and expenses and costs of appeal, if any, incurred by a Board Member in his/her defense of a criminal action brought against him/her for any act or omission arising out of and in the performance of duties as a Board Member. The action must result in a final disposition in the Board Member's favor.

Authority: A Board member does not possess individually the powers that reside in the Board of Education, but no Board member will be denied documents or information required in the performance of his/her duties as a Board member unless prohibited by law.

Board/Staff Communication: It is the desire of the Board of Education to maintain open communication between itself and school district staff. Board Members seeking clarification regarding the agenda may contact the Superintendent, Board President, and/or Members of the Administration Center Team. Board Members are entitled to receive copies of existing documents in the possession of the school district except as prohibited by law. Requests for existing reports or documents will be made to the Superintendent and/or Board President. In the event Board Members are requesting the creation of new reports or documents, the Board Member must inquire at a Board of Education meeting under Additional Business. Board Members will allow the Superintendent sufficient time to direct staff to generate the documents. In the event of a situation requiring immediate attention, requests must be made through the President of the Board or the Superintendent.

ORGANIZATION

Organizational Meeting: The Board will annually hold an organizational meeting. The meeting will be called to order by the ranking officer. The Organizational Meeting shall be held in accordance with state law. At the Organizational Meeting the Board will:

1. Establish regular public Board of Education meetings;
2. Establish depository accounts and check signatories;
3. Authorize persons to invest on behalf of the (School District);
4. Authorize persons to enter into agreements with financial institutions for commercial card agreements, custodial agreements, and other transactions;
5. Establish authorized persons to sign in the name of (School District);
6. Authorize persons to enter District's Safety Deposit Box;
7. Designate official newspaper for official publications;
8. Designate District legal counsel representation;
9. Authorize tax collection for each municipality;
10. Designate a person responsible for implementing public notice requirements of the Open Meetings Act;
11. Designate an insurance carrier;
12. Designate persons to serve as Director and Alternate Director to a Management Trust.

Election of Officers: The Board will elect from its members a President, Vice President, Secretary, and Treasurer at the first public Board meeting of the calendar year effective January (Year). The ranking officer of the preceding Board will preside until the election of a president.

In order for a Member of the Board to stand for election, he/she must be nominated by a Member of the Board. For a vote to take place, a motion must be made and approved to close nominations.

Election of officers will be by a majority of the full Board using a Roll Call vote. Where no such majority exists on the first ballot, a second ballot will be cast for the two candidates who received the greatest number of votes. If no such majority exists on the second ballot, repeat ballots will be voted on until there is a majority.

Officers will serve for approximately one year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board will fill a vacancy in any office within thirty days of the occurrence of the vacancy in accordance with these provisions.

An officer may resign his/her officer position while remaining on the Board. If the President resigns, the office of President will be filled by the Vice President for the remainder of the term. A new Vice President will then be elected by the Board of Education within 30 days. If any other officer resigns, the Board will elect a new officer within 30 days.

MEETINGS

Parliamentary Authority: Robert's Rules of Order, Newly Revised, will govern the Board in its deliberations and will control in all cases in which it is not inconsistent with statute of the State of Michigan, rules of the State Board of Education, or these Bylaws.

Quorum: Four members of the Board will constitute a quorum, and no business will be conducted in their absence of a quorum. In the event a quorum is not present at the hour of convening, the meeting may be recessed to a later time. If a quorum is not then present, the members present may adjourn the meeting to a later date.

Presiding Officer: The President will preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President will act in his/her place; if neither person is present, the Secretary will preside. In the absence of the Secretary, the Treasurer will preside. The act of any person so designated will be legal and binding.

Regular Meetings: Regular meetings of the Board will be held at the time and place annually directed by the Board. The Board may, by resolution, determine to vary the date, place, or time of any meeting provided there is compliance with the notice provisions contained in the Open Meetings Act.

Special Meetings: Special meetings of the Board may be called by the President or by any two members of the Board provided there is compliance with the notice provisions of these Bylaws.

Emergency Meetings: In the event of a severe and imminent threat to the health, safety or welfare of the district, its employees, or students, any member of the Board may call an emergency session provided five of the members of the board concur that delay would be detrimental to efforts to lessen or respond to the threat. No notice of any emergency meeting will be required.

The Superintendent will attend all meetings, when feasible. All Assistant Superintendents and the Director of Human Resources will attend meetings as directed to assist the Superintendent. Administrative participation will be by professional counsel, guidance, and recommendations – as distinct from deliberation, debate, and voting of Board members.

