



# DEXTER COMMUNITY SCHOOLS

## Series 1000: Policy Overview, Mission Statement, and Definitions

### 1100 Policy Overview

#### 1101 General Policy Statement

The Board will establish, maintain, and amend bylaws and Policies (together, "Policies") that guide the District and assist the Board and its designees with carrying out District functions and duties.

#### A. Policies serve to:

1. formally articulate the Board's goals, standards, and objectives;
2. provide the Board, administrators, and other personnel with guidance in making decisions that affect District operations, functions, and duties; and
3. inform the public of the manner in which the Board, administrators, and other personnel conduct District operations, functions, and duties.

Policies are intended to be flexible where possible.

#### B. Specific administrative regulations, procedures, practices, contracts, collective bargaining agreements, handbooks, and other documents also may guide and govern actions and decisions and should be consistent with Policies.

##### 1. Collective Bargaining Agreements and Past Practice

These Policies supersede any inconsistent past practice. The Policies, however, are not intended to change or alter the terms of a collective bargaining agreement between the Board and a labor organization. Collective bargaining agreement terms supersede inconsistent Policies unless contrary to state or federal law.

##### 2. Other Contracts and Legal Obligations

These Policies do not change or alter the terms of enforceable contracts or other legal obligations.

#### C. Validity of Policies

Policies should be interpreted consistent with applicable law. If a court determines that a Policy provision is invalid or that a changed legal standard makes a provision unlawful, the unaffected provisions remain in force.

A violation of Policies may result in discipline, including discharge.

Date adopted:

Date revised:



## Series 1000: Policy Overview, Mission Statement, and Definitions

### 1200 Mission Statement

#### 1201 *Mission Statement*

The vision of Dexter Community Schools is *Champion Learning – Develop, Educate, and Inspire!*

The mission of Dexter Community Schools:

*We will encourage and develop each student’s individual abilities, skills and character to shape tomorrow’s world through positive relationships, best practices and a shared sense of purpose.*

Legal authority: MCL 380.11a, 380.601a

Date adopted:

Date revised:



## Series 1000: Policy Overview, Mission Statement, and Definitions

### 1300 Creation, Amendment, and Posting of Policies

#### 1301 *Creation, Amendment, and Posting of Policies*

Each of these Policies will become an official District Policy when approved by a majority vote of the Board at a lawfully convened meeting. The adopted Policies override and supplant previously adopted Policies and Board resolutions.

The Board may adopt or amend any Policy after a single reading at a regular or special Board meeting, unless the law requires more than 1 reading due to the Policy's subject matter. The Board ~~may, in its discretion,~~ **will strive to** review Policies at multiple meetings before taking action.

Each Policy will include the date it was adopted or revised by the Board.

The Superintendent will maintain a master copy of these Policies in the District's central office, and the Policies may be posted on, or linked to, the District's website. The Board will post Policies on its website if required by law.

The Board may update, add, or delete Policies as needed. Unless otherwise directed by the Board, the master copy will be considered the official District Policy Manual, provided the master copy includes all Board-approved Policies.

Legal authority: MCL 380.11a, 380.601a

Date adopted:

Date revised:



*Note from policy committee 4/22/2024: left 1 reading as required by law; added "**will strive to review policies at multiple meetings**"*



## Series 1000: Policy Overview, Mission Statement, and Definitions

### 1400 Definitions

#### 1401 Definitions

The following definitions apply throughout this Policy Manual. If a word is defined within a specific Policy, the definition is intended to apply only to that specific Policy. Undefined words are intended to have their ordinary meaning.

A. Capitalized terms used in these Policies are defined as follows:

1. "Board" means the District's Board of Education.
2. "District" means the Dexter Community Schools District.
3. "MDE" means the Michigan Department of Education.
4. "Superintendent" means the Superintendent of Schools. Where permitted by law, Superintendent also means the Superintendent's designee.
5. "State" means the State of Michigan.

B. If an individual Policy does not define the following words differently, the definitions listed below will generally apply:

1. "Business Day" means, regardless of capitalization, a day that the District's central office is open for business.
2. "Year" means the District's fiscal year, July 1 to June 30.
3. "Supervisor" means the direct or immediate supervisor of the applicable position or employee.
4. "Employee" means a person directly employed by the Board. Policies classify employees in four categories: (1) non-exempt staff, (2) teachers and non-teaching professionals, (3) administrators and supervisors, and (4) the Superintendent.
5. "Parent" means a student's natural or adoptive parent or legal guardian.
6. "Personnel" means persons employed by, contracting with, or volunteering for the Board.
7. "Policy" means a bylaw or Policy adopted by the Board.

Date adopted:

Date revised:

**Series 2000: Bylaws****2100 Official Description, Purpose, and Board Organization****2101 Roles of the Board and Board Members****A. Role of the Board**

The Board has the legal authority and duty to provide public elementary and secondary education in its schools. The Board's authority is based on state and federal law as set forth in Policy 2201. The Board's primary role is to:

**1. Adopt Bylaws and Policies**

The Board will concern itself with broad questions about the District's operation, including the establishment of District goals, objectives, and priorities through the adoption of bylaws and policies. The Board will focus on governance, not management. Policy implementation and administrative details are tasks overseen by the Superintendent, who is responsible for the effective administration and supervision of the District. The Superintendent will apprise the Board about the implementation of its policies and will recommend changes to policies as necessary.

