



MONROE PUBLIC SCHOOLS

BOARD MEETING #12

July 10, 2012

7:00 pm

EXCELLENCE

BOARD OF EDUCATION

MR. DAVID VENSEL, PRESIDENT
MR. ROBERT YEO, VICE-PRESIDENT
MRS. JUNE KNABUSCH-TAYLOR, SECRETARY
DR. TEDD MARCH, PARLIAMENTARIAN
MR. AARON N. MASON, TRUSTEE
MS. WENDY SPICER, TRUSTEE
MR. LAWRENCE VANWASSHENOVA, TRUSTEE

SUPERINTENDENT OF SCHOOLS

MR. RANDALL MONDAY

“Monroe Public Schools is committed to being the premier education organization in the region. We are devoted to promoting high expectations for all in a state-of-the-art 21st century curriculum. We recognize that the students and communities we serve are our customers, and we promise to make all decisions in their best interest.”

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MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #12
Tuesday, July 10, 2012
7:00 PM

AGENDA

		<u>Page</u>
A. Roll Call and Call to Order	Mr. Vensel	1
1. Pledge of Allegiance to the Flag	Mr. Vensel	
2. Recognition: Vince Rossi and Tony Pollzzie	Mr. Monday	
B. Public Commentary – Agenda Items Only	Mr. Vensel	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Vensel	2
Move to approve the minutes of the following meetings as submitted:		
• June 26, 2012 Budget Hearing		
• June 26, 2012 Board Meeting #11		
2. Reports and Updates	Mr. Vensel	9
a. June 26, 2012 Board Finance Committee and Community Relations Committee Minutes		
b. June 28, 2012 Board Policy Committee Minutes		
3. Board Policies-First Reading	Dr. Martin	14
Move to approve the following policies as a first reading:		
• Section 1000 – Board Bylaws		
• Section 2000 – General School Administration		
4. Resolution of Support-Library Operating Millage	Mr. Vensel	147
Move to approve the Resolution of Support for the Monroe County Library System Operating Millage as presented.		
5. Discipline Mandates	Mrs. Everly	149
Move to approve the revised Elementary Code of Conduct, Grades 7-12 Disciplinary Mandates and the Monroe Public Schools Substance Abuse Mandates as submitted.		

		<u>Page</u>
6. CTE Textbook/Teaching Supplies Purchase	Mr. McLeod	162
Move to approve the purchase of textbooks and teaching supplies for the MHS Accounting program at a cost not to exceed \$5,466.30. Monies to be taken from Added Cost funds.		
7. Superintendent's Comments	Mr. Monday	
8. Old Business	Mr. Vensel	
9. New Business	Mr. Vensel	
10. Public Commentary – Any Topic	Mr. Vensel	
11. Adjournment	Mr. Vensel	164
Move that the July 10, 2012 Board Meeting #12 of the Monroe Public Schools Board of Education be adjourned.		

Board Meeting #12
July 10, 2012
Item A

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____
Dr. March	_____	_____
Mr. Mason	_____	_____
Ms. Spicer	_____	_____
Mr. VanWasshenova	_____	_____
Mr. Vensel	_____	_____
Mr. Yeo	_____	_____

Board Meeting #12
July 10, 2012
Item #C.1

APPROVAL OF MINUTES

ENCLOSURES

- June 26, 2012 Budget Hearing Minutes
- June 26, 2012 Board Meeting #11 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- June 26, 2012 Budget Hearing
- June 26, 2012 Board Meeting #11

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Budget Hearing
Tuesday, June 26, 2012
6:45 PM

MINUTES

Roll Call and Call to Order

Board Members Present: President Dave Vensel, Vice President Robert Yeo, Secretary June Knabusch-Taylor, Parliamentarian Tedd March, Trustee Aaron N. Mason, Trustee Wendy Spicer, and Trustee Larry VanWasshenova

Board Members Absent: None

Administrators Present: Randy Monday, Julie Everly, Ryan McLeod, Katherine Eighmey, Barry Martin, David Payne

Administrators Absent: Jerry Oley

President Vensel called the meeting to order at 6:52 PM.

2012/2013 Budget Hearing

Mrs. Eighmey presented the Budget Amendment Summary for fiscal year ending June 30, 2012 which included the general fund, food service fund, debt fund, sinking fund and building and site fund. The ending General Fund balance is \$2,381,169; Food Service: \$820,726; Debt Fund: \$0; Sinking Fund: \$3,338,864; and Building and Site: \$4,887.

She brought to the board's attention the revenue and expense changes between the revised budget, which had been brought before the board on February 28, 2012, and the current 2011/12 budget amendment.

Mrs. Eighmey then discussed the proposed 2012/2013 budget. The General Fund operates on 18 mills levied on non-homestead and non-qualified agricultural property. The Sinking Fund operates on 1 mill levied on all property. The proposed General Fund balance will be \$444,058; Food Service \$856,296, Debt Fund \$0, Sinking Fund \$2,555,764 and Building and Site \$4,892. Mrs. Eighmey compared the revised 2011/2012 vs. 2012/13 budget revenue and expenses and also pointed out budget assumptions which included legislative and non-legislative changes.

Adjournment

Motion by Mr. VanWasshenova; support by Mr. Yeo that the June 26, 2012, Budget Hearing of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:00 PM.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #11
Tuesday, June 26, 2012
7:00 PM

MINUTES

Regular Board Meeting

Motion by Mr. Yeo; support by Mr. VanWasshenova to go into the regular board meeting at this time. Motion carried by a 7-0 hand vote.

President Vensel called the meeting to order at 7:00 PM.

Public Commentary-Agenda Items Only

Citizen Selma Rankins asked to speak at the beginning of the meeting rather than wait until the end as he had another commitment. He attended this week's Town Hall meeting with Governor Rick Snyder. Governor Snyder said that education in Michigan is not working. Mr. Rankins also wondered what would happen to the windows and other building materials at Lincoln School when it is razed.

Approval of Minutes

Motion by Mr. Yeo; support by Mr. VanWasshenova to approve the following minutes as submitted:

- June 12, 2012 Board Work Session
- June 12, 2012 Board Meeting #10

Discussion: On the work session minutes dated June 12, 2012, Dr. March actually said that he would like Mr. Monday to give state of the school district reports similar to that which the governor does on the state level. Ms. Spicer asked that the work session minutes reflect that she had completed both the old and MASB suggested superintendent evaluation forms and had scored each as well. Both corrections will be made in the work session minutes.

Vote: Motion carried by a 7-0 roll call vote.

Reports and Update

The Informational Report – Contracted Coaches and Volunteer Coaches was received without comments.

Adoption of the Final Amended 2011/2012 General, Food Service, and Building Site Sinking Funds

Motion by Mr. VanWasshenova; support by Mr. Mason to adopt the amended 2011/2012 fund budgets for the General, Food Service and Building and Site Sinking funds as presented.

Vote: Motion carried by a 7-0 roll call vote.

Adoption of the Proposed 2012/2013 General, Debt, Food Service, Sinking Fund and Building and Site Fund Budgets

Motion by Mr. Yeo; support by Mr. VanWasshenova to adopt the 2012/2013 proposed budgets for General, Debt, Food Service, Sinking Fund and Building and Site funds as presented. Furthermore, the Board has determined that the non-homestead millage rate be established at 18 mills for operating purposes and an additional 1 mill be levied for Building and Site Sinking Fund on all property as approved by referendum in 2008.

Vote: Motion carried by a 7-0 roll call vote.

Approval to Participate in the Michigan Finance Authority (MFA) State Aid Note Program

Motion by Mr. Yeo; support by Mr. Mason; that the Board of Education approve the District's participation in the Michigan Finance Authority 2012 State Aid Note Program as presented.

Vote: Motion carried by a 7-0 roll call vote.

Superintendent Contract Extension

Motion by Mr. Yeo; support by Mr. VanWasshenova; to approve the administrative contract extension for Randall Monday as recommended through the 2014/2015 school year.

Discussion: Ms. Spicer noted that if the board did not act on this motion, Mr. Monday's contract would automatically renew anyway because of the following clause in his contract:

"Operation of Law. Unless the Board of Education gives written notice of non-renewal of this contract to the Superintendent at least 90 days before the contract's termination date (i.e. June 30, 2013), this contract will, without further action, be automatically renewed for an additional one-year period as provided by Public Act 183 of 1979. This obligation is contingent upon the Superintendent advising the Board of Education in writing of this obligation at least by February 1 of the year of contract termination."

Since Mr. Monday's contract is going to automatically renew, Ms. Spicer asked what would happen if the board needed to ask for a reduction in central administrative salaries due to the budget situation. And if he wanted to go to another district what would happen. In that case, Mr. Monday would have to resign and the contract would be void.

Mr. Vensel is in support of a multi-year contract and feels a three year contract is reasonable. A suggestion was made that the board get together and change some of the contract language specifically in terms of the length of the contract and a 90 day out clause. Typically though, the board president and attorneys do this. Mr. Vensel suggested voting on the contract as it is and then he would sit down with Mr. Monday and the attorneys to review some options.

Vote: Motion carried by a 6-1 roll call vote. Ms. Spicer voted no.

Coordinator of Communications and Public Relations Contract Extension

Motion by Mr. Yeo; support by Dr. March to approve the two-month contract extension through Temporary School Staff, Inc. for Robert Vergiels as the Coordinator of Communications and Public Relations as recommended through August 31, 2012.

Discussion: Mr. VanWasshenova noted the importance of this position. He would like data to support this position for our future projections. One area he would like to have data on is how many of our students attend college and how many are college graduates. The administration noted that new goals have been established for this position and progress will be monitored before making another recommendation to the board in two months. Part of the goals will be collecting data. We have moved away from the main focus of how many articles in the newspaper we could generate. It may not be fair to include student retention in Mr. Vergiels goals since he really has no control over that. One other area of attention will be efforts on perception data. This is a key to developing an effective marketing plan. After two months, we will make a decision based in part on the perception data that will have been collected. The purpose of renewing this contract for two months is to give us time to do an analysis of the position and the formation of a plan from that time forward.

Vote: Motion carried by a 7-0 roll call vote.

Staff Resignations

Motion by Mr. Yeo; support by Mrs. Knabusch-Taylor to approve the resignations of Sandra Kreps, effective June 20, 2012; Jennifer Hill effective June 2, 2012; and Alex Parrish effective July 4, 2012, from Monroe Public Schools.

Discussion: We will need to replace the technology position. Dr. March noted that when we passed the administrative internship program a few years ago, we began training our staff as administrators who are then hired into administrative positions elsewhere.

Vote: Motion carried by a 7-0 roll call vote.

Coaching Recommendations

Motion by Mr. VanWasshenova; support by Mr. Mason; to approve coaches for the fall 2012/13 season as named above and as per the MCEA master agreement

Vote: Motion carried by a 7-0 roll call vote.

Certified Nursing Assistant (CAN) Curriculum

Motion by Mr. VanWasshenova; support by Mr. Yeo, to approve and adopt the curriculum for Monroe High School's Certified Nursing Assistant course.

Discussion: Mrs. Knabusch-Taylor would have liked the curriculum to have been brought to the curriculum committee beforehand for review. Mr. Ferrara noted that the document was given to the committee.

Vote: Motion carried by a 7-0 roll call vote.

MHS Marching Band Camp – MSU – Overnight, In State

Motion by Mr. VanWasshenova; support by Dr. March, to approve the Monroe High School Trojan Marching Band field trip to Michigan State University's Annual Band Camp, July 23–July 28, 2012, according to the terms of Policy IICA, Field Trips and Excursions.

Discussion: Mr. Nuechterlein reported that MHS bands have been attending this band camp for the past 23 years. This will be the last year because Michigan State University is phasing out the program. This year, only two bands will be attending camp.

Vote: Motion carried by a 7-0 roll call vote.

Consent – Purchases

Motion by Mr. Mason; support by Mr. VanWasshenova, that Agenda Items C.13 - C.16 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- C.13 – Elementary School Planners: Purchase of 2,855 student planners from School Datebooks in the amount of \$4,829.23 plus shipping and handling.
- C.14 – Reading and Writing Instructional Resources: Purchase of instructional resources from Heinemann Publishing. The total cost for the materials, plus shipping, will not exceed \$16,292 all of which will be covered by 2012/2013 Title I funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.
- C.15 – Non-Fiction Books Purchase for Interest Academies at Arborwood: The total cost for the books will not exceed \$17,000, all of which will be covered by the current year's Title I funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.
- C.16 – Title I Purchase – Custer: Purchase of two sets of the Fountas and Pinnell Leveled Literacy Intervention System for Custer Elementary. The total cost of this purchase will not exceed \$6,625.80 and will be funded by Title I monies.

Vote: Motion carried by a 7-0 roll call vote.

Consent Agenda – Technology Purchases

Motion by Mr. Yeo; support by Mr. Mason, that Agenda Items C.18-C.20 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- C.18 – Technology Equipment Purchase for Arborwood, Custer and Waterloo: Purchase of technology equipment as proposed for Arborwood, Custer, and Waterloo at a cost not to exceed \$40,442.55. Monies to be taken from Title I and PTO funds.
- C.19 – Technology Summer Renewal Purchases: Approve the technology purchases as outlined by Mr. Payne for a total cost not to exceed \$131,173.72. Cost will be funded by the Technology Millage monies.
- C.20 – Technology Summer Refresh Purchases: Approve the technology equipment purchase as outlined by Mr. Payne for total cost not to exceed \$159,461.81. Dell computers will be funded by MHS Yearbook; the remainder of the refresh will be fund by the Technology Millage monies.

Discussion: These purchases have been out for competitive bids. We use REMC which is a statewide organization; however, usually CDW beats the REMC price. Mrs. Everly thanked the Custer PTO for their monetary support of technology.

Vote: Motion carried by a 7-0 roll call vote.

Approval for Exterior Painting

Motion by Mr. Yeo; support by Mr. VanWasshenova to accept the quote from Perfection Plus, Brownstown, MI in the amount of \$6,570, and reject all others, for exterior painting at the Administration Building, Center Building and Operations. Money for this project is to be taken from the Building and Site Sinking Fund.

Vote: Motion carried by a 7-0 roll call vote.

Superintendent Comments

- Kim Pearch, Waterloo teacher, spoke about the DVD she and her students prepared after they studied their local community. The students took a walking tour of Monroe where they met Mr. Mason and Mayor Clark.
- The Dick Waters swimming pool at Arborwood South opened just about a week ago and we have had over 600 swimmers enjoying the pool. We are checking around for seating to add to the pool area.
- Two of our MHS students competed in the HOSA nationals over the weekend. Ryan Gentil finished third nationally in pharmacology. Samantha August was top ten in the veterinary science category and was able to perform her skill at Disney's Animal Kingdom in one of their operating rooms.
- Congratulations to Steve Ketrion, Bill Ferrara, their adult volunteers and the Trojan Robotics team for hosting another successful multi-state robotics meet over the past weekend. Teams from 48 schools from five states competed in the event.
- Every afternoon from Monday through Thursday in June and July, Waterloo Principal Lisa McLaughlin is hosting Waterloo students at the school. Lisa meets the students at the Willow Green Community Center and walks with the children to the school. There they use DreamBox learning to study math, they check out books to read and they help take care of the Waterloo gardens. The group is growing beans, lettuce and tomatoes. The group is attracting about twenty students a day.

Old Business

Mr. Monday has been receiving donations and community input regarding the lot where Christiancy School stood and the plans for the future. The Lincoln site should be considered as well. If the lots are to be used for parks, they should be non-school funded and rely on donations. Mr. Mason has a concern that since we are an educational system, we should be focusing on education, curriculum and partnering. Once restoration is finished, these properties will have a positive value. It is possible to have a smaller footprint park, but partner with Habitat for the rest of the property. Any board member interested in being on the restoration committee should let Mr. Vensel or Mr. Monday know.

New Business

Mr. VanWasshenova noted that our committees may not be functioning at maximum capacity. Technology has not been integrated in our board committees. He will email his thoughts to Mr. Vensel for discussion at the next meeting.

Mr. Yeo received a call from a parent regarding early morning training by football players. Mr. Monday will investigate the matter.

Mr. Vensel received a letter from Carolyn Gardetto, Chairperson for Citizens for Libraries asking board support for the library millage renewal. This resolution will be included in our next board agenda.

Public Commentary-Any Topic

There was none at this time.

Closed Session

Motion by Mr. Yeo; support by Mrs. Knabusch-Taylor to convene in closed session for the purpose of discussing strategies connected with the negotiation of collective bargaining agreements. Open Meeting Act, Sect., 8(c).

Vote: Motion carried by a 7-0 hand vote at 8:33 PM.

Adjournment of Closed Session and Reconvene

Motion by Mr. Yeo; support by Mr. VanWasshenova that the closed session be adjourned and Board Meeting #11 be reconvened into open session.

Vote: Motion carried by a 7-0 hand vote at 10:02 PM.

Adjournment

Motion by Mr. Mason; support by Dr. March that the June 26, 2012, Board Meeting #11 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 10:02 PM.

June Knabusch-Taylor, Secretary

Board Meeting #12
July 10, 2012
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- Board Finance Committee and Public Relations Committee Minutes (6/26/12)
- Board Policy Committee Minutes (6/28/12)

Monroe Public Schools
Board of Education Finance Committee of the Whole
Board of Education Public Relations Committee of the Whole
June 26, 2012
5:30 PM

Present: June Knabusch-Taylor, Tedd March, Aaron Mason, Wendy Spicer, Larry VanWasshenova, Dave Vensel, and Bob Yeo

Administrators

Present: Randy Monday, Ryan McLeod, Julie Everly, Kathy Eighmey, and Barry Martin

Call to Order

Meeting called to order at 5:35 PM

Borrowing Resolution

At the board meeting tonight the Board will be asked to approve borrowing of up to \$10.5 million through the Michigan Finance Authority. Kathy anticipates we will need to borrow \$10 million. A request for the loan will be made later this week, an interest rate will be given in July and the money will be received in August. This is done every year to cover expenses until we begin receiving state aid in October.

2011/12 Budget

Kathy Eighmey reviewed the final amended budget for 2011/12. The General Fund balance at the end of the year will be \$2,381,169. This is assuming all expenses and income happen as anticipated.