Notice: Regular Meetings: Within ten days after the Organizational Board Meeting, the Board/Designee will post on the front door of the Board of Education Administration Center, the District Website and in such other places as it may direct, a notice listing the date, time, and place of each regularly scheduled meeting of the Board. The notice will also contain the name and address of the district and its telephone number.

Change of Regular Meetings: Within three days after the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting, a notice stating the date, time, and place of the rescheduled meeting, as well as the name, address, and telephone number of the district will be posted on the front door of the Board of Education Administration Center, the District Website, and such other place(s) as the Board may determine. Said notice will be posted at least 18 hours before the rescheduled meeting.

Special Meetings: A notice of any special meeting stating the date, time, and place of such special meeting and the business to be transacted there at, as well as the name, address, and telephone number of the district, will be posted at least eighteen (18) hours before said special meeting on the front door of the Administration Center, the District Website, and such other place(s) as the Board/Designee may determine. A copy of said notice will be served upon each member of the Board by any responsible person in the following manner:

1. Delivering the notice to the member personally at least eighteen (18) hours before said meeting is to take place; or
2. Leaving the notice at the member's residence with some person of the household at least 18 hours before said meeting is to take place; or
3. Depositing the notice in a government mail receptacle, enclosed in a sealed envelope plainly addressed to such member at his/her last known address at least seventy-two (72) hours before said meeting is to take place.

Furnishing Notice to Others: Upon the written request of an individual, organization, firm or corporation, and upon the requesting party's payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of each notice as will be determined annually by the Board, the district will send to the requesting party by first class mail a copy of any notice required by the Bylaws. The news media will be entitled to receive, at their request, copies of such notices free of charge.

Recess: Any meeting of the Board may be recessed to another time and place by a majority vote of the Board. Any meeting which is recessed for more than 36 hours will be reconvened only after a notice stating the date, time, and place of the recessed meeting as well as the name, address, and telephone number of the district has been posted on the front door of the Administration Center, the District Website, and such other place(s) as the Board may determine for at least 18 hours prior to the time the meeting is to be reconvened.

Agenda: The Board President, in cooperation with the Superintendent, will prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda will list the various matters to come before the Board and will serve as a guide for the order of procedure for the meetings. Individual Board members may include items on the agenda upon the concurrence of the Board President. Items not contained within the agenda

may come before the Board for consideration and action if consented to by a vote of at least four (4) members of the Board.

The agenda of the regular monthly meetings or special meetings will be accompanied by background documentation from the Superintendent relating to the agenda items with such recommendations as he/she will make.

The agenda for each regular meeting will be mailed, e-mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be delivered no later than the Thursday prior to the Monday evening meeting of the Board, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting will be delivered at least two days before the meeting consistent with provisions calling for special meetings. In the event the Special Meeting is called less than two (2) days before the meeting, then the agenda will be delivered with the notice.

The Board will transact business according to the agenda prepared by the Board President and Superintendent and submitted to all Board members in advance of the meeting. The order of business within an agenda may be altered at any meeting by an affirmative vote of at least four (4) members of the Board.

Letters or electronic communications (with sender's name and home address) specifically addressed to the Board of Education or Board President and/or Secretary should be summarized at the Board meeting with the name of sender, topic and any requests noted. Letters or electronic communications should be forwarded to the Superintendent for placement in the Board Letter Binder for display at Board meetings. The Board President and the Board Secretary at the President's request will develop a response to the communication/citizen.

Letters or electronic communications addressed to non-Board Members where a Board Member(s) is/are copied will not be referenced during the communications portion of the meeting.

Letters or electronic communications from district administrators to district or non-district recipients (example: parent or other organization) will not be noted at the meeting. It is assumed all Board members have received a copy.

Anonymous letters and electronic communications addressed to the Board will not be referenced at the meeting.

Discretion should be used in referencing letters of a personal or personnel matter. Noting them or making them public in the binder could violate privacy laws. Portions of communications that contain vulgarity, lewdness, obscenity, and/or references to personal or private matters which are unrelated to the performance of or fitness for public office or employment shall be redacted before the communications are included in the binder.

In order to expedite the Board's business, the Board President, in cooperation with the Superintendent, will prepare a list of Consent Agenda items. The Consent Agenda section shall include items of a routine nature of which the Board has received sufficient background information (Board members may request clarification or explanation on any item). The Consent Agenda items usually do not require discussion or explanation as to the reason for Board action.

