

SECTION B

BYLAWS, GOVERNANCE AND BOARD OPERATIONS INDEX

<u>SUBJECT</u>	<u>FILE</u>	<u>PAGE</u>
ACADEMIES	B1800	14B
ACCEPTANCE OF OFFICE – BOARD OF EDUCATION	B1115	2B
ADMINISTRATION IN ABSENCE OF POLICY	B1575	13B
ADMINISTRATIVE RULES – DEVELOPMENT, REVIEW	B1570	12B
AGENDA – PREPARATION AND DISSEMINATION	B1320	8B
ANNUAL EDUCATIONAL REPORT	B1600	13B
ATTORNEY – SCHOOL DISTRICT	B1191	7B
BOARD OF EDUCATION COMMITTEES	B1180	6B
BOARD SELF-ASSESSMENT/EVALUATION	B1750	14B
BOARD TRAVEL AND OTHER EXPENSES	B1165	4B
BOARD-STAFF COMMUNICATIONS	B1187	6B
BYLAW AND POLICY ADOPTION	B1550	12B
BYLAW AND POLICY DEVELOPMENT SYSTEM	B1510	12B
BYLAWS AND POLICIES – SUSPENSION OF	B1580	13B
CLOSED SESSIONS – BOARD OF EDUCATION	B1410	11B
CONFLICT OF INTEREST – BOARD MEMBER	B1340	9B
CONSENT AGENDA – USE OF	B1321	8B
DISTRICT GOALS AND OBJECTIVES	B1040	2B
FUNCTIONS OF THE BOARD	B1033	1B
GENERAL BOARD OPERATIONS, POWERS	B1010	1B
INSURANCE COVERAGE	B1901	14B
LEGISLATIVE PROGRAM	B1652	14B
LENGTH OF TERM – BOARD OFFICERS	B1152	3B
MEETINGS – BOARD OF EDUCATION	B1300	7B
MINUTES – BOARD OF EDUCATION	B1360	10B
NEWS MEDIA PRESENCE AT BOARD MEETINGS	B1400	11B
NOTIFICATION OF BOARD MEETINGS – MAILING	B1316	8B
OATHS OF OFFICE – BOARD OFFICERS	B1110	2B
OFFICERS OF THE BOARD AND DUTIES	B1150	2B
ORIENTATION – NEW BOARD MEMBER	B1160	4B
PUBLIC PARTICIPATION IN BOARD MEETINGS	B1370	10B
QUORUM – BOARD OF EDUCATION	B1330	9B
REAFFIRMATION OF POLICIES – ANNUAL	B1560	12B
RECORDS – BOARD OF EDUCATION	B1600	13B
REMOVAL OF A BOARD OFFICER	B1155	4B
REPORTING BOARD ACTIONS	B1402	11B
RULES OF ORDER	B1325	9 B
SUSPENSION OF RULES OF ORDER	B1327	9B
VACANCIES – FILLING BOARD POSITIONS	B1170	5B

B1010 General Board Operations, Powers

The Board shall have such powers as may be necessary to carry out the duties and responsibilities of public education as granted by the Michigan Constitution, the School Code as amended, and all other applicable statutory authority. This includes those rights, powers and duties implied or incident to any expressed power, and such powers, incident or appropriate to the performance of any function related to the operation of the School District in the interests of public elementary and secondary education.

Section B shall constitute the duly authorized bylaws of the District as provided by MCLA 380.11(6).

B1033 Functions of the Board

Some of the most important legal functions as recognized by the Board 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.

7. Judicial -- The Board is responsible for acting as a court of appeal for school staff members, students and the public when issues involve Board policies and their fair implementation.

District Goals and Objectives: Strategic and Master Plans B1040

The Board, through meetings with the Superintendent and senior staff, will develop a master plan, and annually review progress on the implementation of priorities and initiatives 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 Superintendent and Board shall annually develop a strategic plan to guide the operations of the District toward achieving the goals and objectives identified in the master plan.

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

Administration of Oaths B1110

A member of the Board or its designee may administer oaths for qualifying school officers and oaths required in any transaction connected with, or related to, the District's schools.

Acceptance of Office B1115

School District Election Coordinator of Election 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 an oath of office.