**2. Employ and Evaluate a Superintendent**

The Board will employ or contract for a Superintendent as its chief executive to whom it will delegate the District's administration, within Board-approved parameters. The Superintendent does not assume tenure in any administrative position. As the chief administrator for the Board, the Superintendent will implement Board policies and supervise the District's day-to-day operations. The Superintendent will furnish educational leadership to the Board, District employees, and the community. The Board will annually evaluate the Superintendent in accordance with the Revised School Code. See Policies 4206 and 4603.

**3. Employ or Contract with Other Administrators and Supervisors**

The Board may employ or contract with other administrators and supervisors, who do not assume tenure in their positions. The Board will prescribe the duties and fix the terms for those administrative positions. See Policies 4206 and 4501.

**4. Employ Teachers**

The Board will employ teachers through contracts which will be in writing and signed on behalf of the District by the Superintendent. The Board may contract for instructional services with third parties as permitted by law. See Policies 4206 and 4401.



## 5. Employ or Contract with Non-Teaching Professionals

The Board may employ non-teaching professionals. The Board may contract with non-teaching professionals through third parties as permitted by law. The Board will prescribe the duties and fix the terms for those positions. See Policies 4206 and 4401.

## 6. Employ or Contract with Non-Exempt Staff

The Board may employ non-exempt staff. The Board may contract with non-exempt staff through third parties as permitted by law. The Board will prescribe the duties and fix the terms for those positions. See Policies 4206 and 4301.

## 7. Adopt and Oversee a Budget

The Board will annually adopt and continually monitor a budget to fund District operations, including District employees, buildings, equipment, and materials which support the District's educational program. The Superintendent or designee will manage the District's financial resources and develop a proposed budget for Board approval. The Board will maintain adequate funding reserves pursuant to Policy 3202.

## 8. Establish and Maintain Grades, Schools, and Departments, and Determine the Curriculum and Courses of Study

The Board will establish and maintain the grades, schools, and departments as it considers appropriate and necessary to support the District's educational program and determine the curriculum and courses of study to educate the students enrolled in its schools.

## 9. Evaluate Programs

The Board will evaluate, or cause to be evaluated, the progress and results of the District's educational programs on a continuing basis. In making those evaluations, the Board will consider the Superintendent's analysis and recommendations.

## 10. Act as Decision-Maker

As delineated by applicable legal authority, policy, or collective bargaining agreement, the Board will act as a decision-maker for matters within its jurisdiction for students, employees, and the community.

In fulfilling its duty and role, the Board acts as a body corporate at properly convened meetings held in compliance with the Open Meetings Act. See Policy 2501. A Board decision requires a majority vote of the members elected or appointed to and serving on the Board (unless otherwise expressly required by statute) and as recorded in the Board's meeting minutes.



## B. Role of Board Members

1. Individual Board members do not speak on the Board's behalf without Board approval. Unless authorized, public communications by individual Board members about District matters must clearly indicate that the Board member is not speaking on the Board's behalf.
2. Board members may access information and public records as necessary to perform their duties or as otherwise permitted by law.
3. Board members may access sensitive information, including personnel files and student records, if permitted by law and necessary to perform their duties.
4. Board members will not disclose privileged or confidential information unless permitted by Board action or applicable law.

Legal authority: MCL 15.261 et seq.; MCL 141.411-.415, 141.436-.451; MCL 380.11a, 380.601, 380.1229, 380.1231, 380.1249b, 380.1250, 380.1277, 380.1282; *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted:

Date revised:



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## Series 2000: Bylaws

### **2100 Official Description, Purpose, and Board Organization**

#### **2102 *School District's Legal Name and Status***

The District's legal name is the Dexter Community Schools District, which will operate as a general powers school district under Michigan law.

Legal authority: MCL 380.11a

Date adopted:

Date revised:





## Series 2000: Bylaws

### **2100 Official Description, Purpose, and Board Organization**

#### **2103 School District Boundaries**

The District is comprised of the geographic area in the description on file in the Board office of the Washtenaw Intermediate School District.

The Board's physical address is:

2704 Baker Rd.  
Dexter, Michigan 48130

The Board's mailing address is:

Board of Education  
The Dexter Community Schools District  
2704 Baker Rd.  
Dexter, Michigan 48130

Legal authority: MCL 380.11a

Date adopted:

Date revised



## Series 2000: Bylaws

### 2100 Official Description, Purpose, and Board Organization

#### 2104 Student Representatives on the Board

To provide the Board with a greater insight into student activities, programs, and needs, and to encourage student involvement in District governance activities, the Board may allow 2 non-voting student representatives on the Board. The student representatives' role is advisory.

#### A. Selection and Term of Student Representatives

1. High school students may select the student representatives in a manner developed by the building principal(s) and/or student council.
2. Each year, there may be two student representatives on the board.
3. The student representatives may be selected in the spring and may serve 2-year terms for the next school year, beginning on July 1 and ending on June 30.

#### B. Guidelines

1. The student representatives may sit with the Board during open session at all regular and special meetings, but will not attend a closed session from which the public is excluded, unless specifically authorized by the Board.
2. The student representatives may participate in Board discussions but will not introduce, support, or vote on motions.

Legal authority: MCL 380.11a, 380.601a

Date adopted:

Date revised:

- Note from policy committee 4/22/2024: no change since first reading but reformatted edits to Thrun template to standardize.



# DEXTER COMMUNITY SCHOOLS

## Series 2000: Bylaws

### 2200 Board Powers

#### 2201 Board Powers/General Powers

The Board exercises powers that are expressly conferred upon the Board by Michigan Constitution or statute, and that are necessarily implied or incidental to expressly conferred powers. Except as otherwise provided by law, the Board may exercise a power incidental or appropriate to the performance of a function related to the operation of a public school and the provision of public education services in the interests of public elementary and secondary education in the District.