Prior to the motion on the consent agenda the President will ask if any member desires to remove an item from the consent agenda. If any member of the Board requests removal of any item from the consent agenda section or a member of the public requests to speak on a consent agenda item, that item will be removed from the consent agenda section. The removed item(s) will then become the first item(s) of business under the "New Business" section.

- I. Call to Order and Pledge of Allegiance
- II. Roll Call
- III. Communications
 - A. Secretary of the Board

- B. Citizens Requesting Placement on the Agenda
- C. Student Representatives to the Board
- D. Members of the Board
- IV. Student/Staff Recognition/Spotlight on Success
- V. Consent Items
 - A. Current Bills
 - B. Financial Report
 - C. Approval of Minutes
 - D. Other Routine Items
- VI. Unfinished Business
- VII. Administrative Reports
- VIII. New Business
- IX. Additional Business
 - A. Citizens Present at the Meeting
 - B. Administration
 - C. Board Members
- X. Announcements
- XI. Adjournment

Voting: All regular and special meetings of the Board at which the Board is authorized to perform business will be conducted in public, and no act will be valid unless approved at a meeting of the Board by a vote of at least four (4) members of the Board and a proper record made of the vote. Meetings of the Board will be public, and no person will be excluded there from, except for a breach of the peace actually committed at the meeting.

A Board Member must abstain from voting on a contract between the school district and an entity in which the Board Member has a pecuniary interest, under the circumstances detailed in the contracts of public servants with public entities act. Abstention will not be counted as votes, but will be recorded and are deemed to acquiesce in the outcome of the vote. Contracts in which a Board Member has a pecuniary interest must be approved by a 2/3 vote of the full membership of the Board without the vote of the public servant making the disclosure.

If 2/3 of the members are not eligible under this act to vote on a contract 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 and less than 5% of the public cost of the contract and the member files a sworn affidavit to that effect with the official body. The affidavit shall be made a part of the public record of the official proceedings.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member is to be recorded. Proxy voting will not be permitted. Any member may request that the Board be polled.

Closed Session: The Board may meet in a session closed to the public under the following circumstances:

1. 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, when the named person requests a closed hearing. A person requesting a closed hearing may rescind the request of any time, in which case the matter at issue shall be considered after the rescission only in open sessions.
2. To consider the dismissal, suspension, or disciplining of a student of this district when the student or the student's parent or guardian requests a closed hearing.
3. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiation party requests a closed hearing.
4. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. A two-thirds roll call vote is necessary to move to closed session.
5. To consult with its attorney regarding trial or settlement strategy in connection with the specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Board. A two-thirds roll call vote is necessary to move to closed session.

6. To review and consider the specific contents of an application for employment or appointment to a public office when the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office will be held in an open meeting pursuant to law. A two-thirds roll call vote is necessary to move to closed session.
7. To consider material exempt from discussions or disclosure by state or federal statute. A two-thirds roll call vote is necessary to move to closed session.

All closed session discussions and comments that legally occur during a closed session in accordance with the open meeting act will be kept confidential.

Hearing of Public: The Board recognizes the value to school governance of public comment on education issues and the importance of allowing members of the public to express themselves on school matters. Accordingly, members of the public will be allowed at designated times to express themselves on matters relating to the school district.

Members of the public may address the Board during the following agenda items:

- Citizens requesting placement
- All board action, discussion, and information items
- Additional Business, Citizens present

Permission to speak at any other time during the meeting will be solely at the discretion of the presiding officer of the Board.

Each speaker must be recognized by the presiding officer in Accordance with Robert's Rules of Order, Newly Revised. Each speaker is to stand, step to the microphone, identify himself/herself by name, and direct his/her remarks to the Presiding officer within a three (3) minute time frame.

The Board President and/or Superintendent/Designee may respond to public comments as appropriate. If comments or questions need further investigation or study, the Board may direct the Superintendent/Designee to respond to the community member at a later time.

The presiding officer may terminate a speaker's privilege of address if, after being warned, the speaker persists in improper conduct or remarks including using vulgarity, lewdness, obscenity, and/or references to personal or private matters which are unrelated to the performance of or fitness for public office or employment.