The oath may be re-administered at the organizational meeting of the Board by the president or other member serving as chairperson for the organizational meeting. If for filing a vacancy, the oath may be re-administered at the next official meeting of the Board by the president, secretary or other member of the Board.

The secretary of the Board shall forward a copy of the acceptance to the school district election coordinator.

Board Officers B1150

The officers of the Board shall be president, vice president, secretary, and treasurer. The Board may appoint such assistant secretaries or assistant treasurers as the Board determines. The president, vice president, secretary and treasurer shall be Board members. The assistant secretaries and treasurers need not be Board members.

President -- Duties

The president shall:

- Preside at all meetings of the Board;
- 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;
- Serve as spokesperson for the Board; and
- Perform other duties appropriate to the office required by law or by the Board.

Vice President -- Duties

The vice president shall:

- Preside at the Board meetings when the president is unable to attend;
- Succeed to the office of president when a vacancy in the office occurs; and
- Perform other duties appropriate to the office required by law or by the Board.

Secretary -- Duties

The secretary shall:

- Prepare and present minutes of all Board meetings to the Board for approval;
- Post all Board legal notices;
- Prepare and receive all official Board communications;
- Serve as custodian of all official documents;
- Preside at Board meetings in the absence of the Board president and vice president; and
- Perform other duties appropriate to the office required by law or by the Board.

Treasurer -- Duties

The treasurer shall:

- Review financial records of the District on a regular basis;
- Submit a monthly financial statement for Board acceptance;
- Preside at Board meetings in the absence of the Board president, vice president and secretary; and
- Perform other duties appropriate to the office required by law or by the Board.

B1152 Length of Term of Office (Officers)

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. The chairperson pro tem may be a Board member or the Superintendent.

Removal of a Board Officer B1155

By simple majority vote, the Board may remove a member from a Board officer position for cause and shall elect another Board member to the office.

New Member Orientation B1160

Present members of the Board and the Superintendent shall conduct an appropriate organization program designed to acquaint new Board members with the District, Board bylaws and policies, duties, responsibilities and other activities.

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

Board Travel and Other Expenses B1165

The Board encourages professional training and development by its members. In order to implement this goal and to meet legal requirements, the Board establishes the following procedures for reimbursement of expenses by School Board members. (Expenses for spouses accompanying Board members are not reimbursable.)

Travel

A Board member shall be reimbursed for expenses related to overnight travel under the following circumstances:

1. All Board members are entitled to one national conference and two state conferences per year. The conferences shall be specifically identified by name in the Board's annual budget or by motion at other times during the year. Any additional trips will require prior Board approval.
2. All travel arrangements (such as airline tickets, hotel or hotel accommodations, car rental) that are to be reimbursed to a Board member shall be made through the Superintendent's Office.
3. Meals will be reimbursed up to an average of \$50.00 per day with receipts.
4. Mileage will be reimbursed at the same rate as are school employees.
5. All other travel expenses (such as parking, tolls, miscellaneous) will be reimbursed when accompanied by a receipt.

Reimbursement of Other School Board Expenses

The Board grants prior approval for other expenses (including but not limited to registration fees, meals, tolls, or mileage) incurred for non-overnight school-related conferences, business meetings, programs, workshops, or fact-finding trips. These expenses are also subject to the same limits and procedures as overnight travel. All other expenses require prior Board approval.

Expense Approval Procedure

All expenses granted prior approval by this policy shall only be paid after the Board approves the list of the specific expenses at a regular public meeting.

Direct Payment and Advances

The School District may pay a vendor directly in advance for a specifically approved duty or function. A Board member may also receive a cash advance for the estimated total expenses for a specifically approved duty or function. The direct payment to a vendor or cash advance shall not be an approved expense reimbursement until approved by the Board in accordance with this policy.

B1170 Board Position Vacancies

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

Persons appointed to fill a vacancy shall file acceptance of the office, including an affidavit of eligibility, with the secretary of the Board, and shall take the oath of office prescribed by law.

Within 3 days after an appointment is made to fill a vacancy in an elected office in a school district, the secretary of the school board shall notify the school district election coordinator, in writing, of the name, address and office of the person who vacated the office, as well as the person filling the office.

The appointee shall hold office until the next annual school election. The next annual school election shall be defined as the next election which allows a prospective candidate at least 14 days to file a petition as a candidate.