#### A. Expressly Conferred Powers

1. The Board will establish and maintain the grades, schools, programs, and departments it deems necessary, which may include grades Pre-K through 12, and may provide lifelong education, adult education, community education, training, enrichment, and recreation programs.
  - a. The Board may educate persons by:
    - i. directly operating 1 or more public schools as defined in Revised School Code Section 5(6); and/or
    - ii. causing public education services to be provided for students through an agreement, contract, or other cooperative agreement with another public entity.
  - b. The Board will:
    - i. ensure that each public school within the District is accredited or certified by the State Superintendent as having met or exceeded established standards;
    - ii. ensure that the requirements of Revised School Code Sections 1204a (annual reports), 1277a (disaggregation of data by gender for school improvement planning purposes), 1278 (core academic curriculum), and 1280 (accreditation) are met for any consortium program in which the District participates;
    - iii. ensure each student in grades 8-12 is provided with information on college-level equivalent courses;
    - iv. determine the length of the school year;
    - v. select, approve, and purchase textbooks as defined under Revised School Code Section 1421;



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- vi. administer state-required standardized tests;
  - vii. adopt a parent/guardian involvement plan; and
  - viii. adopt, implement, and annually make available to MDE a copy of a 3 to 5-year school improvement plan and continuing school improvement process for each school in the District in compliance with Revised School Code Section 1277.
2. The Board will provide for the safety and welfare of students while at school or a school-sponsored activity or event, and while traveling to or from school or a school-sponsored activity or event, as required by law.
  3. The Board may acquire, construct, maintain, repair, renovate, dispose of, or convey school property, facilities, equipment, technology, or furnishings as it deems appropriate, within applicable legal parameters.
  4. The Board may hire, contract with, schedule, supervise, or terminate employees, independent contractors, and other persons or entities to carry out District powers. The Board may defend and indemnify its employees to the extent authorized by law.
  5. The Board may receive, account for, invest, or expend public school money; borrow money and pledge public school funds for repayment; and qualify for state school aid and other public or private money from local, regional, state, or federal sources.
  6. The Board delegates to the Superintendent the authority to take action in circumstances not authorized by Board action or Policy when required to effectively maintain the District's day-to-day operations. The Superintendent should (a) promptly inform the Board of the action taken and the need for taking expedited action; and (b) report the action to the Board at the Board's first meeting after the Superintendent takes such action.

## B. Limitations on Powers

1. The Board will not use money received from any source to unlawfully aid or maintain any private, denominational, or other nonpublic, pre-elementary, elementary, or secondary school. The Board may provide transportation, auxiliary services, and nonessential elective classes for students attending nonpublic schools to the extent permitted by law.
2. The Board will use public funds, including state school aid allocations, tax revenue, and bond proceeds only for designated purposes.
3. The Board will not permit a fraternity, sorority, or other secret society to operate in the District. See Policy 5511.



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4. The Board will not award a high school diploma to a student unless the student meets the requirements of Revised School Code Sections 1278a and 1278b.

## C. Authority

1. Consistent with Policy 2101, the general powers reside within the Board as a whole, not individual Board members. The Board speaks only through its minutes and resolutions.
2. Consistent with Policy 2503, Board action is not valid unless approved by a majority vote in a lawfully convened meeting.

Legal Authority: Const 1963, art 8, §2; MCL 380.5(6), 380.11a, 380.1146, 380.1153, 380.1216, 380.1217, 380.1277, 380.1278a, 380.1278b, 380.1280, 380.1280a, 380.1282, 380.1284, 380.1294, 380.1321, 380.1322, 380.1421, 380.1422, 380.1472, 380.1804, 380.1807, 380.1816; MCL 388.1766b; Mich Admin Code R 340.281, 340.282 (transportation services for nonpublic school children), 340.291-.295 (auxiliary services for nonpublic school children); *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted:

Date revised:



# DEXTER COMMUNITY SCHOOLS

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## Series 2000: Bylaws

### 2200 Board Powers

#### 2202 Authority to Enter into Contracts

- A. The Board may enter into agreements, contracts, or other cooperative arrangements with other entities, public or private, including, but not limited to, another school district or intermediate school district, to the extent permitted by law.
- B. The Board also may enter into an agreement with a public school academy to provide services to the public school academy or the academy's students or for the public school academy to provide services to the District or to the District's students.
- C. No agreement, contract, or other cooperative arrangement is binding on the District unless approved by the Board or designee and executed by 1 or more persons delegated authority to act as an authorized signatory to an agreement, contract, or other cooperative arrangement on the Board's behalf. Absent the Board's express delegation of authority to another entity or person, only the Board has the authority to contractually bind the District.
- D. The Board and its authorized designees are without authority to grant unconditional indemnity to a third party before a liability-triggering event has occurred.
- E. Before presenting a contract to the Board for approval, the Superintendent or designee will:
  1. verify the Board's contracting authority;
  2. review budget parameters and implications and recommend any correspondingly required budget amendments;
  3. review relevant existing contractual obligations;
  4. consider and report to the Board any actual or perceived conflict of interest; and
  5. ensure that the contract complies with all relevant laws and Policies.
- F. All independent contractors, employees of independent contractors, and other persons who provide services to the District who are not District employees must comply with all applicable legal requirements and Policies including those related to interactions with students, non-discrimination, ethics and standards, student safety and welfare, student privacy, and District operations.