In order to provide for the orderly transaction of business during the meetings of the Board, when any individual citizen or group of citizens wishes to appear before the Board, the following procedures will prevail:

- A. Formal Placement on the Agenda
 1. Citizens may request formal placement on the agenda by notifying the Superintendent's Office in writing no later than noon on Wednesday preceding the regular meeting of the Board of Education. The written request must include the name, address, telephone number of the person or persons making the request; the name of the group or organization represented; the topic of concern; and discussion of topic, including any supporting documentation.
 2. Questions, suggestions, or proposals which have been presented verbally should be submitted also in writing and signed by the individual or the spokesman of the group appearing before the Board to the Superintendent on the Wednesday prior to the regular meeting of the Board of Education. The Superintendent and/or Board President will place the item on the agenda as appropriate in accordance with Board Bylaws. The Superintendent and/or his/her designee will contact the citizen regarding his/her placement on the agenda by Friday noon preceding the regular meeting of the Board of Education.
- B. Other Public Participation
 1. Citizens wishing to speak on an agenda item or to comment on an item not on the agenda are encouraged to complete a "Hearing of the Public" information card available

- at the meeting with his/her name, address, telephone number, date, and topic. After speaking before the Board, the card should be submitted to the recording secretary.
2. If more than one person wishes to speak on the same topic, the new speaker is encouraged to provide only new information. 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.
 3. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
 4. All written statements should be given to the Secretary of the Board so that copies may be made available to members of the Board. All written statements and documents presented by an individual or group to the Board of Education during the meeting are considered public documents.

Adjournment: The Board may at any time recess or adjourn to a closed meeting in accordance with the Open Meetings Act. The adjourned meeting will take up its business at the point in the agenda where the motion to adjourn was acted upon.

Minutes: Open Meetings: A person designated by the Superintendent will keep minutes of each public televised/recorded meeting showing only:

1. The date, time and place of the meeting;
2. The members present and the members absent at the meeting and whether the absences are with prior notice;
3. Summaries of all comments made under the "Communications" portion of an agenda, including the names of those making the comments;
4. Summaries of citizen comments under any portion of an agenda, including the names of those making the comments;
5. Summaries of administrative reports, including the names of those giving the reports;
6. Summaries of board committee and board liaison reports, including the names of those giving the reports;
7. A summary of comments made by each person introducing an agenda item, including the name(s) of the person(s) introducing the item;
8. In regard to each agenda item designated as a "Discussion Item" a short statement summarizing board comments, without attaching board member names to the comments;
9. In regard to each motion, a short paragraph summarizing all board member comments made in support of the motion and a short paragraph summarizing all board member comments made in opposition to the motion, without attaching board member names to the comments;
10. A summary of requests made by board members for information from the administration or for action by the administration, without including the names of the board members making the requests;
11. Summaries of votes on motions, including the outcome of votes, the total number of yes votes, no votes, and abstentions, and the names of board members voting in each manner;
12. The purpose(s) for which a closed meeting is convened;
13. Summaries of all comments made by citizens, administrators, and board members under the "Additional Business" portion of an agenda, including the names of those making the comments.

In the case of meetings that are designated as board dialogues and/or board study sessions, which are not televised, the minutes will reflect a summary of member comments made throughout the meeting, including the names of those making the comments.

The minutes for any meeting must be approved by the Board and endorsed by the Secretary of the Board at the next regular meeting.

Proposed minutes will be available to the public no later than eight business days after the meeting to which the minutes refer. Approved minutes will be available to the public no later than five business days after the meeting at which the minutes are approved. The approved minutes will be available on the District website, and at the Superintendent's office in the Administration Center. Minutes will be available for purchase at a fee estimated by the Business Office to cover the cost of printing and copying.

The official minutes will be bound together by years and kept in the Office of the Board of Education.

Minutes of each open meeting will be presented to the Board as part of the Consent agenda at a subsequent regular meeting.

Closed Meeting: A person designated by the Superintendent will keep separate minutes of each closed meeting of the Board. These minutes will be retained by the Secretary of the Board but will not be available to the public and will only be disclosed if required by a civil action. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was called.

Minutes of each closed meeting will be presented by the board as part of the consent agenda at a subsequent regular meeting,

DUTIES

President: The President of the Board shall:

- Set the agenda and preside at meetings of the Board;
- Serve as spokesperson for the Board of Education;
- Appoint Board Members to serve on committees and as liaisons to schools and community organizations;
- Chair the Board Continuous Improvement Committee;
- Chair the Curriculum Committee;
- Appoint a temporary secretary who shall sign the board minutes in the absence of the secretary at a Board of Education meeting;
- Sign all Master Employee Agreements and the Superintendent's contract;
- Perform other duties as directed by the majority of the Board of Education.

Vice-President: The Vice-President of the Board shall:

- Set the agenda and/or preside at meetings of the Board when the President is not able to do so;
- Chair the Technology Committee;
- In cases of vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.