2012/13 Budget

Kathy presented the 2012/13 proposed budget. Items to consider:

- This is a proposed budget instead of a continuation budget due to the potential for a deficit at the end of 12/13
- Anticipated loss of 100 students
- Health insurance hard caps will save the District \$1,793,603
- A teacher step freeze will result in a cost avoidance of \$565,000
- MPSERS Retirement rate of 27.37% will cost the District an additional \$833,182
- State Aid changes will bring us a net of \$963,300
- Teaching staff has been reduced by 6 positions through attrition

Moving forward we are looking at a \$4 million deficit by 2013/14. To address this deficit administration will continue to negotiate with all employee groups, consider staffing changes, review possible consortium services such as curriculum and transportation, investigate privatization of support positions, and continue to look at other sources of revenue, such as virtual high school.

Other discussion

- There is a potential increase in health insurance hard caps of about 2-4% each year
- Due to decrease in property taxes we are experiencing some loss of revenue. The state aid will offset General Fund money, but not Sinking Fund.
- If the current House version of Senate bill 1040 (retirement reform) passes it would result in a savings for 2012/13 of \$920,751 and for 2013/14, \$2,172,086 putting the burden on employees
- Arborwood has developed Interest Academies for the upcoming school year focusing on Health and Wellness, Math and Science, Performing Arts, and Visual Arts.
- Administration is looking into recruitment of home schooled students for dual enrollment
- Bob Yeo would like to see further emphasis on developing partnerships with corporations
- Randy Monday and other local superintendents have developed a committee and are working with local businesses to partner with CTE departments

Public Relations

Due to time restraints, Public Relations were not discussed.

Meeting adjourned 6:45 PM

Board of Education Policy Committee
Thursday, June 28, 2012
MINUTES

The Board Policy Committee met at 5:15 on Thursday, June 28. Present were Larry VanWasshenova, Robert Yeo, Wendy Spicer and Barry Martin.

Public Commentary

There was no public commentary.

Discussion

The meeting began with a review of the procedures for approving board policy: committee review and revisions, two board readings, MASB review and then board approval. There was a question about having the MASB review of the committee revisions prior to any board readings. Dr. Martin said he would check into that, but he thought the normal procedure was as stated at the start of the meeting.

Following this review, board policy 1180 from Section 1 was discussed. This policy defines the work of board advisory committees. Mr. VanWasshenova had questions about the function and purpose of board committees. Dr. Martin pointed out the specific definition of the function of a board committee as outlined in the policy, that of a body to gather information and make recommendations to the board. Mr. Yeo and Mrs. Spicer discussed the possible need for more timely presentation of information from various board committees, perhaps having minutes/committee reports available to the board in the board briefs immediately following any committee meeting rather than waiting until the next board meeting. The thought was, this might give individual board members, not on a particular committee, more time to ask questions and get clarifications before having to act on recommendations from the committee at a board meeting. Dr. Martin indicated that he would discuss this with Mr. Monday.

Before finishing up with policy 1180, it was suggested by Mr. VanWasshenova that the word "advisory" be dropped from the name "board advisory committee" as stated in the MASB recommended policy. Mr. Yeo and Mrs. Spicer agreed. Dr. Martin made note of the suggested change. This ended the review of Section 1.

The group moved on to Section 2 where the only discussion was of the administrative organization chart. All agreed that the revisions made to the chart since the last meeting were sufficient and the chart was easily understood. Mr. VanWasshenova and Mr. Yeo suggested that maybe the chart could be expanded to include the building level chain of command also. Dr. Martin said he would discuss this with Mr. Monday.

The next section to review was Section 3000, on business office practices. The MASB recommended changes for various payroll deductions as well as other optional policies were discussed. Mr. VanWasshenova questioned the need for these recommended policies. Dr. Martin pointed out that the policies were based on various pieces of school law and that it was necessary to have policies outlined for reference so the affected school personnel would have guidance when dealing with certain issues covered by state law and the school code. Mr. VanWasshenova asked that Dr. Martin check with MASB

to see how much flexibility the board policy committee had to change or remove certain recommended policies for this section. Dr. Martin agreed to check with MASB about this concern.

The meeting ended with a recommendation to put Sections 1 and 2 of the recommended board policies up for a first reading by the board at the next scheduled board meeting and at the next board policy committee meeting to have further review of Sections 3 and 4 with follow up from MASB on the amount of flexibility that the committee had with policy revisions.

Adjournment

The June 28, 2012 meeting of the Policy Committee adjourned at 6:40 PM. The next scheduled meeting is Thursday, September 27, 2012 at 5:15 PM.

(It should be noted that neither the board secretary nor Dr. Martin's secretary were available to take notes, so these minutes were put together by Dr. Martin based on notes he took during the session and corrections to these minutes can be made upon review by the committee members present.)

BOARD POLICIES-FIRST READING

BACKGROUND

The attached board policies (Sections 1000 and 2000) have been reviewed by the board policy committee and are recommended for approval by the full board of education. Changes to the policies are noted in bold print.

ENCLOSURES

- Section 1000 – Board Bylaws
- Section 2000 – General School Administration

RECOMMENDATION

Move to approve the following policies as a first reading:

- Section 1000 – Board Bylaws
- Section 2000 – General School Administration

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

ROLL CALL VOTE:	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

TC-1000-1

1000—BOARD BYLAWS

- 1001 Introduction and Information
 - Nominating Petition/Filing Fee
 - Special Elections
 - Advice of Legal Counsel
- 1005 District Authority
- 1010 District Legal Status
- 1015 District Mission Statement
 - Board of Education Vision Statement
- 1020 Bylaws
- 1030 Membership
 - Term of Office
- 1032 Powers and Duties
 - Functions of the Board
- 1040 District Goals and Objectives
- 1150 Board Officers
 - President
 - Vice-President
 - Secretary
 - Parliamentarian - Duties
 - Treasurer
 - Duties of Trustees
- 1152 Election of Officers and Length of Term
- 1155 Removal of a Board Officer from Office
- 1160 New Member Orientation
- 1162 Board Member Development Opportunities (Cf. 1168)
 - Reimbursement for Expenses
 - Board Certification
- 1167 Compensation
- 1170 Board Position Vacancies
 - Process
- 1175 Vacancies in Office
- 1180 Board Advisory Committees**
 - Advisory Committees**
 - Meeting Structure**
- 1185 Board-Superintendent Relations
- 1190 Professional Services
- 1191 Attorney
- 1220 Consultants
- 1250 Board Remembrances
- 1260 Board Recognitions
 - Staff Recognitions

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

TC-1000-2

- 1300 **Meetings**
 - Organizational
 - SN The organizational meeting of the Board, usually once a year, when the Board elects its officers.
 - Regular
 - Special Meetings
 - Emergency Meetings
 - Information/Work/Study Sessions
 - Adjourned Meetings
- 1310 Closed Sessions
- 1320 Agenda
 - Consent Agenda
- 1330 Rules of Order
 - Amendment/Suspension of Bylaws and Policies
 - Quorum
- 1350 **Voting Method**
- 1360 Minutes
- 1370 Public Participation
 - Handling of Complaints (Cf. 9450)
- 1375 Mailing of Notices and Documents to the Public
- 1400 News Coverage
 - Broadcasting and Taping
 - Reporting Board Meetings
 - Cameras
 - Recording Devices
- 1510 Bylaw and Policy Development System
 - Draft Writer
 - Attorney Involvement
 - Staff Involvement
 - Community Involvement
 - Student Involvement
- 1550 Bylaw and Policy Adoption
 - SN The official action of the Board that makes new and/or revised policy statements operable.
 - Policy Dissemination
 - Policy Review
 - SN The periodic assessment by the Board of its existing policies and policy development system.
- 1570 Review of Administrative Regulations
- 1575 Administration in Absence of Policy
- 1600 **Board Records (Added footnote and LEGAL REF change)**
- 1650 Board Memberships
 - Liaison with School Board Associations

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

TC-1000-3

1730	Board Legislative Program Legislative Representative Purpose Recommended Legislation
1750	Board Self-Assessment/Evaluation
1900	Contracts and Board Member Disclosure Obligations
1950	Board Member Conflict of Interest, Ethics and Responsibilities Board Member Responsibilities
1955	Board Member Service as an Unpaid Volunteer

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

1001 Introduction and Information

1001

The Board shall establish programs and procedures, which shall best produce the educational achievement needed by District students, and 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 the entire District open-mindedly,
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.

Nominating Petition/Filing Fee

The School District Election Coordinator¹ shall distribute and receive nominating petitions from persons running for the Board or, in the alternative, personally receive a nonrefundable statutory \$100 filing fee paid by the candidate.

¹ The "School District Election Coordinator" is the County Clerk.

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

1001 Introduction and Information

1001-2

Special Elections

The Board may schedule special elections at such time, under law, as it shall designate and for such purposes as determined by the Board.

Advice of Legal Counsel

The Board may seek the advice of legal counsel concerning the proper procedure for scheduling special school elections.

Approved:

LEGAL REF: MCL 168.301-303; 168.641

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1005 District Authority

1005

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” 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:
LEGAL REF: MCL 380.11a

MASB NOTE: Did not make changes to add “Designee”. Following sentence, designated representative = designee.

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1010 District Legal Status

1010

The legal basis for the Monroe Public 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 Monroe Public Schools, Monroe County, and the District shall operate as a general powers school District.

Approved:

LEGAL REF: Michigan Constitution, MCL 380.11a

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1015 District Mission Statement

1015

- Provide resources and leadership to guarantee equal education opportunities in a safe, orderly, positive and well-maintained environment.
- Provide learning experiences to develop talents, skills and understanding so learners become contributing responsible citizens in a democratic society and global economy.
- Strive to continuously improve student achievement.
- Provide the means to continually assess effectiveness in attaining goals.
- Provide the means to develop environmental responsibility.

Board of Education Vision Statement

Monroe Public Schools is committed to being the premier education organization in the region. We are devoted to promoting high expectations for all in a state of the art 21st Century curriculum. We recognize that the students and communities we serve are our customers, and we promise to make all decisions in their best interest.

Approved:

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

1020 Bylaws

1020

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 United States, the State of Michigan and the regulations of the Michigan Department of Education.

Approved:

LEGAL REF: MCL 380.11a (6)

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

1030 Membership

1030

The Board is composed of seven (7) members serving four (4) year terms, and elected at an election held in accordance with MCL 168.1 *et seq*, or appointed by the Board to fill a vacancy.

Term of Office

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

Approved:

LEGAL REF: MCL 168.302; 168.641; 380.11a

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

1032 Powers and Duties

1032

The Board shall act as a legislative body and shall appraise the work and programs of the District.

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.

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1032 Powers and Duties

1032-2

5. School Facilities - The Board is responsible for determining school-housing needs, for communicating these needs to the community, for purchasing and disposing of properties, and for approving building plans that will support and enhance the educational program.
6. Communication with Public - The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself informed about the wishes of the public.
7. Judicial - The Board is responsible for acting as a “court of appeal” for school staff members, students and the public when issues involve Board policies and their fair implementation.

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

Approved:

LEGAL REF: Michigan Constitution, Article VIII; MCL 380.10, 380. 11 *et seq.*

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

1040 District Goals and Objectives

1040

The Board shall annually establish and review a set of long-range goals and objectives to guide the operations of the District. All personnel in the District shall direct their efforts toward achieving the goals and objectives of the Board in order to 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.

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

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

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

Approved:

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1150 Board Officers

1150

The officers of the Board shall be President, Vice-President, Secretary, Parliamentarian and Treasurer, and such Assistant Secretaries and Assistant Treasurers as the Board determines. The President, Vice-President, and Secretary shall be members of the Board. The Treasurer need not be a member of the Board. Assistant Secretaries or Assistant Treasurers need not be Board members.

President - Duties

The President shall:

- Preside at all meetings of the Board, and
- Perform other duties appropriate to the duties of the office of President in the management of the District.

Vice-President - 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 (At the option of the Board, selected duties may be assigned to District staff.)

- Act as clerk at meetings of the Board, and
- Record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books.

Parliamentarian - Duties

- Monitors meetings of the Board to assure proper rules of order are maintained.
- Monitors public participation at meetings of the Board to assure order is maintained.

Treasurer - Duties (At the option of the Board, selected duties may be assigned to District staff.)

- Have care and custody of all moneys of the District,
- Keep proper books of account,

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1150 Board Officers

1150-2

- 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,
- 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,
- 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 following the close of the school year, a written audit report,
- Perform other duties required by law and by the Board.

Duties of Trustees

- Perform all duties as required by law or by the Board.

Approved:

LEGAL REF: MCL 380.11a; 168.4; 380.1201

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1152 Election of Officers and Length of Term

1152

Election of Board officers shall occur at the annual organizational meeting of the Board held in ~~July~~ **JANUARY** following the Board election held in accordance with Michigan law.

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 followed next, if necessary, by the Secretary or Treasurer.

In the event that no ranking Board officer is available 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:

LEGAL REF: MCL 380.11a; 168.641

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

1155 Removal of a Board Officer from Office

1155

The Board may remove a member from a Board officer position by a 2/3 vote and shall elect another Board member to the office by a simple majority vote.

In the event of a motion to remove the President of the Board from office, the President shall be asked, first, by the person making the motion to step aside and allow the Vice-President or other officer to chair the meeting temporarily. If so asked, the President must temporarily vacate the chair or may elect to resign the Presidency voluntarily prior to the motion, discussion, and vote.

Approved:

LEGAL REF: MCL 380.11a

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1160 New Member Orientation

1160

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:

LEGAL REF: MCL 380.11a

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1162 Board Member Development Opportunities (Cf. 1168)

1162

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 expenses shall be paid for or reimbursed according to Board policy when the member attends any of these activities.

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

The Superintendent shall notify the Board of conferences, workshops, in-service programs, and conventions which Board members may wish to attend.

The Superintendent is responsible for processing requests for attendance of Board members.

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 will 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.

Reimbursement for Expenses

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

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1162 Board Member Development Opportunities (Cf. 1168)

1162-2

To receive reimbursement for an expense listed in this policy, an expense voucher, together with supporting receipts or other evidence of actual expenses, shall be submitted to the District business office for processing. Payment will be made after the Board approves the reimbursement.

Expenses for spouses, family members, or others accompanying Board members as companions, are not reimbursable unless such persons would otherwise be entitled to reimbursement as conference attendees and employees of the District.

There shall be no reimbursement for the purchase of any alcohol, tobacco, or personal products or services.

Board Certification

The Board encourages each Board member to earn the Certified Board Member Award (CBA) 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:

LEGAL REF: MCL 380.11a; 380.1254; 388.1764b; OAG, 1977-1978, No 5272(1978).

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1167 Compensation

1167

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

Meeting compensation shall be \$30.00 per regular and special meetings.

Approved:

LEGAL REF: MCL 380.11a

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1170 Board Position Vacancies

1170

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 School District Election Coordinator,² and shall take the oath of office prescribed by law. The appointee shall hold office until December 31 of the year of the appointment. If wishing to remain on the Board for longer than that date, the appointee must stand for election in the next annual school election either for the remainder of the unexpired term or for a new term.

Resignations are effective without acceptance or approval by the Board.

Process

When a vacancy on the Board occurs, the Board, in filling the vacancy, shall use the following procedures:

- (a) The Board President, through public announcements in the news media, shall make known 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 used 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. The full Board will do candidate screening in public session unless the candidate requests confidentiality, as provided in state law,

² The "School District Election Coordinator" is the County Clerk.

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1170 Board Position Vacancies

1170-2

- (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, appointed, and serving, shall determine which candidate shall be appointed to fill the vacancy.

Approved:

LEGAL REF: MCL 15.261-15.275 (Michigan Open Meetings Act); 168.310-11; OAG, 1977-1978, No 5262, p 338 (January 31, 1978); OAG, 1983-1984, No 6124, p 36 (February 9, 1983)

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1175 Vacancies in Office

1175

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 Board office, the Board shall fill the vacancy by election at the next regular Board meeting.

The offices of President and Vice-President are to be filled at all times by either regular or temporary appointment. (Cf. 2450, 5030, 8015, and 8018)

Approved:

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1180 Board Advisory Committees

1180

The Board may establish such standing, ad hoc, and advisory committees, as it deems necessary. The type and function of each committee shall be dictated by the needs of the District for the special services of such committee **and may include such duties including deliberating, making decisions/recommendations or taking other actions specifically authorized by the Board.** Each Board committee shall be convened by a chairperson who shall report for the committee and may be appointed by the President. A member may request or refuse appointment to a committee. **Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.** ~~The President shall appoint all members of all advisory committees.~~ Each committee shall organize itself with assistance from the Superintendent. The Superintendent shall provide appropriate District material to each committee. Board Committees must comply with the relevant portions of the Open Meetings Act. **A committee may meet in closed session to review the specific contents of an employment application provided when the applicant for employment requests that the information remains confidential. It may not, however, meet in closed session to protect an applicant's identity.**

A line of communication shall exist between each committee, 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 committee at any time.

Advisory Committees

Advisory committees established by the Board shall:

- Generally have three members of the Board appointed to the committee,
- Have a task specifically defined by the Board,
- Have designated time-lines for reporting to the Board,

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- Have no power or authority to act on behalf of the Board unless specifically authorized by the Board,
- Hold hearings only upon approval of the Board, and
- Limit activities and considerations to policy matters and recommendations.

All reports submitted to the Board shall contain:

- The date,
- Committee name,
- Members present at committee meetings, and
- Results or recommendations.

In appointing members of ~~advisory~~ committees, the President shall consider the recommendation of the Superintendent and other members of the administrative staff, as well as the recommendations of individual Board members.

As soon as an ~~advisory~~ a committee has been appointed, the chair of the committee shall call a meeting of the committee for organizing. At said meeting, the chair shall inform the committee of the area of its jurisdiction and the matters the Board wishes the committee to consider in making its recommendations to the Board.

The committee shall meet as frequently as it deems necessary to accomplish the mission assigned to it by the Board. It shall be the responsibility of the chair to report to the Board on the progress and activities of the committee.

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

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

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

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

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

Meeting Structure

The following is a recommended order of business that should be followed by each Board appointed or authorized committee:

- (1) Call to order,
- (2) Call the roll (sometimes omitted),
- (3) Present the minutes of the previous meeting (most often sent in advance),
- (4) State the purpose for holding the meeting,
- (5) State briefly the program for the meeting,
- (6) Discuss and resolve agenda items as they appear,
- (7) Consider new business, and
- (8) Adjourn the meeting.

Approved: MASB Optional. (IF any committees are ever used, we suggest this language be in place.)