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Legal Authority: MCL 15.321 et seq.; MCL 380.11a(4), 380.1203, 380.1228, 380.1421, 380.1422; *Huntington Leasing Co v Manistee ISD*, unpublished Mich App No. 250942 (2005)

Date adopted:

Date revised:



## Series 2000: Bylaws

### 2200 Board Powers

#### 2203 Authority to Establish Curriculum

The phrase “State curriculum content standards,” as used in this Policy, means the State Board’s recommended model curriculum content standards developed and periodically updated under the Revised School Code.

- A. The Superintendent or designee, after consulting with teachers and school administrators and after considering the State curriculum content standards, will recommend for Board approval a core academic curriculum for the District’s elementary, middle, and secondary schools.
1. The recommended core academic curriculum will:
    - a. Define academic objectives to be achieved by all students.
    - b. Be based on the District’s educational mission, long-range student goals, and student performance objectives.
    - c. Meet or exceed State curriculum content standards.
    - d. Include credit requirements that meet or exceed the Michigan merit standards for high school students.
    - e. Incorporate grade-appropriate instruction on career development in each grade level based on MDE’s model program of instruction for career development.
    - f. Incorporate courses of instruction in the U.S. Constitution; the Michigan Constitution; the history and present form of government of the United States; and the State of Michigan and its political subdivisions, stressing the rights and responsibilities of citizens.
    - g. Incorporate grade-appropriate instruction in the social studies curriculum for grades 8-12 about genocide, including the Holocaust and the Armenian Genocide.
    - h. Incorporate grade-appropriate instruction (Policy 5420), by appropriately trained teachers, on the principal modes by which dangerous communicable diseases, including human immunodeficiency virus (HIV) infection and acquired immunodeficiency syndrome (AIDS) are spread and the best methods for the restriction and prevention of those diseases. The instruction will stress that abstinence from sex is a responsible and effective method for restriction and prevention of those diseases and is a positive lifestyle for unmarried young people.





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- i. Incorporate instruction in cardiopulmonary resuscitation (CPR) and automated external defibrillators (AEDs) for students enrolled in grades 7-12, and, if the course or class will result in the issuance of a CPR certification card or status, ensure that CPR/AED instruction is provided by an instructor who is authorized by the American Heart Association, American Red Cross, or a similar nationally recognized association.
  - j. Incorporate a grade- and age-appropriate model program of instruction on prescription opioid drug abuse based on the recommendations developed by the Prescription Drug and Opioid Abuse Commission under Public Health Code Section 7113a.
  - k. Consider providing college level equivalent courses.
  - l. Incorporate elective (not required for graduation), grade-appropriate instruction by health education teachers on sex education, including family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life, as well as reproductive health and the recognition, prevention, and treatment of sexually transmitted disease. The instruction in these subjects will stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.
  - m. Incorporate age-appropriate instruction for students, pursuant to Revised School Code Section 1171, about the warning signs and risk factors for suicide and depression and the protective factors that help prevent suicide. See Policy 5710.
2. The recommended core academic curriculum will comply with subsection D of this Policy.
- B. The Board will:
1. Consider the Superintendent's or designee's curricular recommendations, including any recommendations to exceed the State curriculum content standards;
  2. Establish a core academic curriculum that meets or exceeds State curriculum content standards;
  3. For the sex education curriculum: (a) empanel a sex education advisory board in compliance with Revised School Code Section 1507; (b) incorporate into the District's curriculum the program goals and objectives established by the sex education advisory board for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases; and (c) at least once every 2 years, receive from the sex education advisory board, and make available to parents/guardians a report that evaluates and measures



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- the attainment of program goals and objectives established by the sex education advisory board.
4. Hold at least 2 public hearings as required under the Revised School Code Section 1169 and Section 1507 before adopting or revising the District's dangerous communicable diseases curriculum and sex education curriculum; and
  5. Determine the aligned instruction program for delivering the core academic curriculum and identify the courses and programs in which the core academic curriculum will be taught.
- C. The Superintendent or designee will ensure that the core academic curriculum is reviewed periodically and as required by Policy 5420.
- D. The following will apply to the District's curriculum and the courses and programs in which the District's curriculum is taught:
1. American Sign Language
 

The District will grant high school credit in a foreign language to a student enrolled in high school who has satisfactorily completed a high school course offered in American Sign Language or who has attained proficiency in American Sign Language outside of a public or private high school curriculum.
  2. Foreign Language
 

The District will grant high school credit in a foreign language to a student enrolled in high school who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum. Proficiency may be demonstrated by a competency test or other criteria established by the Board.
  3. Online Learning
 

The curriculum will provide the basic level of technology and internet access required by the State Board to complete the online course or learning experience.

Legal Authority: MCL 333.7113a; MCL 380.1157b, 380.1165, 380.1166, 380.1166a(2), 380.1168, 380.1169, 380.1170a(4), 380.1170b, 380.1171, 380.1278, 380.1278a(1)(b), 380.1278a(2), 380.1278b, 380.1278c, 380.1279e, 380.1280a, 380.1473, 380.1502, 380.1507, 380.1507a, 380.1507b

Date adopted:

Date revised:

**Series 2000: Bylaws****2300 Board Member Conduct****2301 Conflict of Interest**

Board members take an oath of public office requiring that they faithfully discharge their duties to the best of their abilities. Board members must act in the District's best interests and avoid any actual or perceived conflict of interest in the performance of their public duties. Board members will not misuse their public office to solicit, accept, obtain, or produce a substantial direct or indirect benefit for themselves or a family member.