Treasurer: The Treasurer of the Board, either directly or through the Superintendent/Designee, shall:

- Deposit the funds of the school district in a bank, savings and loan association, or credit union having its principal office in this state or in a joint investment otherwise authorized by law;
- Authorized to enter the District's Safety Deposit Box;
- Cause records to be kept in which money received and disbursed, the sources from which money is received, and the person to whom and the object for which money is paid are all entered;
- Present to the Board throughout the school year written reports containing a statement of money received and each disbursement made;
- Invest debt retirement funds, building and site funds, building and site sinking funds, or general funds of the school district as authorized by Board resolution and otherwise provided by law;
- Chair the Budget Ad-Hoc Committee;
- Perform other duties required by law or by the Board.

Secretary: The Secretary of the Board shall:

- Sign the minutes of meetings, orders, resolutions, and other proceedings of the Board;
- Respond to communications sent to the Board of Education at the Board President's request;
- Sign all Master Employee Agreements and the Superintendent's contract;
- Chair the Facilities Committee;
- Perform other duties required by law or by the Board of Education.

Legal Counsel: The legal counsel shall represent the Board as required under law. The Board President and/or Superintendent/Designee may at their discretion seek legal advice regarding district matters.

Independent Auditor: The duties of the independent auditor shall be as follows:

- To examine the balance sheet of the School District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;

- To conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances;
- To render an opinion on the financial statements as prepared at the close of the fiscal year;
- To make such recommendations to the Board concerning its accounting records, procedures, internal controls, financial processes, and related activities as may appear necessary or desirable;
- To perform such other appropriate services as may be requested by the Board.

Development Opportunities/School Board Conferences, Conventions, and Workshops

In recognition of the need for continuing in-service education and development for Board members, the Board encourages its members to participate in meetings and activities throughout school board associations and other educational organizations. Board members are encouraged to study and examine materials received from these organizations related to educational issues and report back to the Board of Education when appropriate.

To help individual members develop an understanding of the educational program, the Superintendent and/or Board President will request members of the staff to appear before the Board from time to time to present and discuss new developments in various areas of instruction, business, and human resources.

The Board recognizes the importance of maintaining memberships in professional organizations.

Board Members who wish to attend conferences, conventions and/or workshops should notify the Board President in advance as early as possible.

Board members shall be reimbursed for actual and necessary expenses incurred in discharging their official duties and in performing functions authorized by the Board in accordance with the Bylaws.

BOARD OF EDUCATION CONFERENCES, CONVENTIONS AND WORKSHOPS REIMBURSEMENT OF EXPENSES

In keeping with its stated position on the need for continuing in-service education and development for its members, the Board of Education encourages the participation of all members at the appropriate conferences, workshops, and conventions. However, in order to control both the investment of time and funds necessary to implement this Regulation, the Board establishes these principles and procedures for its guidance.

The purpose of the travel and expense regulation is to provide for the reimbursement of actual and necessary expenses incurred by a Board member while performing duties commensurate with Board membership.

All travel and expenses must be entered on a Conference Request Form and sent to the Superintendent's Office for processing. Receipts and invoices must be submitted in accordance with Internal Revenue Service (IRS) guidelines. These guidelines require submission of such receipts when the expense is twenty-five dollars (\$25.00) or more. Expenses incurred by the Board member beyond the amount approved by the Board of Education, as outlined below, are the responsibility of the Board member. The Board of Education, by a majority vote of its members at an open meeting, may approve reimbursement of expenses claimed under this regulation before it is actually paid.

Registration Fees: Upon approval by the Board of Education and with the completion of a Conference Request Form, the District will prepay a Board member's registration fees.

Lodging: Board members are encouraged to obtain reasonable yet adequate lodging facilities as near to the conference location as possible. Reimbursement will be made based upon the single occupancy rate. If two or more Board members share a room, then one Board member should claim the lodging expenses on the Conference Request Form and indicate other Board members on the hotel receipt. If a Board member is lodging with an individual other than a Board member, he/she should have the hotel indicate the single occupant rate on the hotel receipt. Any business calls should be made by credit card or lodging bill.

Travel: Board members using their personal vehicle for District business will be reimbursed at the current IRS mileage rate. Mileage will be reimbursed based on direct miles to destination and subsequent return to Board member's home. The District will allow travel by commercial air carrier, at coach rate, when it is in the best interest of the District.

Meals: The District will cover costs for meals and tips that are actual and necessary p to forty dollars (\$40.00) per day, provided an actual receipt is submitted.

Other: The District will reimburse Board members for parking, tolls, cab fare and other miscellaneous expenses. Receipts are to be attached in accordance with IRS guidelines.