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LEGAL REF: MCL 15.263; 380.11a; OAG, 1977-1978, No 5183, p 21 (March 8, 1977); OAG, 1977-1978, No 5183-A, p 97 (April 18, 1977); OAG, 1977-1978, No 5286, p 403 (March 31, 1978); *Schmiedicke v Clare School Board*, 228 Mich App 259 (1998)

Does the Board wish to retain this bylaw? Yes No
 Yes, but with edits as noted.

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1185 Board-Superintendent Relations

1185

The Board, in all phases of District operations, will endeavor to work through the Superintendent, who shall direct District employees concerning 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:

LEGAL REF: MCL 380.11a

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1190 Professional Services

1190

The Board may select and appoint qualified individuals or firms to provide the following professional services for the District such as legal, insurance, architectural, third party employment contractors and auditing/accounting.

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

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

Approved:

LEGAL REF: MCL 380.11a

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1191 Attorney

1191

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 duties of the attorney or legal firm shall be as follows:

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 executed by the Board officers; or shall approve such papers and documents 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 represent, upon request, the Board in the purchase or sale of any real estate,
7. Attend to and act on any matters the Board refers to him/her for supervision, adjustment, and/or disposal,
8. Assist and advise the Board in preparing all questions on 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 that may set forth the annual retainer and supplemental charges.

Only the President or Superintendent is authorized to contact the attorney on legal matters concerning the District, unless otherwise authorized by the Board.

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1191 Attorney

1191-2

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

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

Approved:
LEGAL REF: MCL 380.11a

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1220 Consultants

1220

The employment of consultants to advise the Board directly (such as, but not limited to, consultants for policy development or Superintendent Search) shall require approval of the Board. Before making any commitment, the Board may require the submission of a written proposal, which can be incorporated into a written contract. The proposal shall detail:

1. The specific objectives to be accomplished by the consultant,
2. The specific tasks to be performed,
3. The procedures to be used in carrying out the tasks,
4. The target dates for completion of the task,
5. The method used to report results to the Board and/or delivery of the “product” to the Board, and
6. The consultant’s compensation, if any.

Neither the Superintendent nor any member of the staff is authorized to engage a consultant to advise the Board directly, for pay, without the prior consent of the Board.

Approved:
LEGAL REF: MCL 380.11a

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1250 Board Remembrances

1250

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. No public funds shall be expended, however, for remembrances.³ The Superintendent is authorized and directed to seek other sources of revenue for such expenditures such as, but not limited to free-will donations from employees, corporate or business donations, or revenues from specified vending machines within the District.

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, plaques, etc., with costs to be covered by non-public funds.

Approved:

LEGAL REF: Michigan Department of the Treasury Bulletin, "Determining Lawful Expenditures," October 2002.

³ Flowers to the sick or departed are not considered a lawful expenditure of public funds.

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1260 Board Recognitions

1260

The Board supports the concept of 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. Any costs for such a program shall be paid in accordance with law.⁴

The Superintendent, in consultation with the Board President, shall be responsible for developing a recognition program for the District.

Staff Recognitions

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

Approved:
LEGAL REF: MCL 380.11a

⁴ Should the Superintendent or Board President have a question as to what may, or may not, be a "legitimate" expenditure for "recognitions," it is urged that they contact MASB Legal Counsel or the District's retained counsel to discuss the issue of what costs are permissible "in accordance with law."

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1300 Meetings

1300

Organizational

The Board holds its organizational meeting in the first meeting in January. The meeting shall be called to order by the Superintendent who shall serve as presiding officer until the election of a temporary chairperson, who shall in turn serve until the election of a President.

The Board shall, at the organizational meeting:

- Designate depositories for school funds
- Designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- Designate a day, place, and time for regular meetings which shall be held at least once every month
- Designate those persons authorized to use the safe deposit box
- Determine fee charged to individuals who request notice of Board meetings
- Designate an administrator to assume specified responsibilities (or the Treasurer or of the Secretary)
- Designate the Electronic Transfer Officer (ETO) in accordance with Policy

3300

Regular

The Board holds at least one regular meeting each month. The regular meeting is held on every other Tuesday of each month at 7:00 p.m. at the administration building unless otherwise announced and posted. The District will post a notice of the regular meeting schedule at the entrance to the principal office of the Board and/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.

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Special Meetings

Special meetings of the Board may be called by the President (Chair) 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 member 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 District will also serve the notice by mail or email addressed to the member, at the member's address on file in the District office, at least 18 hours before the meeting is to take place. Either a Board member or an employee of the District may serve the notice.

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, appointed, 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.

Adjourned Meetings

Meetings may be adjourned and reconvened as provided by law.

Approved:

LEGAL REF: MCL 15.261-275; 168.642; 380.1201, 380.1202

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1310 Closed Sessions

1310

The Board may meet in closed session as provided for under current law.⁵ 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 because 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:

LEGAL REF: MCL 15.268

⁵ A public body may meet in closed session only for the following purposes: (a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing, (b) To consider the dismissal, suspension, or disciplining of a student if the public body is a part of the school District, intermediate school District, or institution of higher education that the student is attending, and if the student's parent(s)/guardian(s) request a closed hearing, (c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either party requests a closed hearing, (d) To consider the purchase or lease of real property, (e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, (f) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential, (g) Partisan caucuses of members of the state legislature, (h) To consider material exempt from discussion or disclosure by state or federal statute, (i) For a compliance conference conducted by the department of commerce under section 16231 of the public health code, (j) In the process of searching for and selecting a President of an institution of higher education, *et seq.*

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1320 Agenda

1320

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

The Board agenda shall be compiled by the Superintendent in cooperation with the President. It shall include a period of time when the public may speak to the Board. Other Board members may request items to be placed on the agenda except at special meetings of the Board.

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

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

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

The annotated agenda shall be sent to all Board members at least three calendar days prior to any regular Board meeting.

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1320 Agenda

1320-2

The annotated agenda may include the following information; however, other items and reports may be added as the need arises: the agenda format, including items to be discussed and Board procedure, monthly reports to the Board, financial reports, important correspondence, bids specifications, attendance center reports, requests for hearing, and other such information.

Consent Agenda

The President may place routine matters in a single consent agenda item for action by the Board. Any Board member may request that a consent item be removed and considered separately at any time prior to final vote on the consent agenda.

Approval of the consent agenda shall be by vote according to the Board bylaws on motions and votes.

Approved:
LEGAL REF: MCL 380.11a

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1320-R Agenda

1320-R

The order of business at a regular meeting of the Board shall be:

- A. Roll Call and Call to Order
 - Members Present (MCL 15.269(1))
 - Members Absent (MCL 15.269(1))
 - Others Present
- B. Public Commentary – Board Agenda Items Only
 - 1. Acceptance of Reports and/or Committee Reports
- C. Discussion and Action Item - Minutes
 - Approval of Minutes and Corrections
 - Curriculum
 - Bylaws and Policy Issues
 - Amendment to Existing or New Bylaw - Policy Topic(s)
 - First Reading/Discussion
 - Second Reading/Adoption
 - Deletion of Bylaw – Policy
 - Personnel Issues
 - Student Issues
 - Operational Issues
 - Financial Issues
 - Competitive Bids
 - Old Business
 - New Business
 - Superintendent’s Comments
 - Public Commentary – Any Topic
 - Closed Session (MCL 15.267 *et seq.*)

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1320-R Agenda

1320-R-2

Adjourn from Closed Session

Open Session

Adjournment

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

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1330 Rules of Order

1330

The Board shall be governed by rules of procedure as adopted by the Board. In NO event shall the Board adopt Robert's Rules of Order. The presiding officer at his/her discretion may use, however, Robert's Rules of Order as a "guideline" in the conduct of meetings. The purpose of this parliamentary procedure is to ensure the minority has rights that cannot be changed by the majority.

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

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

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

The Board will take all formal actions by ordinary motions unless a formal resolution is required.

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

The following motions will be in order:

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

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1330 Rules of Order

1330-2

Amendment/Suspension of Bylaws and Policies

The Board, by a vote of a ~~majority~~ 2/3 of its members, may amend the bylaws, or suspend the operation of the bylaws temporarily, but such amendment or suspension shall not relieve the Board from complying with applicable law. Policies shall be adopted, amended, or repealed only by a ~~majority~~ 2/3 vote of the Board.

Quorum

A majority of the members elected to, appointed, and serving on the Board shall constitute a quorum.

Approved:

LEGAL REF: MCL 380.11a; 380.1201; OAG, 1981-1982, No 6057, p 622 (April 20, 1982); OAG, 1981-1982, No 6091, p 711 (August 18, 1982)

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1350 Voting Method

1350

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, voice vote, or a roll call vote as directed by the President **provided that the vote of each member is recorded. If a member is participating via telephone conference call, all votes will be taken by voice.** There shall be no “secret” ballots. Each Board member’s vote must be made in a public session in order to be counted. **No act shall be valid unless approved at a meeting of the Board by a majority vote of the members elected or appointed to and serving on the Board and a proper record made of that vote.** No votes of any kind, or polling to attempt to determine potential votes, will be allowed outside of public sessions or in closed sessions of the Board. 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.** In the rare event that a Board member has a right or obligation to abstain from voting, the Board member may have the privilege of explaining the reason for the abstention **at the discretion of the President.**

In situations in which a specified number of affirmative votes is required and abstentions have been noted, the motion shall fail if the specified number of affirmative votes have not been cast. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority. (184 Mich App 681, 684 (1990))

Approved:
LEGAL REF: MCL 388.1769b

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1360 Minutes

1360

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

Open meeting minutes shall not contain personally identifiable information about students who have been suspended or expelled.

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 meeting of the Board and copies shall be sent to all Board members prior to the next meeting.

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

Approved:

LEGAL REF: MCL 15.269; 380.11a; 380.1201; 380.1202; OAG, 1985-1986, No 6353, p
255 (April 11, 1986)

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

1370 Public Participation

1370

At each meeting of the Board, the President or the presiding Board officer shall welcome all visitors to the Board meeting.

The Board President shall ask, at the appropriate time as specified on the agenda, 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 normally. An exception will 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, either the Board President may reduce the limit for each speaker or the President will waive the one-half hour time limit and establish a longer period.
- c. Each person wishing to address the Board may be asked to identify himself/herself by name and address. If the person is representing an organization or group, the person should indicate whether the comments or presentation represents the official view of the organization or group or are his/her own comments.
- d. If a delegation is present to address the Board, the delegation may be asked to select up to five representatives to speak on its behalf, for a total of not more than 10 minutes. This request, however, does not mean that any person wishing to address the Board will be denied that opportunity.
- e. Any written statements should be given to the Board Secretary so that copies may be made available to all Board members. Statements turned in will be copied and sent to Board Members after the meeting. All written statements and documents presented to the Board by an individual or group during the meeting are considered public documents.

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1370 Public Participation

1370-2

- 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, District employee, or student that are totally unrelated to the administration of the District. If the comments constitute a complaint against a Board member or employee, the Board member or employee has a right to request a closed session of the Board.

A person who states a complaint against a Board member, employee, or student of the District that is related directly to their job performance, duties, or the administration of the District during public comment will, as provided in these bylaws, be permitted to make the initial allegation. Thereafter, the affected Board member, employee, or student may request that further discussion and/or deliberation occur in a closed session pursuant to the Open Meetings Act.

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

Handling of Complaints (Cf. 9450)

Speakers are encouraged to present complaints about a specific employee, Board member, or student through proper channels established under Board policy before requesting Board consideration.

Approved:

LEGAL REF: MCL 15.263(1); 15.268; 380.11a; 380.1808; *Gault v Battle Creek*, 73 F Supp 2d 811 (WD Mich, 1999); *Lysogorski v Bridgeport Charter Twp.*, 662 N.W. 2d 108 (2003)

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1375 Mailing of Notices and Documents to the Public

1375

Recognizing that the public has a right to request, in writing, a renewable 6 month subscription to receive copies of any Board documents that are created, issued or disseminated on a regular basis, such as: Notices of scheduled Board meetings, Board Committee meetings (if such meetings are posted by Board policy) agendas, minutes and newsletters, the Board hereby sets the subscription cost of such items at \$1.00 per month. Printed or electronic news media are specifically exempted from any subscription fee.

Approved:

LEGAL REF: MCL 15.233, 15.266

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1400 News Coverage

1400

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, including committee and subcommittee meetings shall be open to the public. Broadcasting and taping of the public Board meeting shall be subject to rules adopted by the Board.

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

Reporting Board Meetings

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

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

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

Cameras

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

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1400 News Coverage

1400-2

Recording Devices

Use of recording devices at any open 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:

LEGAL REF: MCL 15.261; 15.263; 380.11a

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

1510 Bylaw and Policy Development System

1510

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 therefor.

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

Draft Writer

The Superintendent with the Board Policy Committee shall draft all recommended policy changes. New bylaws proposals and recommendations for changes shall be drafted by the Superintendent in conjunction with the Board President.

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 concerning 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.

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1510 Bylaw and Policy Development System

1510-2

The Board may advise the public, through the news media and other means, that the Board welcomes suggestions and ideas concerning Board policy.

Student Involvement

The Board may involve students in the development of Board policy.

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

Approved:

LEGAL REF: MCL 380.11a

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1550 Bylaw and Policy Adoption

1550

The Board shall adopt new bylaws and policies and delete or modify existing bylaws and policies as the need arises. The Board, for compliance with Board policy, may review all rules and regulations found in handbooks for students, teachers or other employees and supplements.

The Board shall make adoption and/or amendments to bylaws, policies, rules, and regulations of the Board after two readings. However, the bylaws, policies, rules, and regulations of the Board may be amended at any regular, special, or adjourned meeting of the Board by a 2/3 vote of the members elected to, appointed, and serving on the Board.

A recommendation by an individual or group of citizens to adopt or amend any bylaw, policy, or rule may be submitted at any time to the Superintendent or Board President. The Board may consider such requests at the next regular Board meeting. Final action on any such recommendation may take place at the next regular meeting of the Board unless an emergency is declared whereby final action may be taken immediately.

Policy Dissemination

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

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1550 Bylaw and Policy Adoption

1550-2

The Board may elect to publish the Bylaw and Policy Manual of the District on the Internet through the auspices of the Michigan Association of School Boards as a means of a “paperless” and searchable retrieval system. If published on the Internet via MASB, the Board shall determine whether the manual shall be password protected or open to retrieval and viewing by persons other than District staff and Board members.

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

Policy Review

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

Approved:
LEGAL REF: MCL 380.11a

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

1570 Review of Administrative Regulations

1570

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

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

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

Rules/Regulations or procedures issued to implement Board policy shall be made a part of the policy manual and copies shall be provided to all holders of Board policy manuals. Staff, students and patrons of the District shall be informed of any rules/regulations or procedures affecting them as individuals or as a group.

Approved:
LEGAL REF: MCL 380.11a

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

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:

LEGAL REF: MCL 380.11a

Section 1000 – Board Bylaws – 1st Reading – MPS BOE 7.10.12

1600 Board Records

1600

The Board shall keep such Board records as shall be necessary for the understanding of their actions. In addition to records that are 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.

The Board recognizes the need for its records to be stored as a blend of printed, bound and electronically stored (i.e., audio tape, video tape, microfiche, computer disk, computer server, flash drives, etc.) material.⁶ The securing, cataloging and storing of all records shall be the responsibility of the Board Secretary, with assistance from the Superintendent.

Approved:

LEGAL REF: MCL 380.601a; 380.623; 380.862; MDE Bulletin 522 – Records Retention and Disposal Schedule for Michigan Public Schools, revised Sept. 2006

⁶ MDE Bulletin 522 revised Sept. 2006. **Record Maintenance** Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. **Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records [this includes District email records] need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, school districts should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws. Public Disclosure Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of various state and federal laws. Please consult with your attorney if you need additional information. Suspending Destruction:** School districts must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the school district may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

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1650 Board Memberships

1650

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

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

When recommended by the Superintendent and approved by the Board, the Board may maintain memberships in other educational associations or organizations through which the District may derive benefits.

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

Liaison with School Boards Associations

The Board annually shall appoint one of its members to serve as liaison to the Michigan Association of School Boards. It shall be the responsibility and duty of the liaison member to keep the Board informed of MASB activities and call attention to Board actions that might be appropriate in relationship or support of those activities. A report from the liaison representative shall be an agenda item for each regular monthly meeting.

Approved:
LEGAL REF: MCL 380.11a

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1730 Board Legislative Program

1730

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

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

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

Legislative Representative

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

Purpose

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

Recommended Legislation

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

The Board will finalize the complete legislative package.

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1730 Board Legislative Program

1730-2

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

Approved:

LEGAL REF: MCL 380.11a

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1750 Board Self-Assessment/Evaluation

1750

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

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

The Board and Superintendent may cooperatively develop an evaluation plan that annually evaluates the various aspects of the Board's functions, duties, and roles.

Approved:

LEGAL REF: MCL 380.11a

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1900 Contracts and Board Member Disclosure Obligations

1900

1. 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, or
 - 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 of record in its official proceedings. This disclosure shall be made in the following ways:
 - a. If the contract is for emergency repairs or services, the Board member must promptly disclose any pecuniary interest in the contract which disclosure shall be made a matter of record in the Board's official proceedings.
 - b. If the Board member will benefit from a school District contract directly 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.

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1900 Contracts and Board Member Disclosure Obligations

1900-2

- 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.
 - d. If the Board member's pecuniary interest in the contract exceeds \$5,000.00, the Board member must disclose his/her interest in the contract at a Board meeting, and the Board may not vote in 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 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

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1900 Contracts and Board Member Disclosure Obligations

1900-3

- 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 benefit from the contract directly 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 body. The affidavit shall be made part of the public record of the official proceedings.
5. This policy shall not apply to:
 - a. Contracts between the school District and another public entity,
 - b. Contracts awarded 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 or additional payment there under which were not authorized by the 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:
LEGAL REF: MCL 15.321, *et seq*

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1950 Board Member Conflicts of Interest, Ethics and Responsibilities

1950

The objectives of this bylaw are to maintain an impartial administration of the business of the school District and to maintain public confidence in the Board of Education.