A. "Family member" as used in this Policy means that term as defined in Revised School Code Section 1203.

B. Statutory Conflict of Interest

1. When a Board member believes or has reason to believe that the Board member has a conflict of interest, as described in Revised School Code Section 1203, as to a contract or other financial transaction that requires Board approval, the Board member will: (a) abstain from voting on the contract or other financial transaction, and (b) disclose the specific conflict of interest. If a majority of Board members are required to abstain from voting under this section, the special quorum and voting rules prescribed in Revised School Code Section 1203 will apply.
2. A Board member is presumed to have a conflict of interest if the Board member or the Board member's family member has a financial interest or a competing financial interest in the contract or other financial transaction or is a District employee.

C. Contracts of Public Servants with Public Entities

1. Affected Contracts Defined

For purposes of this Policy, an affected contract means a contract between the District and any of the following:

- a. a Board member;
- b. any firm, meaning a co-partnership or other unincorporated association, of which a Board member is a partner, member, or employee;
- c. any private corporation in which a Board member 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 if the stock is listed on a stock exchange, or of which a Board member is a director, officer, or employee; or
- d. any trust of which a Board member is a beneficiary or trustee.



2. Board members will comply with the disclosure and voting requirements of the Contracts of Public Servants with Public Entities Act for affected contracts.
3. A Board member will not do either of the following concerning an affected contract in which that Board member has a direct or indirect financial interest:
  - a. take any part in the negotiation, renegotiation, amendment, or approval of the affected contract; or
  - b. represent either party in the transaction.
4. Disclosure Requirements

Board members will comply with the following disclosure requirements concerning an affected contract. Disclosures will be recorded in the Board's minutes.

- a. Nominal Benefit or Emergency

If the Board member files a sworn affidavit with the Board attesting that the Board member will directly benefit from the affected contract in an amount less than \$250 and less than 5% of the public cost of the affected contract, or if the affected contract is for emergency repairs or services, the disclosure will be made as follows:

- i. the disclosure may be made less than 7 calendar days before the meeting at which a vote will be taken on the affected contract; and
- ii. the sworn affidavit or grounds to determine the need for an emergency repair or service will be recorded in the Board minutes.

- b. Benefit Equals or Exceeds \$250 But Does Not Exceed \$5,000

If a Board member will directly benefit from the affected contract in an amount equal to or exceeding \$250 (but not more than \$5,000) or equal to or more than 5% of the public cost of the affected contract, and if the affected contract is not for emergency repairs or services, the disclosure will be made in either of the following ways:

- i. at least 7 calendar days before the meeting at which a vote will be taken on the affected contract, the Board member will promptly disclose in writing the financial interest in the affected contract to the President (or other presiding officer), or to the Secretary if the President is the Board member that will directly benefit from the affected contract. The disclosure will be made public in the same manner as a public meeting notice; or
- ii. the Board member will disclose the financial interest at a public meeting of the Board; provided that the vote on the affected contract will be taken



at a subsequent Board meeting held at least 7 calendar days after the meeting at which the disclosure is made.

c. Benefit Exceeds \$5,000

If the amount of the direct benefit to the Board member is more than \$5,000, disclosure must be made at a public meeting of the Board and the vote on the affected contract will be taken at a subsequent public Board meeting held at least 7 calendar days after the meeting at which the disclosure is first made.

5. Abstention Requirements

A Board member must abstain from voting on an affected contract in which the Board member has a financial interest.

D. Incompatible Public Office

A Board member will not hold 2 or more incompatible public offices, as defined by Michigan law.

Legal Authority: Const 1963, art 4, §10; MCL 15.181 et seq., 15.321 et seq.; MCL 380.1203; MCL 388.1769b; OAG, No 4555 (April 12, 1967)

Date adopted:

Date revised:



## Series 2000: Bylaws

### 2300 Board Member Conduct

#### 2302 Board Code of Ethics

Each Board member has a fiduciary duty to act in the District's best interests and to faithfully discharge the office of a Board member in compliance with applicable law and Policy to the best of that person's ability.

A. Each Board member will:

1. remember that a Board member's primary concern must be the educational welfare of students attending the District's schools;
2. regularly attend Board meetings and be informed about issues to be considered at those meetings;
3. make decisions only after consideration at legally held Board meetings;
4. focus on governance, not management, taking care to distinguish the Board's responsibility to focus on the District's mission, values, vision, policy development, strategic planning, and budgeting from the administration's responsibility for implementation of Policies and goals, routine operational decisions, and administration of daily operations;
5. employ or contract with and retain those persons best qualified to serve as District employees and insist on a regular and impartial evaluation of all employees in compliance with applicable law;
6. render all decisions based on an objective evaluation of available information, exercising independent judgment;
7. encourage constructive dialogue among Board members and among the Board and students, staff, parents/guardians, and the school community;
8. learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the Michigan Association of School Boards and the National School Boards Association; **It is the expectation of this board that its members shall become certified through MASB's certified board Member Award (CBA) program within a reasonable amount of time;**
9. work constructively and collaboratively with other Board members to establish effective Policies and procedures;
10. work constructively and collaboratively with the Superintendent, staff members, students, parents, and community stakeholders;