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 for Filling Vacancy

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 may establish the criteria to be applied in making the appointment;
- (c) Interviewing of eligible candidates will be done by the Board in public session; and
- (d) 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.

Board Committees B1180

The Board may establish committees appointed by the Board or by the president with approval of the Board. Committees shall be dissolved by the Board or at the end of the fiscal year unless reaffirmed at the organizational meeting.

The Superintendent shall provide the committees with personnel, materials, funding and other assistance necessary to perform its function subject to control by the Board.

Open Committee Meetings

Committee meetings shall be posted at least 24 hours in advance except in the case of an emergency. The meetings shall be open to the public except if subject to closure by the Open Meetings Act.

Advisory committees consisting of less than a quorum of the Board may close their meetings so long as all decisions are made in open session.

Minutes shall be kept of committee meetings. The minutes will be filed with the Board secretary, distributed to the Board, and available to the public. Minutes for closed committee meetings shall be secured in the same manner as minutes for closed meetings of the Board.

Board-Staff Communications B1187

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. Employees are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe at first hand the Board's deliberations on problems of staff concern.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to employees through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns, and actions.

Visits to Schools

Individual Board members are encouraged to visit schools or classrooms and will make arrangements for visitations through the building administrators of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as

"inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of staff, including the Superintendent, building administrators, and other supervisors.

B1191 **Attorney -- School District**

The Board shall retain a qualified attorney and/or legal firm to handle all legal matters referred by the Board and to receive such compensation as the Board may provide. The Board may enter into a contract to provide such service.

The Board president, vice president, and the Superintendent are authorized to contact the attorney on legal matters concerning the District.

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.

To avoid the appearance of conflict of interest, the attorney or law firm selected to represent the District shall not have as a client the Superintendent nor any member of the Board of Education nor any business in which the Superintendent or any member of the Board of Education has a financial interest.

B1300 **Meetings**

Organizational

The organizational meeting of the Board shall be held within the first two weeks of July, generally on the second Monday in July.

Regular

The Board shall hold at least one regular meeting on the second Monday of each month. The schedule for regular monthly meetings shall be adopted at the Board's organizational meeting. A notice of the regular meeting schedule shall be posted at the entrance to the principal office of the Board or 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.

Adjourned Board Meetings

Any legal meeting of the Board may be adjourned to a specific time and place. Only matters on the agenda of the meeting adjourned may be acted upon at the reconvened meeting.

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.

The notice may be served by delivering the notice to the Board members personally, or by leaving the notice at each member's residence with a person of the household at least 24 hours before the meeting is to take place. The notice also may be served by mail addressed to the member at the member's address on file in the District office, at least 72 hours before the

meeting is to take place. Service of the notice may be by a Board member or an employee of the District.

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. Such sessions may be separate from or immediately before or after a regular meeting.

Mailing Notification to the Public B1316

Upon written request and payment of a reasonable fee as determined by the Superintendent or designee, the schedule of regular meetings or the notice of special or rescheduled 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.

Agenda -- Preparation and Dissemination B1320

The Board president, jointly with the Superintendent, shall prepare the agenda. Items requested by Board members shall be placed on the agenda. The order of business may be altered by a majority vote of members present.

If at all possible, the agenda, together with supporting materials, shall be distributed to Board members sufficiently prior to the Board meeting to permit them to give items of business careful consideration. The agenda and appropriate agenda materials shall also be made available to the press; and to others upon timely request and payment of reasonable fees to cover costs.

Consent Agenda -- Use of B1321

Those items on the Board agenda which are considered routine by the Superintendent and president shall be placed on the Consent Agenda, and unless any Board member specifically requests that such item on the agenda be considered separately and removed therefrom and Board action be taken separately on the item in the order appearing on the regular agenda, then those items shall be approved, adopted and accepted as recommended by the Superintendent by Board action and roll call vote. Those items so approved under the heading "Consent Agenda" will appear in the Board minutes in their proper form, i.e. resolution approving action, lease or bid, with supporting documentation.

B1325 **Rules of Order**

Except as otherwise provided by law, by regulations of the State Department of Education, or by the Board, meetings of the Board shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*, and use allowances listed in "Procedure in Small Boards," which appears in that publication.

Parliamentarian

The parliamentarian shall be the legal counsel appointed by the Board, who shall be well-versed in parliamentary procedure and able to advise the Board at any time.