No member of the Board of Education shall engage in, or be a party to, any of the following activities:

1. Representing his/her opinion as that of the Board of Education or making commitments on behalf of the school District or the Board unless that person has been specifically designated to do so by official Board action. The Board shall make the staff and citizens aware that only the Board, not individual members, has the right to take official action for the District. Board members may be contacted for discussion of District business or for complaints. The Board member may listen but shall not make a commitment on behalf of the Board. The individual Board member does not and cannot, speak for the Board or the Superintendent.
2. Placing him/herself in situations where prejudice, bias, favoritism or personal gain is a motivating force in his/her conduct.
3. Disclosing or releasing confidential information, not otherwise available to members of the public, in advance of the time prescribed for the release; provided however, that this provision shall not prevent a Board of Education member from divulging or releasing confidential information regarding suspected violations of law.
4. Benefiting financially from confidential information obtained due to the member's position on the Board of Education.
5. Using personnel resources, property, or funds of the school District, except in accordance with prescribed constitutional, statutory, and regulatory procedures, and in accordance with good business procedures and not for personal gain or benefit.

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1950 Board Member Conflict of Interest, Ethics and Responsibilities

1950-2

6. Soliciting or accepting a gift or loan of money, goods, services or other things of value, which tends to influence the manner in which the Board of Education member performs his/her official duties.
7. Be employed by the school District or receiving any compensation for services rendered, except compensation for attending meetings as permitted by law.
8. Endorsing any organizations, institutions, instructional books or materials, political candidates, etc., on behalf of the District or the Board without the express approval of the full Board.

Board Members shall:

1. Attend all scheduled Board meetings insofar as possible and become informed concerning the issues to be discussed at Board meetings,
2. 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,
3. Make policy only after full discussion of the issues at publicly held Board meetings,
4. 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,
5. Work with other Board members to establish effective policy and to delegate authority for the administration of the schools to the Superintendent,
6. Communicate to other Board members and the Superintendent public reaction to Board policy and District programs,

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7. 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, and

1950 Board Member Conflict of Interest, Ethics and Responsibilities 1950-3

8. Support the employment of those people best qualified to serve as District staff and insist on a regular, impartial evaluation of all staff.

Board Member Responsibilities

The Board shall transact all business at legally called and noticed meetings.

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

Approved:

LEGAL REF: OAG, 1985-1986, No 6368, p 296 (June 5, 1986); OAG, 1989-1990, No 6642, p 274 (January 2, 1990); OAG, 1991-1992, No 6728, p 172 (August 26, 1992)

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1955 Board Member Service as an Unpaid Volunteer

1955

As permitted by state law, a member of the Board may serve as a volunteer coach or as a volunteer supervisor of an extra curricular activity if the following statutory conditions are met:

- The Board member receives no compensation for serving as a volunteer coach or extra curricular activity supervisor.
- The Board member abstains from voting on issues that concern the program or activity that the Board member is serving as a volunteer.
- There must be no qualified applicant available from either the staff or from the outside to fill the position that the Board member will serve as a volunteer.
- The Board member must pass, in the same manner as all other staff of the District, a criminal history/criminal records check from the Michigan Department of State Police and the Federal Bureau of Investigation.
- *Optional- The Board member who seeks to serve as a volunteer coach or extracurricular activity supervisor must pay any fees that are needed to conduct the required criminal history/criminal records check. (MASB Note: We feel that if other employees are required to pay for their criminal history/ background check, then Board members should be held to the same requirement. If not, then Board members should not have to pay.)*

A Board member volunteer coach or supervisor of an extracurricular activity may be appointed to a one-year term annually by majority vote of the board and may be removed from the position by majority vote for any reason. The Board member who is the subject of the appointment or removal action shall not vote on the question.

A Board member volunteer coach or supervisor of an extracurricular activity must abide by all rules and regulations that govern the position when it is held by a paid employee.

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1955 Board Member Service as an Unpaid Volunteer

1955-2

This bylaw does not apply to, nor would Board approval or a criminal history/background check be required, for incidental volunteer activities in positions that would not normally be “paid” positions that parents/guardians or community members might perform. These might include, but not be limited to, working at a concession stand for an athletic event, chaperoning a school sponsored dance or other activity, tutoring in a reading or mathematics program, or assisting at events like a school carnival.

Approved: MASB Rec. - if the Board plans to implement the provisions of MCL 15.183. Should the Board elect to NOT implement the provisions of MCL 15.183 , MASB will be pleased to provide alternate language.

LEGAL REF: MCL 15.183

Does the Board elect to include the *optional* language within this bylaw?

Yes No

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TC-2000-1

2000—GENERAL SCHOOL ADMINISTRATION

2020	Administrative Organization
2030	District Authority
2100	School Superintendent
2105	Non-Reemployment of the Superintendent
2110	Superintendent Qualifications
2120	Duties of the Superintendent
2125	Student Supervision and Welfare
2130	Executive Succession Planning and Recruitment
2140	Superintendent Appointment
2150	Compensation and Benefits
2170	Professional Development Opportunities-Superintendent
2200	Consulting Activities (Cf. 5645)
2220	Residency Requirements
	Non-Compliance - Superintendent
2250	Superintendent Evaluation
2270	Resolution Regarding Employee Resignations
2400	Administrative Personnel (Central Office and Building Level)
	SN <u>For school management and supervisory personnel below</u>
	<u>District Superintendent level.</u>
	Compensation and Contracts
	Qualifications and Duties
	Recruitment
	Assignment
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	Supervision
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2430	Administrator Evaluation (Cf. 2250, 5520)
2450	Non-Discrimination and Complaint Procedure (Cf. 5030, 8015)
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2560	Consultants (Cf. 1220)
2590	Professional Development Opportunities-Administrators (Cf. 2170, 5190)
2700	Policy Implementation
2750	Administrative Rules (Cf. 1570)
	Staff Involvement
	Community Involvement
	Student Involvement
	Rules Implementation
	Rules Dissemination
	Administration in Policy Absence
2760	Indemnification - Board Members and Others

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TC-2000-2

- 2780 Administration of Medication by School Personnel (Cf. 8670)
 - Responsibility Assignment
 - Administration of Medication in Schools
 - Self-Administration/Self-Possession of Medications
 - Storage and Access to Medications in School
 - Record Keeping Related to Medications in Schools
 - School Staff Training
- 2790 Communicable Diseases (Cf. 8510)
 - Inoculation of Students (Cf. 8480)
 - School Safety Information Policy Implementation
 - Incidents to be Reported
 - Michigan Statewide Unsafe School Choice Policy
- 2800 Records
- 2810 Public Review and Inspection of Records
 - Fees
 - Appeals
- 2850 Reports
 - Types
 - Dissemination

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2020 Administrative Organization

2020

The legal authority of the Board shall be transmitted through the Superintendent to other positions through an approved organizational structure.

The Superintendent shall be responsible for keeping the administrative structure of the District up-to-date as to the goals, curricula, instructional arrangements, and services change, and shall recommend revisions in the structure to the Board.

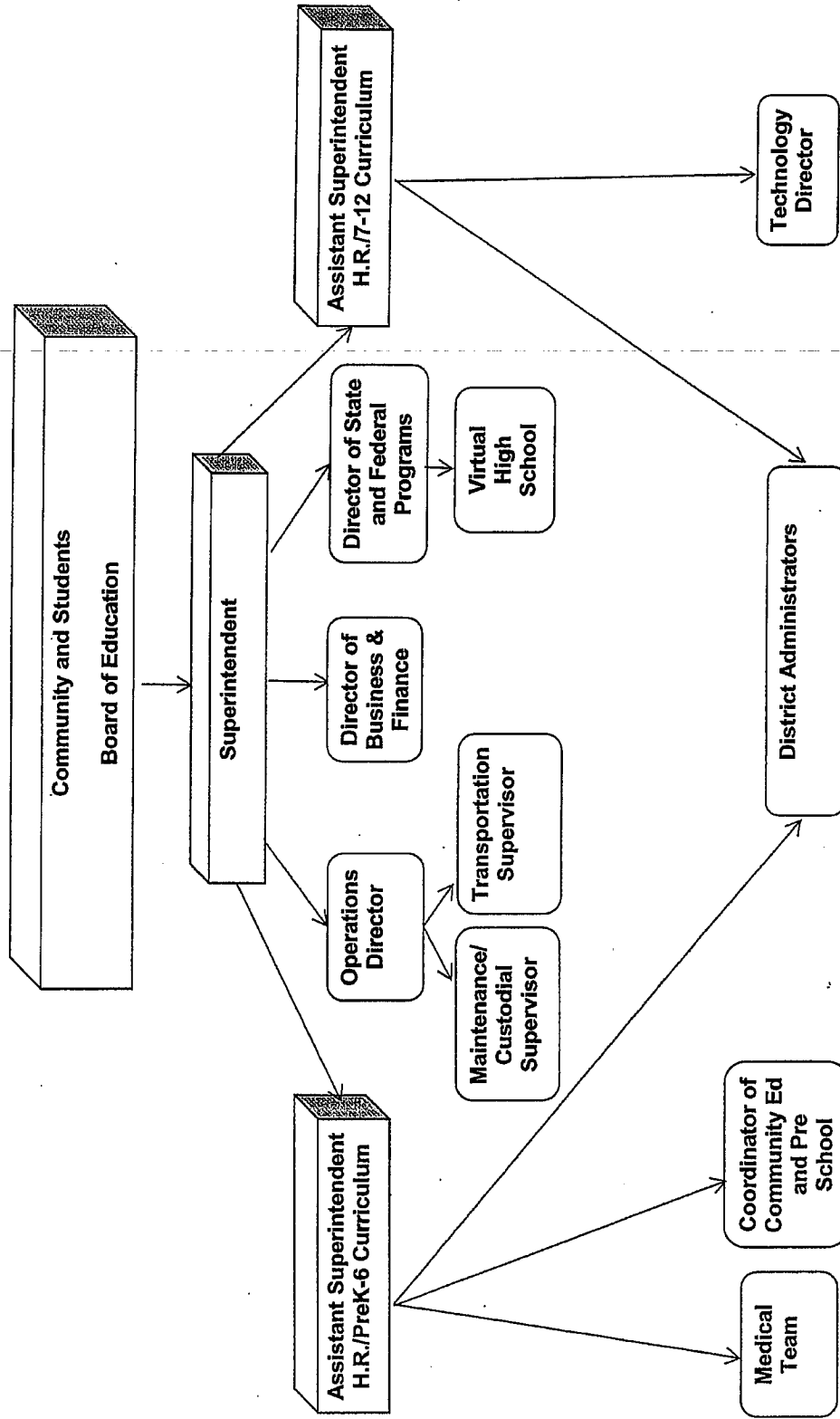
The Superintendent may reorganize lines of authority and revise the organizational chart subject to Board approval.

Approved:

Section 2000 - General School Administration

2020-R Administrative Organization

2020-R



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2030 District Authority

2030

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" 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:
LEGAL REF: MCL 380.11a

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2100 School Superintendent

2100

The Superintendent shall be the chief administrative head of the District and shall have, under the direction of the Board, general supervision of all of the public schools and of all the personnel and various personnel departments of the District. The Superintendent is responsible for the management of the schools under Board policies and is accountable to the Board.

The Superintendent, at his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

Approved:

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2105 Non-Reemployment of the Superintendent

The Board of Education has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of their children. The Board shall meet that obligation by retaining a highly qualified person as Superintendent for this District.

If the services of the Superintendent are found to be unsatisfactory to the Board, he/she shall be notified by the President and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Superintendent shall be notified in writing by the President, as approved by the Board of its decision not to renew his/her contract, which shall be given at least ninety (90) days before the expiration of the contract, in accordance with state law.

The contract of the Superintendent may be terminated during its term in accordance with termination provisions of the contract.

Approved:

LEGAL REF: MCL 380.1229

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2110 Superintendent Qualifications

2110

The Superintendent shall have:

- Earned at least a Master's Degree from an approved institution of learning with graduate study in educational administration (although a Doctoral Degree is not required, work toward the degree is considered desirable),
- Hold a current voluntary Michigan School Administrator's Certificate valid for the position of Superintendent of Schools if available by law.
- Acquired at least three years of successful experience in teaching and in the administration of schools,
- Established him/herself as an educational leader in the profession through active participation in a variety of areas, and
- Be knowledgeable in the use of educational technology, both at the personal and professional levels, and shall present evidence of being a technology leader in education.

Approved:

LEGAL REF: MCL 380.1229; 380.1246; 380.1536

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2120 Duties of the Superintendent

2120

Essential Duties

The essential duties and responsibilities of the Superintendent shall be to:

1. Serve as administrative head of the entire District and chief executive officer of the Board, in charge of both educational and business functions,
2. Attend all regular meetings of the Board, unless excused by the President of the Board, and keep the Board continually informed on the progress and condition of the schools,
3. Carry out policies and rules of the Board,
4. Initiate matters of educational policy and to make definite recommendations thereon,
5. Recommend the number and types of positions required to provide proper personnel for the operation of education programs,
6. Nominate for appointment, assignment, transfer, or termination and to define the duties of all personnel, subject to approval of the Board,
7. Recommend, in writing, the teachers necessary for the schools, and
8. Suspend a teacher or administrator for cause until the Board may consider the suspension.

General Duties

The general duties of the Superintendent shall be to:

1. Administer the development and maintenance of a positive educational program designed to meet the needs of the community, to keep abreast of the best educational developments and to advise regarding changes in programs,
2. Supervise the preparation of the annual budget and to recommend it to the Board for consideration,

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2120 Duties of the Superintendent

2120-2

3. Advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies, to point out possible economies and to supervise activities of the District,
4. Conduct a continuous study of the development and needs of the schools and to keep the public adequately informed concerning his/her findings,
5. Put into practice the educational policies of the Board,
6. Supervise and direct the work of the teachers and other employees of the Board,
7. Classify and control the promotion of students,
8. Recommend to the Board the best methods of arranging the courses of study,
9. Recommend to the Board the proper textbooks to be used,
10. Make written reports to the Board,
11. Make written reports to the state,
12. Assist the Board in matters pertaining to the general welfare of the District, and
13. Perform other duties and discharge other responsibilities as the Board might direct that are pertinent and appropriate to the operation of the District.

Approved:

LEGAL REF: MCL 380.653; 380.654; 380.1229; 380.1246

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2125 Student Supervision and Welfare

Administrators shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- Each administrator shall report immediately to the Assistant Superintendent any accident, safety hazard, or other potentially harmful condition or situation he/she detects.
- Each administrator shall immediately report to the Superintendent any knowledge of threats or violence by students.
- An administrator shall not send students on any personal errands.
- An administrator shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- If a student approaches an administrator to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the administrator may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should an administrator attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such administrator

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inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

- An administrator shall not transport students in a private vehicle with the approval of the Superintendent.
- A student shall not be required to perform work or services that may be detrimental to his/her health.
- Administrators shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the Principal.
- Administrators are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a preapproved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 8715.
- Since most information concerning a child in school, other than directory information described in Policy 8940, is confidential under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the state and Board policy 8580, each administrator shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

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2130 Executive Succession Planning and Recruitment

2130

The Board is committed to maintain a state of readiness for the eventuality of a planned or unplanned change of the District's executive leadership. To that end, it is the policy of the Board of Education to establish and maintain a succession plan to ensure the orderly transition of leadership and the achievement of the District's vision, mission and goals.

In addition, it is the policy of this Board to assess the future leadership needs of the organization periodically. This will help to ensure continuity of leadership by the selection of a qualified and capable leader (and executive support staff) that is a good fit for the District's culture as reflected by its mission, vision, goals, and objectives.

When a vacancy in the Superintendentcy occurs, the Board shall recruit aggressively on its own, or contract with another agency, in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to carry out the duties of the Superintendent successfully.

The Board may solicit applications from qualified members of the staff and may list the vacancy with placement offices at selected educational institutions and organizations in Michigan and in neighboring states.

Applications for the position of Superintendent of Schools shall be screened, and those candidates who appear to be most promising shall be interviewed.

The Board retains discretion in the employment of a Superintendent, and may, as it deems appropriate, appoint a qualified person to be either an Acting (Interim) Superintendent, or as the Superintendent without soliciting applications.

This policy shall be applicable to other executive support positions in the District, as specified in the Administrative Regulations.

Approved:

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2130-R Executive Succession Planning and Recruitment

2130-R

The Board should annually consult with the incumbent Superintendent regarding future career plans. Annually, the Board and Administration should revisit the District's mission and goals as they relate to the key leadership competencies and qualifications necessary to serve as the District's key executive. Annually, the Board and Administration should review the District's succession and transition plans as they relate to planned and unplanned succession.

In the event the Superintendent would announce retirement, resign, or become deceased, the Board would meet with the remaining executive staff to temporarily replace the Superintendent with an Acting (Interim) Superintendent from the existing executive staff. In making that determination, at least the following characteristics should be considered: preferentially, considers the following characteristics: understands matters related to business and finance; knowledge of and ability to communicate with the community; ability to communicate with the Board and all employee groups; uses data to make key decisions; exhibits sound judgment and tact; promotes the school District; collaborative; seeks high level of achievement for students, staff and the Board. Secondly, considers the following characteristics: consensus builder; respected and supported in the community; active community participant; team builder; participatory decision maker; understands and seeks a good school climate.

The Search

The Board and Administration would determine whether to contract with a Superintendent search service; if yes, then the services would be contacted for presentations to be made before the Board, and a competent service selected to direct the search on behalf of the Board. If no, then the Board and Administration would need to develop a plan for identifying a Superintendent successor.

All elements of the succession/transition planning process should be communicated to the employees of the District and the community.

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These rules/regulations also apply to all District executive support staff.

2130-R Executive Succession Planning and Recruitment

2130-R-2

Professional Leadership Development

If there is going to be consideration to fill any vacated position from within the organization, then the Board and Administration should provide regular and ongoing professional leadership development to prepare individual(s) for that possibility.

Executive Support Staff

In the event any of the Executive Administrators were to retire, resign, or become deceased, the following options will be reviewed with the Board and Administration:

- Absorb the position with the remaining Executive Administrators
- Combine the position with a lower level administrator
- Not fill the position, but consider an additional administrative assistant
- Not fill the position
- The effects of any of these decisions on our level of student and staff services
- Replace the position but at a lower level but consider extenuating circumstances including consideration of the current economy and experience level of the candidate

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2140 Superintendent Appointment

2140

All contract offers of employment to, or continued employment of, the Superintendent shall be made by the Board contingent upon review of the contract by the Board's legal counsel and subject to final approval by the Board.

The Superintendent will be offered a written contract not to exceed the number of years allowable by law. The Board shall not award tenure to the Superintendent in said position or in any other administrative position in the District.