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11. recognize the Superintendent as the District's chief executive officer;
12. refer complaints to the Superintendent (other than those involving the Superintendent), designee, or designated administrator(s), as appropriate (see Policies 4101, 4102, 4013, and 4104);
13. safeguard confidential information, including social security numbers, criminal history record information, information pertaining to unprofessional conduct checks, and personally identifiable student information under the Family Educational Rights and Privacy Act (FERPA) and Revised School Code Section 1136;
14. avoid an actual or perceived conflict of interest;
15. comply with the Open Meetings Act;
16. be mindful of a Board member's fiduciary obligations to the District, including duties of loyalty and care, placing the District's interests above a Board member's personal interests; and
17. use District employee resources, property, and funds judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

B. A Board member will *not*:

1. represent the Board member's personal opinions as those of the Board;
2. act in isolation, operating as if a "Board-of-one";
3. disrupt or impede the established District administrative structure;
4. use the Board position for actual or perceived personal or political gain;
5. discuss confidential Board business except as authorized by law;
6. disclose closed session deliberations or proceedings other than as permitted by law; or
7. refer a student for an abortion or assist a student in obtaining an abortion. This prohibition does not apply to a Board member who is the parent or legal guardian of that student.

C. Violations of the Board Code of Ethics will be handled in compliance with Policy 2303.

Legal Authority: 20 USC 1232g; 34 CFR Part 99; Const 1963, art 11, §1; MCL 15.261 et seq., 15.341 et seq.; MCL 168.310(1); MCL 380.11a, 380.601a, 380.1136; MCL 388.1766



# DEXTER COMMUNITY SCHOOLS

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Date adopted:

Date revised:

- Note from policy committee 4-22-2024: no change from first reading but highlighted edits to Thrun template.





## Series 2000: Bylaws

### 2300 Board Member Conduct

#### 2303 *Violation of Board Code of Ethics*

The Board is responsible for enforcing the Code of Ethics (Policy 2302) for its members.

- A. If it is suspected or alleged that a Board member has violated the Code of Ethics, the following may occur:
1. The President (or Vice President, if the President is the focus of the inquiry) may confer with that Board member to determine whether the suspected or alleged violation is disputed.
    - a. If the suspected or alleged violation is not disputed, the President/Board may propose how the member may remedy the violation; or
    - b. If the suspected or alleged violation is disputed, the President **(or the Vice President if the Board President is the focus of concern)** may initiate an investigation.
  2. The Board may discuss the alleged violation as an agenda item at a Board meeting. At the affected Board member's request, the Board may convene in a closed session under the Open Meetings Act to consider complaint(s) or charge(s) brought against the Board member.
- B. If the violation is admitted or the Board determines that a disputed violation has been established by at least a preponderance of the evidence, the Board may consider:
1. whether to publicly censure the Board member through a formal Board resolution reprimanding the Board member;
  2. whether to remove the Board member from committee assignments;
  3. whether to remove the Board member from any Board office or position (e.g., Vice President, Secretary);
  4. whether the violation rises to the level of gross neglect of duty or corrupt conduct in office, or other misfeasance or malfeasance, warranting referral to the Governor pursuant to Michigan Constitution, Article V, §10 for possible suspension or removal from public office;
  5. whether the violation may constitute a criminal violation of the Revised School Code, the Michigan Penal Code, or other applicable Michigan law, warranting referral to local law enforcement; and
  6. any other act authorized by law.



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Legal Authority: Const 1963, art 5, §10, Const 1963, art 11, §1; MCL 380.619, 380.1107, 380.1804, 380.1815, 380.1816, 380.1230, 380.1230a, 380.1230b

Date adopted:

Date revised:

*Note from policy committee 4-22-2024: revisited A. 1. b.; left as it was written at first reading.*



## Series 2000: Bylaws

### 2300 Board Member Conduct

#### 2304 Gifting

##### A. Gifts to Individual Board Members

A Board member will not solicit or accept anything of value that may influence or reasonably be perceived to influence the manner in which a Board member performs official duties.

##### B. Board Acceptance of Gifts

1. The Board shall not accept a gift, donation, or contribution on the District's behalf in a manner or for a purpose that does not comply with Policy 3303.
2. The Board must publicly disclose a gift, donation, or contribution from any vendor or contractor that has submitted a bid in response to a request for proposals the District currently has under consideration.

Legal Authority: 25 USC 2701 et seq.; MCL 380.11a(14), 380.601a, 380.634(2), 380.1814

Date adopted:

Date revised:



## Series 2000: Bylaws

### 2300 Board Member Conduct

### 2305 Board Member Reimbursement and Travel Expenses

#### A. Reimbursement

Board members may be reimbursed for their actual and necessary expenses incurred in the discharge of their official duties or in the performance of functions authorized by the Board (Expense(s)), if 1 or both of the following apply:

1. the Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific Expense before the Expense was incurred; or
2. the Expense is consistent with this Policy, establishing specific categories of reimbursable Expenses, and the Board, by a majority vote of its members at an open meeting, approves the reimbursement before it is actually paid.

#### B. Established Categories of Reimbursable Expenses

##### 1. Conferences, Membership Fees, and Training Programs

Registration fees, conference fees, and training fees for Board member attendance at education workshops, conferences, training programs, and meetings sponsored by the District or state and national educational organizations which are relevant to Board members in performing their duties or which are in the District's best interests, may be reimbursed within Board-approved budget parameters if approved by a majority vote of the Board. Board members are encouraged to enhance their effectiveness through participation in such programs.

##### 2. Travel Expenses

- a. Travel by privately owned vehicle may be reimbursed, within Board-approved budget parameters, at the standard mileage rate set by the Internal Revenue Service, if approved by a majority vote of the Board.
- b. For travel within District boundaries, the Board will not expend District funds for the purchase, rental, or lease of cars for Board members or for chauffeurs for Board members.