B1327 **Suspension of Rules of Order**

The order of business may be suspended at any meeting by a majority vote of those present.

B1330 **Quorum**

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

B1340 **Conflict of Interest**

Before voting on any contract, each Board member shall determine whether he or she will receive a personal financial benefit as a direct result of the contract. If the benefit from the contract to the Board member is less than \$250 or is less than 5% of the public cost of the contract, the Board member shall file a sworn affidavit with the Board stating so.

If the Board member will benefit by \$250 or more, or by 5% or more of the public cost of the contract, he or she shall disclose his or her pecuniary benefit to the Board in the following manners, unless the contract is for emergency repairs or services:

- A. If the benefit of the contract to the Board member is more than \$5,000, the Board member shall disclose his or her benefit at a School Board meeting. The Board shall not vote on the contract at the meeting where the disclosure is made, but shall schedule another meeting for the vote. The Board shall wait at least 7 days before subsequently voting on the contract.
- B. If the benefit from the contract to the Board member is \$5000 or less, the Board member shall make a written disclosure to the president of the Board at least 7 days before the meeting at which a vote will be taken on the contract (this disclosure must be made public in the same manner that public notice is given for the Board meeting); **or** as an alternative, the Board member may choose to disclose the benefit at a School Board meeting in the same manner as required in paragraph "A" above.

In both cases, the disclosure shall become a matter of record in the minutes. The minutes must also show: (1) the name of each party involved in the contract; (2) the terms of the contract (duration, financial consideration, facilities or services of the School District included in the contract, and nature and degree of assignment of District employees for fulfilling the contract); and (3) the nature of any pecuniary contract.

The Board member who has a conflict of interest must abstain from voting on the contract. The minutes must record his or her abstention.

The motion to approve the contract must pass by a 2/3 vote of the Board members elected to and serving on the Board without the vote of the abstaining member. MCLA 380.11; Public Act 145 of 1997

Minutes B1360

The secretary or acting secretary of the Board shall be responsible for the keeping of the minutes of every meeting of the Board. A recording secretary, not a member of the Board, may be appointed by the Board and shall attend all meetings and record all actions of the Board. Such minutes shall be reviewed and signed by the secretary of the Board or acting secretary. The minutes shall include the date, time, place, members present, members absent, all motions made at open meetings and action taken thereon, the purpose(s) for which closed sessions are called, all 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.

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

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

Public Participation B1370

In order to assure that persons who wish to appear before the Board may be heard and, at the same time conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. The agenda for each regular meeting will contain a section entitled "Public Participation." This section will be set aside to receive expression from the public and may be limited to 30 minutes by the presiding official. The Board may consent to permit comments from the public at other times during the meeting.
2. Any individual desiring to speak shall provide the following: name, address, and the group, if any, that is being represented.
3. The presentation should be as brief as possible and without demeaning and/or disparaging comments. Such presentation should be limited to 5 minutes. The normal five-minute speakers' time may be reduced to allow more citizens the opportunity to speak.

4. Any organized group must provide a three-day advance notice to the Board if it intends to bring large numbers of persons to a Board meeting. This will permit proper facility scheduling for the potential relocation of the meeting.

The Board vests in its president (or other presiding official) authority to terminate the comments of any individual when the rules established above are violated.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act as individuals in official matters. Thus, questions must be directed to the chair, but answers may be deferred pending consideration by the full Board before they can be assumed to be official.

B1400 **News Media Presence at Board Meetings**

The Board believes that one of the paramount responsibilities of the Board of Education is to keep the public informed of its problems, deliberations, policies and actions. Therefore, the Board encourages the attendance of media representatives at all meetings excepting executive sessions.

To the extent possible the agenda, together with supporting materials, shall be distributed to members of the media prior to each meeting.

In the event that representatives of the news media are unable to attend a meeting, they shall be provided upon request a summary of important Board actions.

B1402 **Reporting Board Actions**

As part of its ongoing effort to keep staff and public fully informed concerning its affairs and actions, the Board instructs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings. Releases to the press and brief summaries of Board meetings actions prepared for distribution to staff members and parents are regarded as appropriate media of information for meeting the requirement of this policy.