The Superintendent's contract shall be considered for renewal at a meeting prior to the April Board meeting. It is the responsibility of the Board President to see that the Superintendent's contract is properly executed and signed. A copy of the contract shall be on file at the Board office. The contract shall contain a provision excluding the Superintendent from attaining tenure in the administrative position.

Approved:

LEGAL REF: MCL 15.268(8f); 38.91; 380.1229; 380.1246

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2150 Compensation and Benefits

2150

Compensation and benefits of the Superintendent shall be determined annually by the Board and will be based on the Superintendent's performance in relation to his/her ability to carry out the mission, goals, policies, and budget of the District.

Approved:

LEGAL REF: MCL 380.1250

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2170 Professional Development Opportunities-Superintendent

2170

The Board shall offer the Superintendent encouragement and assistance for his/her professional development. The Board shall encourage him/her to attend educational conferences, seminars, workshops and other professional meetings, visit other school systems, and use other means to keep abreast of modern educational thought and practice.

Approved:

LEGAL REF: MCL 380.1246(2); 380.1254; 380.1525; OAG, 1979-1980, No 5272, p 365 (February 24, 1978)

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2170-R Professional Development Opportunities

2170-R

The annual budget shall provide an allocation for the Superintendent's attendance at educational meetings. The Superintendent shall be authorized to attend those conferences, workshops, and seminars, which in his/her judgment shall be of greatest value to the District within the limitations provided in the budget and/or limitations specifically placed on such attendance by the Board.

The Superintendent shall annually report to the Board, as nearly as possible, the meetings he/she plans to attend and shall notify the Board President when attendance at such meetings will cause him/her to be absent from the District for more than a day.

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2200 Consulting Activities (Cf. 5645)

2200

The Superintendent shall devote his/her time, skill, labor, and attention to the direction and supervision of the District, and shall not be engaged in any other business during the term of his/her employment.

Approved:

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2220 Residency Requirements

2220

The Board prefers to hire a Superintendent and other administrators designated by the Board, who reside, or will commit to reside, within a 20-mile radius of the District boundaries, subject to state law. Said preference will be noted during the recruitment and selection process for a Superintendent and other administrators designated by the Board.

When a non-resident is selected as the Superintendent, or other administrator designated by the Board, it shall be a negotiated condition of the contract offered that he/she shall have 365 days from the beginning of the contracted date of employment to establish residency within a 20 mile radius of the District boundaries subject to state law.

Non-Compliance - Superintendent

A non-resident Superintendent, either newly appointed or promoted, except those specifically exempted by law, who fails to take up residence within a 20 mile radius of the District's boundaries within one year from the date of his or her appointment or, if an extension is granted, by the extended date, shall be terminated at the end of the first school year in which statutory and other required notices of termination of employment can be timely given.

Approved:

LEGAL REF: MCL 15.601, 602 *et seq.*

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2250 Superintendent Evaluation

2250

The Board shall evaluate the Superintendent, at least annually, using the criteria and an evaluation process mutually agreed upon by the Board and Superintendent. If mutual agreement cannot be reached, the Board shall proceed with the Superintendent's evaluation using criteria that includes the District's attainment of the goals adopted by the Board, the Superintendent's completion of personal job goals that have been established, the manner in which day-to-day operations of the District are handled, Board-Superintendent relations, staff and community relations, and the degree to which the Superintendent fulfills the responsibilities set forth in the job description and duties for that position. The criteria and process adopted by the Board should be communicated in advance to the Superintendent.

An appraisal instrument may be used by the Superintendent as a self-evaluation instrument prior to the Board's summary evaluation. Such self-evaluation can be presented to the Board by the Superintendent at an evaluation meeting held as allowed under current law.

Prior to the summary evaluation meeting, individual Board members shall complete their evaluation of the Superintendent. The Board and Superintendent may meet in closed session, at the option of the Superintendent, for the summary evaluation. The Superintendent shall have an opportunity to respond to the Board's summary evaluation either orally or in writing at the Superintendent's discretion.

After the Superintendent's summary evaluation has been prepared by the Board, the Board may adopt, by vote, the summary evaluation at an open meeting. After the Board's adoption, the Superintendent's summary evaluation may be made available as provided under current law.

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2250 Superintendent Evaluation

2250-2

The Superintendent's summary evaluation and any rebuttal thereto shall be retained in the Superintendent's personnel file as a matter of record.

The evaluation procedure shall be on file at the District office.

Approved:

LEGAL REF: MCL 15.268; 15.243(1) (m); OAG, 1977-1978, No 5262, p 338 (January 31, 1978); OAG, 1979-1980, No 5608, p 496 (December 17, 1979); OAG 1981-1982, No 6091, p711 (August 18, 1982); OAG, 1989-1990, No 6668, p 409 (November 28, 1990)

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2270 Resolution Regarding Employee Resignations

2270

The Board authorizes and directs the Superintendent, and his/her designee(s), to accept all employee resignations on behalf of the District. Those persons, whom the Superintendent may wish to designate as being authorized to accept resignations, shall be so notified in writing by the Superintendent. Upon acceptance, resignations shall be irrevocable. The Superintendent shall inform the Board of any resignations on a monthly basis.

Approved:

LEGAL REF: MCL 38.111; 380.1131; 380.1231

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2400 Administrative Personnel (Central Office and Building Level)

2400

The Board shall employ such administrative personnel, as the needs of the District require.

Compensation Guides and Contracts

All administrative personnel shall be compensated for their services in conformity with an administrative salary as determined by the Board.

Qualifications and Duties

The Superintendent shall develop appropriate job descriptions for each administrative position in the District. Such documents shall be filed in the central office. School Principals, assistant Principals, and other administrators whose primary responsibility is administering instructional programs, shall possess a voluntary Michigan Administrator's Certificate valid for their assignment.

Recruitment and Selection of Administrators

The Board delegates to the Superintendent the authority to identify and recommend the appointment of qualified individuals to fill vacant administrative positions. Unless the Board can establish that the Superintendent has violated law, the policies of the Board, or the provisions of an applicable collective bargaining agreement in the selection of administrative candidates recommended for a contract, the Board should approve the Superintendent's recommendations. Members of the Board shall not involve themselves, either personally or as a collective body, in the recruitment, interviewing, or selection process for any administrative position to be filled in the District other than the position of Superintendent of Schools, except as per established policy for designation of interview panels.

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2400 Administrative Personnel (Central Office and Building Level)

2400-2

Assignment

Assignment of administrative personnel shall be recommended by the Superintendent subject to review of the Board. Should a majority of the Board decide to override the decisions or recommendations of the Superintendent regarding administrative assignments within the District, the reasons therefore shall be transmitted to the Superintendent in writing.

Orientation

The Superintendent shall conduct an appropriate administrative orientation program designed to acquaint such personnel with the District, Board policies, duties and responsibilities and other such activities as time and the needs of the District require.

Supervision

The Superintendent shall be responsible for the supervision of all administrative personnel.

Time Schedules

Administrative time schedules and workloads will be dictated by the terms of the employment contract and by assigned responsibilities.

Personnel

The administrative staff shall fill only those positions authorized by the Board.

Travel Expense

Travel expense for administrative staff shall be provided in accordance with 3600.

Approved:

LEGAL REF: MCL 38.91; 380.1536

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2400-R Administrative Personnel (Central Office and Building Level)

2400-R

Recruitment and Screening

All administrative applicants will be screened initially by the Superintendent who may use other staff members to assist him/her, and who shall then make recommendations to the Board.

Board members will not participate, normally, in the recruitment or screening of administrative candidates. However, upon motion and majority vote of the Board, a number of Board members amounting to one less than a simple majority of the Board may be appointed by the Board to participate in the interview and screening process for new teachers and administrators being considered for employment in the District.

At the discretion of the Superintendent and the Board all or part of the expenses incurred by candidates who are interviewed for an administrative position may be paid by the District.

The District shall endeavor to conduct interviews on a school day so that a candidate may visit the schools of the District while they are in session.

Compensation Guides and Contracts

Administrative contracts will be reviewed by April 1st. The term of each administrative contract will be determined by the Board in accord with law.

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2430 Administrator Evaluation (Cf. 2250, 5520)

2430

All central administrative personnel shall be evaluated in writing annually by the Superintendent. Board discussion of an administrator's evaluation can be held in either a closed or open Board meeting as decided by the administrator. The administrator's evaluation shall be made available to those authorized by law when so requested.

Approved:

LEGAL REF: MCL 15.231-244; 15.268; 380.1229

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2450 Non-Discrimination and Complaint Procedure (Cf. 5030, 8015)

2450

The District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

It is the policy of Monroe Public Schools that no person shall, on the basis of race, color, national origin, gender, age, height, weight, religion, marital status, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or in employment. Further, it is the policy of the District to facilitate compliance with all applicable state and federal laws, rules, and regulations (Title II, Title VI, Title IX, Americans with Disabilities Act of 1990, and Michigan Handicappers Law as Amended and the Elliott-Larsen Civil Rights Act of 1977) regarding non-discrimination by appointing a Compliance Coordinator to evaluate current practices, to investigate complaints, to answer inquiries, and to guide implementation of compliance efforts.

All questions, requests for information, or complaints relating to discrimination on the basis of gender, race, color, national origin, or handicap in the Monroe Public Schools should be directed to the appropriate Compliance Coordinator, as listed, depending on the basis of the question, concern or complaint, at 1275 North Macomb Street, Monroe, MI 48162, 734-265-3000.

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2450 Non-Discrimination and Complaint Procedure (Cf. 5030, 8015) 2450-2

For matters regarding:

- **Employment:** Executive Director of Personnel;
- **Educational programs, instruction, and activities:** Assistant Superintendent of Elementary Education, or Assistant Superintendent of Secondary Education;
- **Accessibility of facilities:** Assistant Superintendent for Business;
- **Transportation:** Supervisor of Transportation;
- **Title IX:** Assistant Superintendent of Elementary Education, or Assistant Superintendent of Secondary Education;
- **Section 504 of the Rehabilitation Act of 1973:** Director of Special Education;
- **Other matters including age:** Office of Superintendent of Schools.

In the event a complaint is against the Superintendent of Schools, the complaint should be directed to:

The Vice-President of the Board of Education
Monroe Public Schools
1275 N. Macomb
Monroe, MI 48162
Phone: (734) 265-3000

Approved:
LEGAL REF: Included in Text

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2450-R Non-Discrimination and Complaint Procedure (Cf. 5030, 8015) 2450-R

Grievance Procedure

Non-Discrimination Grievance Procedure for Title VI, Title IX, and Americans with Disabilities Act of 1990:

- Section I

If any person believes that the Monroe Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Americans with Disabilities Act of 1990, Michigan Handicappers Law as Amended, or is in any way discriminatory on the basis of sex, color, national origin, age, religion, height, weight, marital status, handicap, he/she may bring forward a complaint, which shall be referred to as a grievance, to one of the local compliance coordinators within 180 days of the alleged violation.

- Section II

The person or his/her representative who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on verbal basis with the appropriate compliance coordinator who shall in turn investigate the complaint and reply with an answer to the complaint within five business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps below. The Compliance Coordinator shall maintain written record of the informal conference and response.

Step I

A written statement of the grievance signed by the complainant shall be submitted to the appropriate compliance coordinator who shall further investigate the matters of grievance and reply in writing to the complainant within five business days.

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2450-R Non-Discrimination and Complaint Procedure (Cf. 5030, 8015) 2450-R-2

Step 2

If the complainant wishes to appeal the decision of the compliance coordinator, he/she or his/her representative may submit a signed statement of appeal to the Superintendent of schools or designee, within five days of receiving the local coordinator's response. The Superintendent, or designee, shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within 10 business days.

Step 3

If the complainant remains unsatisfied, he/she or his/her representative may appeal through a signed, written statement to the Board of Education within five business days of receipt of the Superintendent's response in step 2. In an attempt to resolve the grievance, the Board of Education Grievance Committee shall meet with the concerned parties and their representative within 15 business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within 10 business days of this meeting.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

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2550 Handbooks and Other Publications

2550

In order that pertinent Board policies and administrative rules/regulations or procedures are known by all staff members and students, District administrators and Principals are granted authority to develop and issue staff and student handbooks.

The Superintendent shall review all handbooks prior to publication to ensure that the contents conform completely to Board policy and current law and advises the Board.

Approved:

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2560 Consultants (Cf. 1220)

2560

The administrative and supervisory staff of the District shall encourage the use of professional consultants and other resource persons when such consultative services will be helpful in the improvement of the educational program in the District. All compensated consultants shall be approved by the Board prior to the invitation and arrangement for visitation by such person or persons to the District except when such compensation is within the amount specifically budgeted.

Consultants shall exercise no administrative authority over the work of employees, but shall act only as advisors in those fields in which they are qualified to offer assistance and for which they are employed.

All consultants shall be hired based on a written contract.

Approved:

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2590 Professional Development Opportunities-Administrators
(Cf. 2170, 5190, 5330)

2590

Administrators of the District shall make every effort to stay abreast of the latest developments in their respective fields. The Board may require or otherwise encourage administrators to attend summer sessions, conferences, workshops, or other activities, which will directly benefit the District's schools. Expenses of registration fees, room, travel and other incidental expenses will be paid by the District to attend state, national and local meetings approved by the Superintendent in accordance with money budgeted for this purpose, to attend periodic in-service workshops sponsored by the District, to improve skills in personnel management, supervision and improvement of instruction, public relations and other aspects of school management.

Approved:
LEGAL REF: MCL 380.1525

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2700 Policy Implementation

2700

The administrative staff shall carry out and enforce all policies duly adopted by the Board and all regulations of state authorities.

Failure of any administrative employee to implement the policies of the Board may result in suspension, demotion, probation, or other action in accordance with procedures set forth in these policies and rules.

Approved:

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2750 Administrative Rules (Cf. 1570)

2750

The Superintendent has the responsibility for developing required administrative rules/ regulations and procedures to carry out Board policies and to operate the District's schools. These rules/regulations and procedures shall constitute the administrative regulations governing the schools. The Superintendent shall inform the Board of new administrative rules or substantive changes in existing administrative rules.

There may be cases where the Superintendent requests that the Board officially approve/adopt administrative rules. In those instances where administrative rules have been approved/adopted by the Board, the rules shall be subject to a planned review by the Board and the District's administrative staff.

Should the Board feel that any administrative rule is unlawful, or does not reflect the policy intent of the Board, the Board may modify or reject the rule as the situation warrants.

Staff Involvement

In the development of rules/regulations, procedures and arrangements for the operation of the District, the Superintendent shall include at the planning stage representatives of those employees who will be affected by such provisions.

The Superintendent shall develop procedures utilizing certified and non-certified employees for the ready exchange of ideas regarding the operation of the District. He/She shall carefully consider the advice given by employees especially that given by groups designated to represent large segments of the staff, and shall inform the Board of such counsel in presenting reports of administrative action and in presenting recommendations for Board action. (See also 5140)

Community Involvement

The Superintendent may involve District community members on committees or study groups whenever necessary and when participation of community members may

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materially aid in the solution of District problems or enhance the submission of recommendations of proposed Board action or District policy formulation.

2750 Administrative Rules (Cf. 1570)

2750-2

Student Involvement

The Superintendent is encouraged to include students in the formulation of administrative rules affecting students.

Rules Implementation

All suggestions for administrative rules/regulations or procedures that originate from the administrative staff must be approved by the Superintendent before put into practice or modified. All administrative rules/regulations or procedures recommended by the Superintendent shall be reviewed but need not be approved by the administrative staff before implementation.

Rules Dissemination

Copies of administrative rules/regulations or procedures shall be made available to those employees who play a role in enforcing the rules or who will be affected by the rule changes.

Administration in Policy Absence

In cases of an emergency in which action must be taken within the District, where the Board has provided no guides for administrative action, the Superintendent shall have the power to act, but his/her decisions shall be subject to review by the Board at the next Board meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of any need for policy.

Approved:
LEGAL REF: MCL 380.11a

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2750-R Administrative Rules (Cf. 1570)

2750-R

No administrative rule shall be in conflict with Board policy.

Rules Drafting

All proposed rules/regulations or procedures may be submitted to the Board's attorney for a legal interpretation before being submitted to the Board for review.

Staff Involvement

The Superintendent and Principals may appoint committees for such functions as are not being performed by existing groups or persons at their own discretion.

Each staff or community committee shall act in an advisory capacity to the administrative officer responsible for the area in which the committee was designated to operate. All committees shall terminate no later than one year after their establishment unless re-established by the Board or the administration.

Student Involvement

The use of student input in the formation of policies and rules shall be restricted to areas pertaining to attendance center administration, to the extent desirable by the school District's administration. Students may be appointed to work on committees.

Administration in Policy Absence

In the event the Superintendent is forced to act in the absence of regular Board policy or guidelines and feels that policy is needed, he/she may draft a proposed Board policy, together with appropriate rules, to be presented to the Board at its next meeting for its consideration.

Considerations

In the development of administrative rules, regulations, and/or procedures, the administrator in charge shall consider the following areas:

- A. The Board's expectations and concerns.

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2750-R Administrative Rules (Cf. 1570)

2750-R-2

Have measurable outcomes been decided upon by the Board and/or Superintendent?

Have the concerns of individual Board members been addressed?

B. Legal Review

Has there been a review of the *Revised School Code*, the *Laws Relating to Education* and attorney general opinions relative to the policy topic? Has there been a review of any U.S. court or Michigan court decisions relative to the policy topic?

C. Operational Activities

There shall be consideration given to any staffing, fiscal, notification and in-service/orientation implications relative to the administrative procedures and implementation of the policy.

D. Time Frames

There shall be consideration given to the effective date of any policy implementation activities. Those time frames may include: effective date, review dates, a date that the policy or procedures may end.

E. Board Review

There shall be time for the administrative staff to review with the Board the administrative procedures when the topic warrants. Such discussion would override: problem areas, handling complaints, review of measurable outcomes and anticipated review dates.

F. Reporting

Prior to any review of the Board's policy or a review of the administrative procedures, the administrative staff shall meet and discuss the policy relative to recommendations (stay the same, amend, or delete), the administrative procedures (meeting the outcomes and/or amending); and future policy and procedure oversight activities.

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2760 Indemnification - Board Members and Others

2760

The District may agree to indemnify, save harmless and defend a current or prior Board member, Superintendent or other administrator from claims, actions, suits (civil or criminal) and judgments caused by his/her action if the action was:

- Taken in good faith while in the course of employment, or serving on the Board, and
- Within the scope of his/her authority.