##### 3. Meals

- a. The Board may reimburse a Board member only for Expenses actually and reasonably incurred for the Board member's meals, if approved by a majority vote of the Board. The Board will not reimburse a Board member for meals for a non-Board member.

Reimbursement for a Board member's breakfast will not exceed **\$15**.



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Reimbursement for a Board member's lunch will not exceed \$20.

Reimbursement for a Board member's dinner will not exceed \$25.

- b. The Board will not expend District funds for the purchase of alcoholic beverages. See Policy 3303.

#### 4. Lodging

- a. The Board may reimburse a Board member for Expenses actually and necessarily incurred for the Board member's lodging in the discharge of official duties or in the performance of functions authorized by the Board, if approved by a majority vote of the Board.

#### C. Use of District Credit/Debit Cards

The Board will not provide, allow, or obtain credit cards for, issue credit cards to, or provide a Board member a debit card or similar instrument that pledges payment of funds from the District, except as permitted by law and Policy 3209.

#### D. Public Records

Records of payments made under this Policy are considered public records.

Legal Authority: MCL 129.241-.247; MCL 380.11a, 380.601a, 380.621, 380.1217a, 380.1254; MCL 388.1764b

Date adopted:

Date revised:



## Series 2000: Bylaws

### 2300 Board Member Conduct

### 2306 *Board Member Compensation*

**Board members shall receive compensation annually for their service, with the amount to be determined at the annual organizational meeting.** Partial-year appointments shall be prorated for full months of service. Expenses of a Board member shall be reimbursed when incurred in the performance of the Board member's duties or in the performance of functions authorized by the Board and duly requested, as described in policy 2305.

Legal Authority: MCL 380.11a

Date adopted:

Date revised:

- Note from policy committee 4-22-2024: This policy has been edited/clarified since first reading. Removed the specific number to include annual review. Added underlined text to indicate how the amount of annual compensation is determined, in accordance with board practice prior to adoption of current policy that dictates a set amount.

Context: This number has been set at \$840/year since at least 2006 and was reviewed annually at the January or July meeting. An error during a fall 2022 policy update made the \$840 permanent and omitted the annual determination.



## Series 2000: Bylaws

### 2400 Board Membership and Duties

#### 2401 Board Member Elections

Board members are elected by the District's electors at the District's regular election, which is held on the first Tuesday after the first Monday in November of even-numbered years.

At least 1 Board member must be elected at each regular election.

The Michigan Election Law governs the District's election procedures.

The District's elections are conducted by the District's election coordinator, as that term is defined by the Michigan Election Law.

Legal authority: MCL 168.301, 168.641, 168.642c; MCL 380.1206

Date adopted:

Date revised:

**Series 2000: Bylaws****2400 Board Membership and Duties****2402 Acceptance of Office and Oath of Office****A. Elected Board Members**

1. Before entering the office of Board member, a Board member-elect must:
  - a. take the oath of office as provided by the Michigan Constitution; and
  - b. file an acceptance of office with the Secretary within 10 business days after receiving the Certificate of Election from the District's election coordinator.
2. If a Board member-elect neglects or fails to file an acceptance of office with the Secretary within 10 business days after receiving the Certificate of Election from the District's election coordinator, then the Board office will immediately become vacant.

**B. Appointed Board Members**

1. Before entering the office of Board member, an appointee must:
  - a. take the oath of office as provided by the Michigan Constitution; and
  - b. file an acceptance of office with the Secretary within 10 business days after the date of appointment.
2. If an appointee neglects or fails to file an acceptance of office with the Secretary within 10 business days after the date of appointment, then the Board office will immediately become vacant.

- C. The oath of office must be administered by a judge, justice, court clerk, or notary public. A Board member or a public official may administer a ceremonial oath of office.

Legal authority: MCL 168.309, 168.310

Date adopted:

Date revised:





## Series 2000: Bylaws

### **2400 Board Membership and Duties**

#### ***2403 Board Member Terms of Office***

The Board of Education consists of 7 elected or appointed offices.

Board members are elected for terms of **6** years.

A Board member elected to a full term office has a term of office that begins on January 1 immediately after the regular election.

A Board member elected to a partial term office resulting from a vacancy has a term of office that begins immediately after the election has been certified, and the Board member-elect has qualified for office by filing an acceptance of office with the Secretary and has taken the oath of office.

An appointed Board member's term of office is addressed in Policy 2404.

Legal authority: MCL 168.302, 168.311; MCL 380.11a

Date adopted:

Date revised:



## Series 2000: Bylaws

### 2400 Board Membership and Duties

#### 2404 Board Member Vacancies and Appointments

A. A Board office becomes vacant immediately upon any of the following events:

1. a Board member's death;
2. a Board member being adjudicated insane or being found to be a legally incapacitated individual by a court of competent jurisdiction;
3. a Board member's resignation;
4. a Board member's removal from office;
5. a Board member's conviction for a felony;
6. a Board member's election or appointment being declared void by a competent tribunal;
7. a Board member's neglect or failure to timely file the acceptance of office, to take the oath of office, or to give or renew an official bond as required by law;
8. a Board member ceasing to possess the legal qualifications for holding office;
9. a Board member moving residence from the District; or
10. a Board member being recalled.