B1410 **Closed Sessions**

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

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

Bylaw and Policy Development System B1510

The Board may adopt policies and procedures and authorize the development of administrative procedures, not inconsistent with these bylaws. In the event of any inconsistency between bylaws and any other policy, rule or procedure, the bylaws shall be deemed controlling.

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

Attorney Involvement

Bylaws and policies of the Board shall be submitted to the Board's attorney to determine their legality before final approval. The opinion of the attorney shall be made available to all Board members and Superintendent.

Bylaw and Policy Adoption B1550

The Board may adopt new bylaws and policies and amend, delete or modify existing bylaws and policies by majority vote of those elected. Adoption and/or amendments to bylaws, policies, rules and regulations of the Board shall be made after two readings by the Board.

Policy Dissemination

The Superintendent shall be responsible for devising a procedure to ensure that those persons having copies of the Board policy and bylaw manual receive changes. Every attendance center shall have a current copy of the policy manual which shall be kept in the office of the building administrator or the Superintendent. A copy of the Board policy manual shall also be kept in the Central Business Office. Each Board member shall be furnished a copy of the policy manual, and the Superintendent may also designate which administrator shall be furnished with copies of the policy manual.

The Superintendent shall keep a running historical set of Board bylaws and policies which shall reflect all revisions, amendments or other such actions.

Annual Reaffirmation of Policies B1560

The Board's set of written policies shall be readopted at each annual organizational meeting, subject to the understanding that all policies not established by law and or contractual arrangement may be changed through Board action as described above.

Administrative Rules -- Development and Board Review B1570

The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the school will be operated, whenever practical. These detailed arrangements shall constitute the administrative regulations governing the schools. They shall be defined in written form and organized with adequate indexing for easy use. Make-up and distribution will be so as to facilitate easy filing and proper use, and

distribution shall include the members of the Board and applicable employees. The administrative regulations must in every respect be consistent with the policies of the Board.

The Board reserves the right to review and veto administrative rules should they, in the Board's judgment, be inconsistent with the policies adopted by the Board. The Superintendent shall provide the Board with copies of any new rules, changes in rules, or repealed rules at least thirty days prior to their effective date.

B1575 Administration in Absence of Policy

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

B1580 Suspensions of Bylaws and Policies

The Board's bylaws and policies shall be subject to suspension only upon a majority vote of the members elected (or appointed) to and serving on the Board.

B1600 Board Records

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

Information Management

The Board recognizes the need for its records to be stored as a blend of printed bound and electronically recorded (i.e., audiotape, videotape, microfiche, computer disk) material. The securing, cataloging and storing of all records shall be the responsibility of the Superintendent.

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

Annual Educational Report

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

School Board Legislative Program B1652

If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

Board Self-Assessment/Evaluation B1750

The primary purpose for Board self-assessment/evaluation is the improvement of Board member leadership. The Board and Superintendent may cooperatively develop an evaluation plan that annually evaluates the various aspects of the Board's functions, duties and roles.

Public School Academies B1800

The District, through the Board, may enter into contracts or agreements with, and charter a public school academy(s), under the guidelines set forth in the contractual agreement and guidelines established by the Superintendent.

Severability

In the event that Part 6a of Public Act 416 of 1994 or the Section 501 of PA 289 of 1995 are held to be unconstitutional, contracts entered into on the part of the Board and a public school academy shall be void.

Review

The Superintendent has the authority to conduct a periodic review of an academy's operations and finances and submit a report to Board.

Contract Limitations

All contracts between the Board and a public school academy shall not exceed three years. Contracts may be renewed for an additional time period only by mutual written agreement between the Board and the academy.

Audits

The Superintendent has the authority to designate the certified public accountant who shall conduct a financial audit of the academy.

The Superintendent shall recommend approval, modification, amendments or rejection of all applications for public school academies to the Board.

Insurance Coverage B1901

Insurance

The Bay City School District shall maintain comprehensive insurance to protect the District and its Board of Education against any loss because of fire, damage to school property, or loss to other property; and to the extent insurance coverage can be secured, coverage for all

liability resulting as a responsibility of the School District and its Board, including individual members, while acting on behalf of the School District. MCLA 691.1409

Indemnification

The Bay City School District may furnish legal services for and indemnify part or all of any claim made or any action commenced against an individual Board member. MCLA 691.1408. Upon request, the Board shall review the statutory standards to determine coverage.