Approved:
LEGAL REF: MCL 691.1408

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2780 Administration of Medications by School Personnel (Cf. 8670)

2780

When, on the advice or direction of a physician, students are required to take medication at school, medication may be administered by school personnel under appropriate administrative regulations.¹ The definition of “medication” includes prescription and non-prescription and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

Responsibility Assignment

It shall be the responsibility of the student’s building Principal or his/her designee to control and supervise the administration of medication in his/her school during the school day. Such administration of medication must comply with the student’s physician instructions as to dosage and time schedule.

Administration of Medication in Schools

When a student is required to take medication in school during school hours, only the school nurse or the principal or his/her designee will administer the medication in compliance with the following regulations:

- Upon request for medication administration, parent/guardian will be provided a medication form for both prescription and non-prescription medication.
- Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school.

¹ 1976 PA 451, MCL, 380.1 *et seq*, MSA 15.4001 *et seq*, is known as the School Code of 1976. Act 451, S 1178, provides: “A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult pursuant to written permission of the pupil’s parents or guardian and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct.”

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2780 Administration of Medications by School Personnel (Cf. 8670) 2780-2

- The Principal or assistant Principal must sign the medication form. The school nurse will review the medication authorization forms and sign on his/her next assigned day at the building.
- The Principal may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary.
- All medication is to be administered by the Principal, or his/her designee in the presence of an adult witness, and properly recorded on the medication log sheet. When an emergency threatens the life or health of the pupil a witness is not required.
- Designee is normally a Secretary. It is not recommended that a substitute Secretary be the designee. The substitute Secretary could be the witness.
- The parent/guardian of the student must assume responsibility for informing the school nurse or Principal of any change in the student's health or change in medication.
- ~~The school District retains the discretion to reject requests to administer medications to students after consultation with school nurses. (See suggested language below)~~
- **Unless otherwise dictated by law, the building Principal, upon the advice of the school nurse, may refuse to administer or may choose to discontinue the extra service of administering medication at his/her discretion, provided that appropriate notice is given to the parent(s)/guardian(s).**

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2780 Administration of Medications by School Personnel (Cf. 8670) 2780-3

- It is the responsibility of the classroom teacher to insure that the medication is taken at the specified time.
- Refills are the responsibility of the parent/guardian.
- The nurse is responsible for contacting the teachers of those students receiving medication when teacher comment and observation are indicated.
- The school nurse may administer medications without a witness.
- The Principal shall request that a pharmacy supply the oral medication in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.
- Adverse reaction to medication, as described on the physician's written instructions, ~~should~~ **shall** be reported to the pupil's parent/guardian.
- Any errors made in the administration of medications shall be reported to the Principal and the school nurse immediately, and the designated form completed. The Principal is responsible for reporting the medication error to the pupil's parent/guardian immediately.
- When it is necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.
- Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of medications.

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2780 Administration of Medications by School Personnel (Cf. 8670)

2780-4

Self-Administration/Self-Possession of Medications

Self-administration means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

- Self-administration and possession must be indicated by the physician on the medication form.
- A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.
- A pupil's use cannot be denied if the conditions of written permission and physician direction are met. The Principal may discontinue a pupil's right to self-administer and self-possess if there is misuse by the pupil. The denial shall follow a consultation with the parent/guardian.

For example, a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent/guardian on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the Principal.

Storage and Access to Medications in School

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- All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, and the frequency of administration.
- Medication shall be kept in a locked and reasonably secure area.
- It is recommended that medications be brought to the school by the pupil's parent/guardian.

2780 Administration of Medications by School Personnel (Cf. 8670)

2780-5

- All controlled-substance medication left over at the end of the school year, or after a pupil has left the District, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

Record-Keeping Related to Medications in Schools

- A log of medication administration shall be kept in a school office and filed in a pupil's permanent record at the end of each school year. The log shall include the pupil's name and the name and dosage of the medication. The individual giving the medication shall record the date and time of administration of the medication. The log shall be signed and witnessed by a second adult.
- The individual pupil log shall be kept until one year after the pupil's graduation from high school.
- If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log.
- Medication forms are to be renewed annually.

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- All controlled-substance² medications will be counted and recorded upon receipt from the parent/guardian. The medication should be recounted on a regular basis and this count reconciled with the medication administration log/record.
- Expiration dates on prescription medication, Epipens, and inhalers shall be checked at least twice each school year.

2780 Administration of Medications by School Personnel (Cf. 8670)

2780-6

School Staff Training

- All individuals designated to administer medication are encouraged to receive in-service training on all district policies and procedures related to this responsibility. School staff must be trained by the school nurse who has knowledge of local school medication policies and procedures.

Forms

Medication Authorization and Log Sheet Forms are located in 2780-R.

Communicable Diseases (Cf. 8510)

In order to minimize the spread of contagious diseases among students and staff, the District will cooperate, fully, with the Monroe County Health Department to enforce adherence to the Michigan Health Code for the prevention, control, and containment of communicable diseases.

A decision to close schools due to communicable disease outbreaks shall be made by the Superintendent, or designee, in consultation with the Monroe County Health Department medical staff and/or for review to the review team.

² ¹Controlled-substance is defined as a drug regulated by the Federal Controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens.

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A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies.¹ More detailed information regarding communicable disease can be found in policy 8510.

2780 Administration of Medications by School Personnel (Cf. 8670)

2780-7

Inoculation of Students (Cf. 8480)

All Kindergarten students and other students entering school for the first time shall submit evidence that they have complied with the state's immunization requirements.³ More detailed information regarding inoculation requirements can be found in policy 8480.

Approved:

LEGAL REF: MCL 380.1178; MCL380.1179; OAG, 1979-1980, No 5679, p 7-0 (April 11, 1980); OAG, 1993, No 6746, (January 13, 1993); MDE Bulletin, October 18, 1999, PA 378, 1978, Medical Waste Regulatory Act, R 325.1545(2); MCL 333.9208-9215; 380.1177

¹ A student with a contagious disease is probably a "handicapped individual" under Section 504 of the Rehabilitation Act (29 U.S.C. § 794(a)). See *Thomas v Atascadero Unified School District*, 662 F. Supp.376 (C.D. Cal 1986) (a child with Aids was a "handicapped person" under Section 504.

Students with contagious diseases may also qualify for special education under the Individuals with Disabilities Education Act (20. U.S.C. § 1400 *et seq.*)

Decisions to place a student in a class outside regular classes due to infectious disease must be based on medical evaluations indicating a need to protect the health and safety of others. *Community High School District 155 v Denz*, 463 N.E.2nd 998 (2nd Dist. 1984).

Cases involving contagious diseases are highly fact-specific. Generally, the appropriate treatment of a student depends on the severity of the disease and the risk of infecting others, but in all cases, legal counsel should be consulted.

^{3 3} Sec. 9208. (1) A parent, guardian, or person in loco parentis applying to have a child registered for the first time in a school in this state and, beginning in 2002-2003, a parent, guardian, or person in loco parentis of a child entering the sixth grade, shall present to school officials, at the time of registration or not later than the first day of school, a certificate of immunization or statement of exemption under section 9215.

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2780-R Administration of Medications by School Personnel

2780-R

Monroe Public Schools

Dear Parent/Guardian:

Please return the Medication Authorization form **following this letter** to the school with your child/ward's medication.

We also ask that you follow these instructions when sending medication of any kind to the school for administration.

1. Medication must be in the original pharmacy container, properly labeled and include:
 - Student's Name
 - Date
 - Physician's Name
 - Medication Name
 - Dosage Amount
 - Directions of Administration

**Most pharmacies will be glad to provide you with duplicate containers if you request them.*

2. Sufficient supply should be sent to the school to insure enough medicine to last for the prescribed length of time. Send at least one week's supply if possible. We discourage the daily carrying of medication for obvious safety reasons.
3. An adult should bring medication to the school office.
4. You may come to school to administer medication to your child/ward if you so desire. The school will not be responsible for any medication that has not been prescribed by a physician.

We wish to aid you with any problems your child/ward may have, but also take precautions against possibility of drug misuse and unsafe conditions.

Please contact the school nurse or me immediately if you have any questions concerning the medication policy and procedures.

Thank you,

Principal

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***** OVER *****

2780-R Administration of Medications by School Personnel

2780-R-2

**Monroe Public Schools
Medication Authorization**

Student's Name: _____ Grade: _____ Teacher: _____

Parent/Guardian's Address: _____ Parent/Guardian's Phone: _____

City/Zip: _____

Attending Physician: _____ Physician's Phone: _____

Physician's Address (include City) _____

To be completed by the physician

Name of Medication _____

Dosage _____ Frequency _____

Time of Administration _____

Anticipated Duration start date _____ stop date _____

Purpose of Medication (optional) _____

Possible Side Effects _____

Student is both capable and responsible for self-administering this medication (Inhalers and Epipens only):

_____ No _____ Yes-Supervised _____ Yes-Unsupervised

Student may carry this medication: _____ No _____ Yes

Physician's Signature _____ Date _____

I hereby request that my child be administered his/her prescribed medication at school by the school personnel authorized by the principal. I understand that the medication will be administered exactly as per the instructions of my above named physician. I will notify the school of changes or discontinuation of this medication(s). I further agree that you may contact the physician who prescribed the medication and I hereby authorize him to release to the school nurse any and all information concerning my child's condition and/or treatment.

Unused medication may be returned to my child (such as Tylenol, inhaler, Epipens, etc.) _____ Yes _____ No

(CONTROLLED SUBSTANCES SUCH AS Ritalin, Adderall, Concerta, etc. must be picked up by parents/guardians.)

Parent/Guardian Signature _____ Date _____

FOR SCHOOL USE ONLY: This form MUST be kept with medication until discontinued or until the end of the school year and then filed in the cumulative record.

**Section 2000 – General School Administration – 1st Reading – MPS
BOE – 7.10.12**

Principal's Signature _____	Date _____
School Nurse's Signature _____	Date _____

Section 2000 – General School Administration – 1st Reading – MPS BOE – 7.10.12

2780-R Administration of Medications by School Personnel

2780-R-3

MEDICATION ADMINISTRATION DAILY LOG

(To be completed for each medication administered) School Year _____ Name of Student: _____ Gender: _____

Date of Birth: _____ Grade/Teacher: _____ Name of School: _____ Name of Medication: _____

Dosage: _____ Route(s): _____ Time Given in School: _____ Expiration Date: _____

Special Instructions: _____ take with food _____ take on empty stomach _____ in refrigerator
 Directions: Initial with time of administration; a complete signature and initials of each individual administering medication shall be included below.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
August																																
September																																
October																																
November																																
December																																
January																																
February																																
March																																
April																																
May																																
June																																

Initial(s) of Individual Administering Medication	Signature	Initial(s) of Individual Administering Medication	Signature	Codes
1 _____	_____	7 _____	_____	(A) Absent (O) No Show
2 _____	_____	8 _____	_____	(E) Early Dismissal (W) Dosage Withheld
3 _____	_____	9 _____	_____	(F) Field Trip (N) No Medication Available
4 _____	_____	10 _____	_____	(X) No School (i.e. Holiday, weekend, snow day, etc.)
5 _____	_____	11 _____	_____	
6 _____	_____	12 _____	_____	

Section 2000 – General School Administration – 1st Reading – MPS BOE – 7.10.12

Use reverse side for reporting significant information (e.g. Observation of medication's effectiveness, adverse reactions, reason for omission, plan to prevent future "no shows").

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BOE – 7.10.12

2790 School Safety Information Policy Implementation

2790

The District School Resource Officer (SRO) or Assistant Superintendent for Curriculum is hereby designated as the official District Contact Person for receiving information from law enforcement⁴, prosecutors, and courts relative to any matters concerning school crime and violence in the Monroe Public School District. The Superintendent shall see that a file of all incident reports or law enforcement records is kept in accordance with law and the Statewide School Safety Information Policy.

Incidents to be Reported

Reportable incidents for purposes of this policy shall be those as listed in the "Index of Reportable Incidents" as found in the School Safety Response Guide published in the Statewide School Safety Policy. Incidents reported involving students of the District shall be reviewed under the District's Student Code of Conduct relative to possible disciplinary consequences up to and including expulsion.

Michigan Statewide Unsafe School Choice Policy

The Board directs the Superintendent to comply with the Michigan Statewide Unsafe School Choice Policy for schools that receive funds under the No Child Left Behind Act of 2001 (NCLB of 2001.) All reports mandated by the state policy shall be distributed to the Board before being forwarded to the ISD and/or the state. The Superintendent may enact rules to implement compliance with the state policy.

Should any school receiving funds under NCLB of 2001 be designated, "persistently dangerous," as defined by the state policy, the required, "corrective action plan," shall be prepared and presented to the Board for review and approval. The Superintendent shall also insure that the transfer and notice requirements found in the state policies are implemented, and that the Board is kept informed of any transfers that are made.

⁴ For the purposes of this policy, "law enforcement" means: A regularly employed member of a police force of a city, county, township or village, the Michigan State Police, or a Michigan Indian tribal police force, who is responsible for the prevention and detection of crime and the enforcement of the general criminal laws of this state.

**Section 2000 – General School Administration – 1st Reading – MPS
BOE – 7.10.12**

2790 School Safety Information Policy Implementation

2790-2

A copy of the current Statewide Unsafe School Choice Policy shall be provided to each member of the Board, and a copy of the current policy shall be available in the District office.

Local Agreement to Share School Safety Information

The Monroe Public Schools shall endeavor to as necessary enter into an agreement with Monroe County School Districts to share school safety information. The Superintendent (or SRO) shall contact other school Districts within Monroe County in an effort to solicit their commitment to such an agreement. The agreement, once reached, shall be brought to the Board for final approval and adoption. (*A "Sample Local Agreement" appears in the Statewide School Safety Information Policy document.*)

Approved:

LEGAL REF: MCL 380.1308; NCLB

Section 2000 – General School Administration – 1st Reading – MPS

BOE – 7.10.12

2800 Records

2800

The District shall establish and maintain a system of records as required by law and as necessary or pertinent to the performance of any function related to the operation of the District. The Superintendent shall establish rules and procedures for the maintenance of District records.

Approved:

LEGAL REF: MCL 15.231 *et seq.* (Freedom of Information Act)

**Section 2000 – General School Administration – 1st Reading – MPS
BOE – 7.10.12**

2810 Public Review and Inspection of Records

2810

The Superintendent shall establish and publish rules for public inspection and copying of records in accord with the Michigan Freedom of Information Act, and shall serve as FOIA coordinator for the District. Inspection of records by the public shall be limited to the regular office hours of the building or office that houses the records. Copies of records, which are not exempt from disclosure, will be available on request.

Fees

The Superintendent shall charge a fee to cover actual costs of providing access to and/or copies of public records in accord with law, except that disclosure to any of the following person(s) is in the public interest and shall be exempt from the first \$20 of fees incurred in a school fiscal year.

- a) A news media organization for dissemination to the public;
- b) A member of the Board;
- c) A minor for use in a school or community organization civics project (ex. Boy Scout Citizenship merit badge); and
- d) Other person(s) designated by the Board.

Appeals

If a request for disclosure of record(s) is denied, procedures for appeal of the decision shall be provided along with the denial.

Approved:

LEGAL REF: MCL 15.231 *et seq.* (Freedom of Information Act)

**Section 2000 – General School Administration – 1st Reading – MPS
BOE – 7.10.12**

2810-R Public Review and Inspection of Records (Cf. 8940 *et seq.*)

2810-R-2

Subscriptions

Requests for a subscription to documents or records produced regularly by the District must be accompanied by appropriate payment of estimated fees for the period of the subscription or by a credit card record to be used to charge fees on an ongoing basis. Subscriptions may run for up to six months and are renewable.

Delays

If the nature of the request requires additional time to access the records or to make a determination on whether the request will be granted, the coordinator shall give written notice to the person making the request extending the period of response. Such an extension shall be for a maximum of ten business days in accord with law.

Appeals

If a request to inspect or copy a record is denied by a building-level coordinator, the person making the request may appeal the decision within the District by submitting the appeal to the Superintendent in a writing which details the reason(s) for requesting reversal of the denial. The Superintendent shall respond in writing to the request as provided above.

If a request to inspect or copy a record is denied by the Superintendent, the person requesting access may appeal the decision within the District by submitting the appeal in writing to the Board for consideration at the next meeting of the Board. Such request(s) shall be submitted to the Superintendent or Board President for scheduling on the agenda of the next Board meeting.

Fees

Fees for responding to a request shall be assessed as follows:

**Section 2000 – General School Administration – 1st Reading – MPS
BOE – 7.10.12**

2810-R Public Review and Inspection of Records (Cf. 8940 *et seq.*)

2810-R-3

- a) Photocopying charges of seven cents per page, or if the nature of the duplication necessitates duplication by outside sources, the actual cost of employing such outside sources,
- b) Actual mailing costs,
- c) Labor costs incurred in duplication and mailing assessed at the hourly wage of the lowest paid employee of the District capable of retrieving, copying, and mailing the information necessary to comply with the request,
- d) Labor costs for search, examination, review, and deletion or separation of exempt from non-exempt information, at the hourly wage of the lowest paid employee of the District capable of complying with the request. Such labor fees shall be charged only when the request requires more than \$50 of labor. In such cases, the coordinator shall identify the nature of this unreasonably high labor cost.

Upon receiving a request, the coordinator shall inform the person making the request of the estimated cost for processing the request. If the estimated cost exceeds \$50, the coordinator shall require a good faith deposit of one-half of the estimated fee before processing the request.

No charge for the first \$20 of a fee shall be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence.

A record of fees paid shall be kept along with each request. A record of fees incurred shall be kept for any person making a request who is exempt from initial fees as a matter of Board policy, though such fees will not be charged except those in excess of the yearly maximum.

Revenue from copying open records shall be deposited monthly in the general fund of the District.

**Section 2000 – General School Administration – 1st Reading – MPS
BOE – 7.10.12**

2810-R Public Review and Inspection of Records (Cf. 8940 *et seq.*)

2810-R-4

Safety of Records

To ensure the safety and integrity of records, access to records shall be accorded only under the direct supervision of the coordinator or designated District employee. Inspection of record(s) by the public is limited to the regular office hours of the building or office, which houses the record(s). Original school record(s) are not permitted to leave the premises except as required by law or Board policy. Copies of records not exempt from disclosure will be furnished for the appropriate fee.

Computer Records

All new software purchased by the District to maintain records shall incorporate a feature enabling selected data to be exported in a text format for the purpose of complying with requests.

Record Listings

Employees are prohibited from giving or selling lists of any school records to any person except as authorized by law or Board policy.

**Section 2000 – General School Administration – 1st Reading – MPS
BOE – 7.10.12**

2850 Reports

2850

The Board may require reports from the staff concerning the operation and needs of the District.

Types

The Superintendent shall prepare and submit to the Board an annual report summarizing the operations of the District for the preceding school year.

The Superintendent's annual report shall be submitted to the Board 30 days after the end of the school year. In the event the Superintendent resigns or otherwise leaves the District, he/she shall complete and submit the annual report to the Board prior to final payment of compensation under his/her employment contract.

The Board delegates to the Superintendent the authority to request certain reports from the District's staff concerning the operation of the District or on any subject relating to the educational program of the District.

Dissemination

The Board, upon request, shall receive copies of all reports submitted to the Superintendent. Copies of staff reports may be sent to staff members for their confidential use at the discretion of the Superintendent.

Approved:

Board Meeting #12
 July 10, 2012
 Item #C.4

**RESOLUTION OF SUPPORT – MONROE COUNTY LIBRARY SYSTEM
 OPERATING MILLAGE**

BACKGROUND

On August 7, 2012 a vital issue pertaining to the Monroe County Library System will be presented to county voters for approval. The library is requesting that a one mill, eight year proposal be renewed to continue the operating income (for the 16 county-wide libraries) which represents 83% of the libraries' revenue. Our community libraries were busier than ever in 2011. The area's sluggish economy brought families, students, hobbyists and job seekers into all branches in record numbers. It is of the utmost importance that our libraries serve and educate the children and adults of Monroe County. Libraries provide the gift of literacy and lifelong learning opportunities and pleasures that reading gives.

ENCLOSURE

Resolution

RECOMMENDATION

Move to approve the Resolution of Support for the Monroe County Library System Operating Millage as presented.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

RESOLUTION OF SUPPORT
Monroe County Library System Operating Millage

WHEREAS, the Monroe County Library System provides a wide array of materials, programs, and services for the information, education, and recreation of people of all ages throughout Monroe County, and

WHEREAS, the Monroe County Library System has made available over a half million books, pamphlets, government publications, magazines, newspapers, DVDs, books and music on CD, databases, downloadable/e-materials, free to everyone, and

WHEREAS, with the exception of the Ellis Library and Reference Center, the sixteen community library buildings are provided and maintained by local units of government. Library staff, materials, technology and support services are provided by the Monroe County Library System through the Mary K. Daume Library Service Center, and

WHEREAS, three separate strategic planning processes taking place from 2003-present showed that Citizens throughout Monroe County are supportive of the library and continue to take part in library activities from story times and book clubs to computer training and job search help in record numbers, at an average of 73,000 people per year since 2004, and

WHEREAS, residents checked out 1,440,318 items in 2011, a 57% increase since 2004; public computers were used 192,146 times in 2011, an increase of 183% since 2004, and

WHEREAS, the Monroe County Library's existing operating millage levy, which provides approximately 83% of their revenue, expires in 2012, and

WHEREAS, the Library Board wishes to respond to ongoing desire for library services by placing a request for a **one mill renewal** for eight years before county voters,

THEREFORE be it resolved that the Monroe Public Schools officially endorses the Monroe County Library System's request for a one mill operating levy for eight years that will appear on the August 7, 2012 primary ballot.

Date 7/10/12

June Knabusch-Taylor
Secretary

DISCIPLINE MANDATES

BACKGROUND

A meeting was held with school attorney James Davies, a team of administrators, and Sue Sacks to review the K-12 Discipline Mandates. Several revisions were discussed and with the guidance of Mr. Davies, revisions were made. Another special meeting was held with the Elementary Principals to add additional categories to the Elementary Code of Conduct and align our discipline vocabulary with the secondary mandates.

ENCLOSURES

- Elementary Code of Conduct
- Secondary Disciplinary Mandates
- Substance Abuse Mandates

RECOMMENDATION

Move to approve the revised Elementary Code of Conduct, Grades 7-12 Disciplinary Mandates and the Monroe Public Schools Substance Abuse Mandates as submitted.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

MONROE PUBLIC SCHOOLS ELEMENTARY CODE OF CONDUCT

In order to maintain a safe and orderly environment for all elementary children, the following code of conduct is in effect within Monroe Public Schools. This code of conduct will be cumulative, and will transfer with students if they should move between schools. Investigations of infractions will include but not be limited to interviewing students, staff and any other persons involved in witnessing the event of misconduct. Based on this investigation, administration and/or a designee will determine the appropriate step based on the circumstance of the incident. There may be circumstances requiring involvement of law enforcement. Parent involvement is an important part of this process and all out-of-school suspensions will require a parent conference.

Steps:

1. Conference with students, make referral if necessary.
2. Parent conference.
3. Short-term suspension, 1 day or less. May be administered as lunchtime, after school, or in-house suspension.
4. Short-term suspension, 2-4 days.
5. Short-term suspension, 5-7 days.
6. Long-term suspension, 8-9 days.
7. Long-term suspension, 10 or more days, up to expulsion by Board action.

*Students who are suspended **out of school** will not be allowed to attend school sponsored after-school extra-curricular activities during that suspended time.*

Offense	Steps
School Rule Violation <ul style="list-style-type: none"> ▪ Behavior that jeopardizes a safe, respectful and responsible learning environment. The following includes but is not limited to: disrespect, profanity, violation of safety rules. 	1-7
Creating a Disturbance <ul style="list-style-type: none"> ▪ Behavior that leads to a disruption of normal school activity 	1-4
Fighting/Assault <ul style="list-style-type: none"> ▪ An exchange of unwanted physical contact 	3-7
Harassment/Intimidation <ul style="list-style-type: none"> ▪ Abusive and threatening language or actions meant to hurt or damage another person's reputation or self-esteem. The following includes but is not limited to: race, ethnicity, gender, socio-economic status, religion, sexual orientation, academic/physical challenges. 	1-7
Bullying <ul style="list-style-type: none"> ▪ Behavior that is physically or emotionally harmful to another student and is repeated to the point that it affects the victim's ability to feel safe and participate normally in school or school activities. 	3-5
Sexual Harassment/Misconduct <ul style="list-style-type: none"> ▪ Including but not limited to: touching, dirty jokes, obscene gestures, sexual remarks or innuendoes, comments about body parts, conversations of a sexual nature, staring in a way that is too personal, pornographic writing, pictures or drawings, forcing sexual attention on someone who doesn't want it, touching private parts of other persons, indecent exposure. 	1-7
Weapons <ul style="list-style-type: none"> ▪ Possession or use of any object, including but not limited to: guns, knives, or any facsimile thereof, used in a threatening or harmful manner not included and defined in PA #328. 	2-7
Vandalism <ul style="list-style-type: none"> ▪ Intentional destruction or misuse of property 	1-7 (plus restitution)
Theft <ul style="list-style-type: none"> ▪ Up to \$100 ▪ Over \$100 	1-4 3-7 (plus restitution)
Gross Misconduct <ul style="list-style-type: none"> ▪ Willful and neglectful acts of misbehavior of a more serious nature that could jeopardize the safety and well-being of themselves and/or others 	4-7
Habitual Offender <ul style="list-style-type: none"> ▪ A student may be considered a habitual offender upon the fourth offense of a Step 4 or higher mandate violation 	6
Insubordination <ul style="list-style-type: none"> ▪ Refusal to comply with directives given by staff 	1-4
Substance Abuse <ul style="list-style-type: none"> ▪ See substance abuse mandates located in Student handbook 	6-7

MONROE PUBLIC SCHOOLS
GRADES 7-12
DISCIPLINARY MANDATES

The commission of the following incidents by pupils of the Monroe Public Schools in grades 7-12 inclusive on Monroe Public Schools grounds or while attending school functions, shall be subject to disciplinary action as hereafter noted.

Upon the commission of the below incidents, the person or persons who have engaged in such activity are subject to disciplinary measures and the following seven (7) steps of censure shall be imposed upon the offender. In the event the person commits more than one offense in the same incident, disciplinary action shall be taken *within the range of the more severe incident*. Parents/guardians may be required to come to the school for a conference before the student is allowed to return from a suspension. The administrator, after investigation, will determine the appropriate step. A step may be repeated if deemed appropriate by the administrator. Students will be given an opportunity to present their side.

Steps shall be cumulative within the building. The administration shall report to the Monroe Public Schools Board of Education all incidents, which subject the pupil to discipline at a step seven (7) level.

All violations at Step 5 and above will be cumulative grade 6 - 12.

STEPS:

1. Conference with student - refer to counselor.
2. Parent conference mandatory (personal or by phone).
3. Short-Term suspension up to 1 day.
(including in-house, after hours detention and out-of-school suspension)
4. Short-term suspension 2-4 days. Parents/Guardians must come for a conference before the students will be allowed to return to school.
5. Short-term suspension 5-7 days.
6. Long-term suspension 8-9 days.
7. Long-term suspension 10 or more days up to expulsion by Board action. Recommendation for expulsion before Step 7 reserved for cases of extreme disruptive nature.

After Hours Detention is a disciplinary intervention where students attend school beyond the normal school day at a designed time. Student and parent will be supplied additional information when a detention is issued. After Hours Detention enables administration to discipline a student without removing him/her from any classes.

In-House Suspension as used herein means the offender cannot attend his regular classes, but during the class hours shall be assigned to a room designated for that purpose. Disciplinary time may also be served after classroom hours.

Out-of School suspension means the offender may not be on school grounds or participate in or attend any school functions during the suspension.

Any pupil who is alleged to have violated our disciplinary mandates shall be entitled to due process as provided by the laws of the State of Michigan.

The Discipline Mandates herein created shall in no way be considered a substitute for or imposed in place of the statutes of the State of Michigan, and it shall be and is the policy of this Board of Education to cooperate with the law enforcement agencies of the State of Michigan and all of its political subdivisions.

Definition of Terms:

The meaning of the incidents noted below shall be the same as defined by the statutes of the State of Michigan, and when not so defined, the words of the incident shall have the common dictionary meaning.

Aggravated Assault - Assault without a weapon that results in a serious or aggravated injury. A serious or aggravated injury is a physical injury that requires immediate medical treatment or that causes disfigurement, impairment of health, or impairment of body part.

Arson - Any act which results in the starting of a fire; aiding, persuading, procuring in the starting of a fire.

Assault - An attempt or offer to commit an offensive touching of another. An attempted battery.

Assault and Battery - Any offensive touching of another which is without justification or excuse.

Bullying - See Bullying Policy.

Closed Campus - Leaving school property without permission of principal or designee.

Extortion - To obtain money or property by threat of force.

Felonious Assault - A simple assault or assault and battery committed with a dangerous weapon.

Fighting - An exchange of physical blows.

Firearms - Include facsimiles (look-a-likes), airsoft guns, starter guns, explosives, incendiaries, BB gun, paint ball guns, or weapon designed to expel a projectile by explosive or other propellant.

Gross Misconduct - Acts of misbehavior of a more serious nature. Depending on the severity of the act, gross misconduct will be dealt with by punishment ranging from short-term suspension to long term suspension and possible expulsion by Board action.

Habitual Offender - A student may be considered a habitual offender (Step 6) on the fourth offense of a Step 4 or higher mandate violation.

Insubordination - Refusal to comply with directives given by staff or and faculty members.

Racism - A lack of respect or hatred for a person because of his/her ethnicity. Creating a hostile learning environment that prevents students or staff from learning or completing their job based on ethnicity.

School Property - Means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1,000 feet surrounding school property.

Weapon - Includes but is not limited to: firearms, gun, revolver, pistol, dagger, dirk, stiletto, knife, pocketknife opened by a mechanical device, iron bar, or brass knuckles, or any facsimile thereof.

Weapon Free School Zone - Means school property and/or a vehicle used by the school to transport students to or from school property and any property defined in the penal code.

Monroe Public School Mandates

<u>OFFENSES</u>	<u>FIRST MAXIMUM STEP FOR INCIDENT</u>	<u>SUBSEQUENT INCIDENT</u>
ARSON		See Michigan State Law (possible expulsion)
ASSAULT - fellow student - school personnel		See Michigan State Law (possible expulsion)

ASSAULT AND BATTERY		
- fellow student	See Michigan State Law	
- school personnel	(possible expulsion)	
ASSAULT, AGGRAVATED		
- fellow student	See Michigan State Law	
- school personnel	(possible expulsion)	
ASSAULT, FELONIOUS		
- fellow student	See Michigan State Law	
- school personnel	(possible expulsion)	
BULLYING	Step 3 - 5	7
CLOSED CAMPUS	Step 2 - 3	4
DESTRUCTION/MISUSE OF SCHOOL PROPERTY	Step 3 - 5	7
DISRESPECT	(restitution) Step 4 - 6	7
EXPLOSIVES		
- determined by administration (to be more serious than fireworks)	Step 3 - 7	7
EXTORTION		
- acting alone	Step 4 - 5	7
FALSE ALARM INITIATION		
- emergency	Step 3 - 4	7
- fire alarm	Step 5 - 7	7
- bomb threat	Step 7 (Per Michigan State law - including expulsion - required Board of Education notification)	7
FIGHTING	See Michigan State Law (possible expulsion)	
FIREWORKS		
- possession	Step 3 - 4	7
- use	Step 4 - 6 (restitution)	7
GAMBLING	Step 2 - 3	4
GANGS/GANG ACTIVITY	Step 2 - 4	7
GROSS MISCONDUCT	Step 4 - 7	7
HABITUAL OFFENDER	Step 6	7
HARASSMENT		
-fellow student	Step 2 - 4	7
-school personnel	Step 3 - 5	7
(repeated abusive and derogatory language or actions meant to damage another person's self-esteem)		
INCITING/CREATING DISTURBANCE	Step 2 - 4	7

INCITING TO RIOT	Step 7	7
INSUBORDINATION	Step 2 - 4	6
INTIMIDATION		
- fellow student	Step 3	6
- school personnel	Step 4	7
OBSCENITIES/PROFANITIES, USE OF	Steps 2 - 4	5
PARTICIPATION IN A SCHOOL DISTURBANCE	Step 3 - 4	7
RACISM	Step 2 - 5	7
SCHOOL RULE VIOLATIONS	Step 1 - 4	5
Such as, but not limited to:		
- dress code violation (see student handbook)		
- general misconduct (during and after school)		
- forgery (parent and staff)		
- loitering		
- misuse of I.D.		
- violation of classroom safety rules		
SEXUAL HARASSMENT (including but not limited to: touching, dirty jokes, obscene gestures, sexual remarks or innuendoes, pornographic pictures or drawings, forcing sexual attention on someone who doesn't want it)	Step 2 - 4	7
SEXUAL MISCONDUCT		
-Criminal sexual conduct	Step 7	7
-Gross sexual misconduct (including but not limited to: touching private parts of other persons, indecent exposure).	Step 6 - 7	7
SUBSTANCE ABUSE	Refer to Substance Abuse Mandates	
TARDIES	Step 3	4
THEFT		
- <u>up</u> to one hundred dollars (\$100.00)	Step 3 - 4 (restitution)	7
- <u>over</u> one hundred dollars (\$100.00)	Step 5 - 7 (restitution)	7
TOBACCO USE/POSSESSION	Refer to Tobacco Policy	4
TRAFFIC VIOLATION		
- on school grounds	See Student Driving and Parking Regulations	

TRUANCY/SKIPPING	Step 3	4
UNAUTHORIZED AREA -parking lot, tennis courts, etc.	Step 3	4
UNAUTHORIZED MATERIAL (including, but not limited to: cell phones, pornography, beepers, dice, matches, lighters, all other electronic devices, etc.)		
possession/use/distribution	Step 2 - 4	7
VANDALISM	Step 4 - 5 (plus restitution)	7
WEAPONS (possession, use of or threat thereof)	Step 5 - 7 for weapons not included in P.A. 328 See Monroe Public Schools Policy #JFCJ See Michigan Public Act #328 of 1994 (mandatory expulsion)	

NOTE: Any Monroe Public Schools student who is disruptive to the learning process in any Monroe Public School will be subject to the discipline mandates.

BULLYING:

Bullying has become the popular term for physical and verbal intimidation between children. No one likes to be bullied by other people, and those who do it need to be addressed. Monroe Public Schools does not permit any type of bullying, by anyone involved with our schools. Although some school districts have adopted specific "bullying" policies, Monroe Public Schools already has in place policies at all grade levels that give us the tools we need to deal with school bullies. Our policies cover all the behaviors that could be called bullying; whether it is intimidation, extortion, harassment, racism, taunting and so forth, school personnel will not permit the activity and violators will be disciplined. Children who believe they are the subject of any type of bullying activity should report the incident(s) to their parents and their teachers or principals.

GANGS/GANG ACTIVITY:

"Gang activity" will not be tolerated in Monroe Public Schools. A gang is a group of individuals, juveniles and/or adults that associates on a continuous basis and is involved in Delinquent or Criminal Behavior.

Parents should be aware that gangs will generally adopt some sort of common dress or identifier that sets them apart from the rest of society and identifies them as a group. This gives the gang the public recognition that it strives for and needs. Identifiers can, but do not always mean, gang related membership or activity. Some of the identifiers used by gangs are caps, hats, shirts, pants, jackets/coats, shoes, bandannas, jewelry, graffiti or drawings of gang symbols on notebooks or clothing, haircuts, or tattoos.

Students engaging in Gangs/Gang Activity shall suffer disciplinary consequences commensurate with the behavior.

PHYSICAL ASSAULT - STUDENT TO STUDENT:

A student in grade 6 or above who commits physical assault against another student shall be suspended for up to 180 days. The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence".
(MCL 380.1310)

PHYSICAL ASSAULT - STUDENT TO EMPLOYEE OR VOLUNTEER:

A student in grade 6 or above who commits a physical assault against an employee or a volunteer of a district, at school or on school grounds, shall be expelled permanently, subject to possible reinstatement provided for in the law. The term "physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.
(MCL 380.1311a)

STATE OF MICHIGAN SCHOOL SAFETY LEGISLATION

WEAPON-FREE SCHOOL ZONE, ARSON, AND CRIMINAL SEXUAL CONDUCT POLICY:

The Board of Education of Monroe Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to the physical well being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, and in keeping with Michigan P.A. 328 of 1994, the Board of Education of Monroe Public Schools shall permanently expel a pupil from attending school in the school district, if after investigation it is determined the pupil possessed a weapon in a weapon-free school zone, or committed criminal sexual conduct, or arson on school grounds or during school-sponsored activity or event. Such expulsion shall be determined through the conduct of a hearing, which shall conform to due process requirements. Refer to Monroe Public Schools Policy #JFCJ

TOBACCO POLICY:

The following mandates shall apply for a User/Possessor of all defined Tobacco Products.

- a. First Offense - 1 day in or out-of-school suspension. In addition, mandatory substance abuse/tobacco class. Possible ticket/fine, warrant.
- b. Second Offense - 2 days in or out-of-school suspension. Ticket/fine or warrant.
- c. Third Offense - 3 days out of school suspension; ticket/fine or warrant. Mandatory parent conference on return.
- d. Subsequent Offense - same as third offense plus 1 day out of school suspension for each additional offense.

VERBAL ASSAULT:

A student in grade 6 or above who commits verbal assault, as defined by school board policy, against an employee or volunteer of a school district or makes a bomb threat or similar threat at a school building, other school property, or at a school-related event, shall be suspended for up to 180 days.

For the purpose of this policy, "verbal assault" shall be defined as....

OPTION #1...any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury. (MCL 380.1311a)

OPTION #2...any willful verbal threat that is intended to place another in fear of immediate physical contact, which will be painful and injurious, coupled with the apparent ability to execute the act. (MCL 380.1311a)

VIOLENT OFFENSES:

Any offense that is of a violent nature that endangers the health and safety of others can be considered a violent offense. (This includes, but is not limited to; fighting, assault, assault and battery, aggravated assault, and felonious assault). Violent offenses are cumulative from 9th grade through graduation; therefore, consequences become more severe with repeated offenses. Following a suspension for a violent offense, school reentry will require a meeting with the student's Assistant Principal and may require a parent meeting. Reentry may also require a risk assessment and/or mandatory participation in PPI, conflict resolution, and/or anger management classes.

ZERO TOLERANCE POLICY FOR FIGHTING:

The penalty for being involved in a fight, defined as an exchange of physical blows, will result in a minimum of five (5) days out-of-school suspension up to a recommendation for expulsion for the first offense. Students who instigate fights, but are not actively involved, (this includes, but is not limited to students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight), submit themselves to the same penalties as those who are involved in the fight. Subsequent offenses (after first

offense) that do not result in recommendation for expulsion will receive more severe consequences. Students who do not fight back will not be subject to punishment but may be sent home for precautionary measures. All students with information regarding a fight should report the incident immediately to an administrator or teacher. Students should not take matters into their own hands. Furthermore, teachers are to report these incidents immediately to an administrator. In summary, fighting will not be tolerated on this campus, at any school function (on/or off campus), or on the school bus or at the bus stop. Referral to the appropriate law enforcement agency will be made.

DISCIPLINE APPEAL PROCEDURE:

The student mandates are written to provide students with a code of conduct intended to create and maintain a climate in which everyone can be successful. When students make poor decisions about behavior, the discipline mandates outline the consequences for an offense. Every effort will be made to ensure that a student receives due process when a disciplinary decision is rendered; however, students do have the right to appeal a disciplinary action. An appeal must be submitted in the following manner.

Step 1: Letter Requesting an Appeal: *The appeal must be made in writing within twenty-four (24) hours after the disciplinary action has been issued. The appeal must be submitted to the student's counselor and to an assistant principal.*

Step 2: Appeal Panel Meeting: *An appeal panel composed of a counselor, a teacher, and an administrator will be convened as-soon-as-possible following the receipt of the appeal request letter. (None of the panel members will have been a part of the disciplinary action). The parent and student will be notified. The panel will hear all sides of the case and will render a decision within five (5) school days.*

Step 3: Letter Requesting Further Appeal: *The appeal panel's decision may be appealed to the building principal. This appeal must be made in writing to the Principal within twenty-four (24) hours of the panel's decision.*

Step 4: Principal Meeting: *The Principal will hear all sides of the cases and render the final determination.*

NOTE: *Once a letter requesting an appeal has been submitted, the student's Assistant Principal will determine if the student may return to school. Generally, students who have not been involved in a violent offense and who do not pose a threat to themselves or someone else in the building will be allowed to return to school pending the decision of the appeal panel or Principal.*

Date Revised: May 10, 2006
July XX, 2012

**MONROE PUBLIC SCHOOLS
SUBSTANCE ABUSE MANDATES**

Monroe Public Schools maintains a zero tolerance for substance abuse and sale of any illegal substance. We will utilize any means possible in order to enforce this philosophy.

All disciplinary actions taken by Monroe Public Schools shall not be intended or shall not replace in any way such action as may be taken by the State of Michigan or any of its political subdivisions or agencies.

**Offenses under the Monroe Public Schools
Substance Abuse Mandates are cumulative from
MIDDLE SCHOOL THROUGH GRADUATION.**

DEFINITION OF TERMS

(Definition of words and phrases used in policy and procedures for substance abuse)

SUBSTANCE ABUSE is the possession, use, delivery, manufacture or the intent to possess, use, deliver, or manufacture proscribed substances on school property or during school sponsored activities or conspiracy thereof.

PROSCRIBED SUBSTANCES include alcohol, stimulants, depressants, controlled substances, prescription drugs, and over-the-counter medicines and counterfeit or look-a-like drugs, or immediate precursors thereof. Proscribed substances are any substances other than food, water, or tobacco, which affect the body function.

DELIVER OR DELIVERY means the actual, constructive, or attempted transfer from one person to another of a proscribed substance.

USE OF A PROSCRIBED SUBSTANCE including, but not limited to, application, injection, inhalation, or ingestion into the human body.

POSSESSION is the actual or constructive ownership, control, or holding of a proscribed substance.

MANUFACTURE means the production, preparation, propagation, compounding, conversion, or processing of a proscribed substance, directly or indirectly by extraction from substances of natural origin or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis. It includes the packaging or repackaging of the proscribed substance.

SUBSTANCE ABUSE TEAM will generally include the District Substance Abuse Coordinator, student's principal or designee, Guidance Counselor, and/or appropriate staff members upon request.

CLASS I PROSCRIBED SUBSTANCE including, but not limited to, marijuana, cocaine, heroin, LSD, GHB, Ecstasy, (designer drugs, scheduled prescription drugs), but may also include counterfeits, and look-a-likes, and synthetic substances.

CLASS II PROSCRIBED SUBSTANCES including, but not limited to, alcohol, inhalable substances, over-the-counter medicines, look-a-likes.

DRUG PARAPHERNALIA includes but not limited to; zigzag paper, homemade pipes, homemade bong, roach clips, scales, and any item used for the consumption of or production of proscribed substances.

A. Procedures for dealing with the SELF-REFERRED USER

1. The counselor or administrator will notify the Substance Abuse Team that he/she is working with the student.
2. Every effort will be made to maintain the counselor-client relationship. Parent involvement will be solicited as soon as it is appropriate. Parents will be contacted immediately if the student's health is in danger or his/her behavior jeopardizes his/her or any others well-being.
3. Confidential records shall be kept for the purpose of counseling and referral. These records shall be kept separate from the student's CA-60 file.

B. Procedures for dealing with students referred as result of a BEHAVIORAL IDENTIFICATION

1. If a teacher, counselor, or administrator observes behaviors that would lead them to believe that a student may be involved in using substances under class I or II they can use the CONCERNED IDENTIFICATION CHECKLIST as a referral tool for the Substance Abuse Coordinator.
2. After initial contact with referred student, the Substance Abuse Coordinator will contact student's parent and if determined, make referral for substance abuse educational programming at the school level or referral to an outside licensed substance abuse agency for further evaluation.

I. CLASS I PROSCRIBED SUBSTANCE:

Includes controlled substances, but not limited to, marijuana, cocaine, heroin, LSD, GHB, Ecstasy, (designer drugs, scheduled prescription drugs), but may also include counterfeits and look-a-likes.

A. Procedures for dealing with the USER/POSSESSOR OF A CLASS PROSCRIBED SUBSTANCE AND REFERRED FOR VIOLATION OF SCHOOL POLICY.

1. If the student's life is in danger, parents should be contacted immediately and the student taken to the appropriate health care facility. If the health problem is not a medical emergency, the parents should take the student to the appropriate health care facility. In any case, the parents will be notified.
2. Referral will be made to the Substance Abuse Team for further evaluation.
3. All cases shall be referred to the law enforcement agencies.
4. Confidential records shall be kept for the purpose of counseling and referral. These records shall be kept separate from the student's CA-60 file.

The following mandates shall apply:

- a. First Offense:
Immediate separation from the building. Substance Abuse Team will meet as-soon-as-possible with the parent and student. Based upon team recommendation, there will be a required educational/insight program and 9 days out-of-school suspension up to expulsion. Days in the insight program will be classified as in-school suspension days.
- b. Second Offense and Subsequent Offenses:
Immediate separation from the building. Substance Abuse Team will meet as-soon-as possible with the parent and student. Student will be recommended for expulsion.

B. Procedures for dealing with the SELLER/DISTRIBUTOR/MANUFACTURER OR POSSESSOR WITH INTENT TO DELIVER CLASS I PROSCRIBED SUBSTANCES.

1. The appropriate law enforcement agency shall be notified.
2. Parents shall be notified.
3. Referral will be made to the Substance Abuse Team and if the Substance Abuse Team determines that a student has sold, given away, exchanged, distributed or manufactured any Class I Proscribed Substance, the following mandates shall apply:

- a. First Offense:
Immediate separation from the building. Substance Abuse Team will meet as-soon-as possible with the parent and student. Based upon team recommendation, there will be a 19 day out-of-school suspension up to expulsion, required assessment, evaluation, and/or treatment by an outside licensed, professional substance abuse agency as condition of return to school. Referral to appropriate law enforcement agency will also be recommended.
- b. Second Offense and Subsequent Offenses:
Immediate separation from the building. Substance Abuse Team will meet as-soon-as-possible with the parent and student. Student will be recommended for expulsion.

C. Possession with intent to deliver a CLASS I PROSCRIBED SUBSTANCE

Immediate separation from the building. The Substance Abuse Team will meet with the student and parent as-soon-as-possible. Based upon team recommendation and the quantity of the substance, there will be a 19-day out-of-school suspension up to expulsion with a referral to the appropriate law enforcement agency, as well as, recommended substance abuse programming at a licensed agency. The student will be responsible for any outside service costs. Intent to deliver may be indicated by the quantity, packaging or any other factor.

D. Gross misuse of a CLASS I PROSCRIBED SUBSTANCE

Gross misuse will be determined by the Substance Abuse Team when the action by the possessor and or distributor simulates the use of a Class I Proscribed Substance in a manner of extreme or creative misuse. Based upon the recommendation of the Substance Abuse Team, there will be a 19-day out-of-school suspension up to expulsion with referral to the appropriate law enforcement agency, as well as recommended substance abuse programming at a licensed agency. The student will incur any outside service cost.

II. CLASS II PROSCRIBED SUBSTANCE:

Includes alcohol, inhalable substances over the counter medicines, non-scheduled prescription drugs, look-alikes, but not inclusive thereof.

A. Procedures for dealing with the USER/POSSESSOR OF A CLASS II PROSCRIBED SUBSTANCE AND/OR DRUG PARAPHERNALIA REFERRED FOR VIOLATION OF SCHOOL POLICY

1. If the student's life is in danger, parents should be contacted immediately and the student taken to the appropriate health care facility. If the health problem is not a medical

emergency, the parents should take the student to the appropriate health care facility. In any case, the parent will be notified.

2. Referral will be made to the Substance Abuse Team for further evaluation.
3. All cases involving illegal substances shall be referred to the law enforcement agencies.
4. Confidential records shall be kept for the purpose of counseling and referral. These records shall be kept separate from the students CA-60 file.
5. The following mandates shall apply:
 - a. **First Offense:**
Immediate separation from the building. Substance Abuse Team will meet as-soon-as-possible with the parent and student. Based upon the Substance Abuse Team recommendation, there will be a required education/insight program and 0-9 days out-of-school suspension. Days in the insight program will be classified as in-school days. Referral will be made to the appropriate law enforcement agency.
 - b. **Second Offense:**
Immediate separation from the building. Substance Abuse Team will meet as-soon-as-possible with the parent and student. Based upon the Substance Abuse Team recommendations, there will be a 9-day out-of-school suspension, up to expulsion. The possibility of credit for up to 4-days if the parent and student agree to involvement with an outside, licensed, professional substance program as a condition for re-admittance. The student will incur any outside service costs. Referral will be made to the appropriate law enforcement agency.
 - c. **Third Offense**
Immediate separation from the building. The Substance Abuse Team will meet as-soon-as-possible with the parent and student. Student will be recommended for expulsion.

B. Procedures for dealing with the SELLER/DISTRIBUTOR/MANUFACTURER OR POSSESSION WITH INTENT TO DELIVER CLASS II PROSCRIBED SUBSTANCES AND/OR DRUG PARAPHERNALIA

1. The appropriate law enforcement agency shall be notified.
2. Parents shall be notified.
3. Referral will be made to the Substance Abuse Team. If it is determined a student has sold, given away, exchanged, distributed, or manufactured any Class II Proscribed Substance, the following mandates shall apply:
 - a. **First Offense**
Immediate separation from the building. Substance Abuse Team will meet as-soon-as-possible with the parent and student. Based upon team recommendation, there will be a 9-day or more out-of-school suspension up to expulsion; student will be required to attend 8 hour insight education classes. The Substance Abuse Team can also recommend assessment, evaluation, and/or treatment by an outside licensed, professional substance abuse agency as condition of returning to school. The student will incur any outside service costs. Referral will be made to the appropriate law enforcement agency.
 - b. **Second Offense**
Immediate separation from the building. Substance Abuse Team will meet as-soon-as-possible with the parent and student. Student will be recommended for expulsion.

C. Possession with intent to deliver a CLASS II PROSCRIBED SUBSTANCE

Immediate separation from the building. The Substance Abuse Team will meet as-soon-as-possible with the parent and student. Based upon team recommendation and the quantity of the substance, there will be a 19-day out-of-school suspension up to expulsion with a referral to the appropriate law enforcement agency, as well as, recommended substance abuse programming at a licensed agency. The student will incur any outside service costs. Intent to deliver may be indicated by the quantity, packaging or any other factor.

D. Gross misuse of a CLASS II PROSCRIBED SUBSTANCE.

Gross misuse will be determined by the substance abuse team when the action by the possessor, and or distributor, simulates the use of a class II proscribed substance in a manner of extreme or creative misuse. Based upon the recommendation of the Substance Abuse Team, there will be a 19-day out-of-school suspension up to expulsion with referral to the appropriate law enforcement agency, as well as recommended substance abuse programming at a licensed agency. The student will incur any outside service cost.

Note:

If a student has been expelled and reinstated, subsequent violation of the substance abuse mandates may result in expulsion.

Violators of Class I and Class II Proscribed Substances will be referred to the appropriate law enforcement agency at any or all the above steps for substance abuse violations and where applicable, driving privileges on school property will be suspended indefinitely.

Second Offense may be enacted at the appropriate level only after a thorough investigation has been completed and recommendation made by the Building Substance Abuse Team. Actual degree of application shall always be determined based upon grade level and best interests of the violator and type and amount of substance used or in possession. Initial determination of whether or not mandates are applicable is the responsibility of the building principal.

Student Assessment Recipient Rights Policy:

A recipient of prevention services shall be notified of his/her rights by a notation on any program announcement, brochure, or other written communication that describes the program services to recipients or to the general public. Such notification shall state the following: "Recipients of substance abuse services have rights protected by state and federal and promulgated rules. For information, contact the Office of Substance Abuse Services, Recipient Rights Coordinator, P.O. Box 30035, 3500 North Logan, Lansing, MI 48900".

When a prevention service maintains case records that include the recipient's name and information about the recipient's substance use or abuse, the recipient shall be provided with the notification in Sub-Rule (7) of this rule and a summary of recipient rights will be mailed to them on request if such records are maintained.

Rights of recipients shall be displayed on a poster provided by the office in a public area of all licensed programs. The poster shall indicate the program rights advisor's name and phone number.

The administrator of the office, with approval of the coordinating agency, shall designate a staff member of a local coordinating agency to act as the coordinating agency recipient rights consultant. The designation shall be renewed annually. The coordinating agency recipient rights consultant shall conduct recipient rights activities according to procedures outlined by the office.

Date Revised: May 10, 2006
July XX, 2012

APPROVAL TO PURCHASE CTE TEXTBOOKS AND TEACHING SUPPLIES

BACKGROUND

Bill Ferrara is requesting authorization to purchase textbooks and teaching supplies for the MHS accounting program. Added Cost funds will be used to cover the cost. Please see attached memo for further information.

ENCLOSURES

Memorandum from Mr. Ferrara

RECOMMENDATION

Move to approve the purchase of textbooks and teaching supplies for the MHS Accounting program at a cost not to exceed \$5,466.30. Monies to be taken from Added Cost funds.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____



**MONROE HIGH SCHOOL
CAREER & TECHNICAL EDUCATION**

Bill Ferrara, Director

Lynette Tyson, Administrative Assistant 801 Herr Road Monroe, MI 48161 Ph. 734.265.3450 Fax 734.265.3451

CTE MEMO #024 11.12

TO: Kathy Eighmey
FROM: Bill Ferrara, Director
DATE: June 25, 2012
RE: **PURCHASE APPROVAL, \$5,466.30**

I'm requesting authorization for the purchase of text books and teaching supplies for the MHS Accounting program from Cengage Learning for \$5,466.30. This purchase will be for the latest version of on-line texts and automated simulation software already in use, as well as supplemental student workbooks and supporting software. State provided Added Cost funds will be used to cover the expense. Please contact me if you have any questions pertaining to this request.

Sincerely,

Bill Ferrara, Director
Career & Technical Education

cc
Ryan McLeod, Asst. Superintendent
Matt Cortez, Principal

NOTICE OF NONDISCRIMINATION: *It is the policy of Monroe Public Schools not to discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight or marital status in its programs, services, employment, or any other activities. For information contact the office of the Superintendent of Schools, 1275 N. Macomb St., Monroe, MI 48162, 734-265-3010.*

Board Meeting #12
July 10, 2012
Item #C.11

ADJOURNMENT

RECOMMENDATION

Move to adjourn the July 10, 2012 Board Meeting #12.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____