B. Appointments

1. In the event of a vacancy (except a vacancy resulting from a Board member recall), the remaining Board members must fill the vacant Board office by appointment within 30 calendar days after the vacancy occurs, unless a majority of the Board offices are then vacant. If a majority of the Board offices are vacant at the time of a vacancy, or if the remaining Board members fail to fill a vacant Board office by appointment within 30 calendar days after the vacancy occurs, then the ISD board will be authorized to fill the vacant Board office by appointment.
2. The Board may, in its discretion, undertake 1 or more of the following procedures when seeking to fill a vacant Board office:
  - a. publicize the vacancy, and the Board's intention to appoint a person to fill the vacant Board office through word-of-mouth, news media, notices posted at school buildings and other locations, postings on the District's website and social media, and other means of communicating with the public;



# DEXTER COMMUNITY SCHOOLS

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- b. accept résumés, applications, letters of interest, or other submissions from persons seeking to be appointed to fill the vacant Board office; and
  - c. interview applicants for the vacant Board office.
    - i. All interviews must be conducted during open session of a public Board meeting.
    - ii. The Board may meet in closed session for the limited purpose of reviewing and considering an application for appointment, if any, if the applicant requests that the application remain confidential.
3. Within 3 calendar days after the Board makes an appointment to fill a vacant Board office, the Secretary must provide written notice to the District's election coordinator of the name, address, and Board office of both the Board member who vacated office and the person appointed to fill the vacant Board office.
4. Appointed Board Member's Term of Office
- a. An appointed Board member's term of office begins immediately after appointment, once the appointee has filed an acceptance of office with the Secretary and taken the oath of office.
  - b. An appointed Board member's term of office expires:
    - i. immediately after the District's regular election at which a successor in office is elected and the successor has qualified for office, if the appointed Board member was appointed to a Board office that was vacated more than 7 calendar days before the nominating petition filing deadline for a District regular election that was not the District's regular election at which a successor in office would have been elected had the Board office not been vacated; or
    - ii. in all other cases, December 31 immediately after the District's next regular election.

Legal authority: MCL 15.268; MCL 168.310, 168.311

Date adopted:

Date revised:



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## Series 2000: Bylaws

### 2400 Board Membership and Duties

#### 2405 Board Officers

Board officers will consist of a President, Vice President, Treasurer, and Secretary. Board officers must be Board members.

##### A. Election of Board Officers

1. The Board **will** ~~must~~ elect a President, ~~and~~ Vice President, ~~The Board may also elect a~~ Treasurer, and Secretary.
2. Board officer elections will take place at an organizational meeting of the Board.
3. A candidate for a Board officer position must receive a majority vote of the Board members then serving on the Board.
  - a. If no person receives a majority vote in an initial vote, the candidates for a second vote will consist of:
    - i. the 2 persons who received the most votes; or
    - ii. if more than 2 persons are tied for the most votes received, all persons tied for most votes received; or
    - iii. if 1 person received the most votes and there is a tie for second place, the person who received the most votes and the persons tied for the second place.
  - b. The process for narrowing candidates will be repeated in subsequent voting rounds.
4. Elected Board officers will serve in that capacity until the following year's organizational meeting at which board officers are elected, unless a Board member resigns from the officer position or a Board majority votes to remove that Board member from the officer position.

- B. If the Board does not elect a Secretary, the President must appoint a Board member to the vacant office. If the Board does not elect a Treasurer, the President must appoint a Board member to the vacant office.

##### C. Removal of Board Officers

The Board, by a majority vote of the members then serving, may remove a Board officer from the officer position, with or without cause.

##### D. Board Officer Vacancies



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1. If the office of President becomes vacant, the Vice President will succeed to the office of President for the balance of that office's term.
2. If the office of Vice President, Secretary, or Treasurer becomes vacant, the Board must promptly elect a Board member to fill that vacancy.
3. ~~If the office of Secretary or Treasurer becomes vacant, the Board may elect a Board member to fill that vacancy or the President may appoint a Board member to fill that vacancy.~~ The person elected or appointed to a vacant Board office will serve in that office for the balance of that office's term.

## E. ~~Assistants to the Secretary and Treasurer~~

1. ~~The Board may appoint an assistant to the Secretary and an assistant to the Treasurer who are not required to be Board members.~~
2. ~~The Board may remove an assistant to the Secretary or an assistant to the Treasurer by majority vote. After a removal, the Board may appoint a person to fill the vacant position.~~

Legal authority: MCL 380.11a

Date adopted:

Date revised:

- Note from policy committee 4-22-2024: edited A.1. to include election of all four officers; deleted D.3. because it was redundant; deleted E. because those roles are administrative positions in Dexter rather than appointed.



# DEXTER COMMUNITY SCHOOLS

## Series 2000: Bylaws

### 2400 Board Membership and Duties

#### 2406 Board Officers' Duties

To ensure proper District oversight, a Board officer must fulfill the requirements of the respective office. The following Board officer duties may be modified or removed, in whole or in part, by Board action.

##### A. President

1. Preside over all Board meetings and act as a decision-maker on procedural issues.
2. Coordinate with the Superintendent or designee to prepare Board meeting agendas.
3. Serve as the Board's spokesperson unless another person is designated by the Board.
4. Sign contracts, correspondence, and other documents on behalf of the District as authorized by the Board or required by law.
5. If both the President and Vice President are absent from a Board meeting, the Board may appoint a Board member to serve as acting President.
6. Accept complaints and coordinate investigations into allegations of misconduct against other Board members or the Superintendent, including placing the Superintendent on non-disciplinary, paid administrative leave during the pendency of an investigation.
7. Contact legal counsel on the Board's behalf or authorize individual Board members to contact legal counsel.
8. Perform other duties as prescribed by law, Policy, or Board action.

##### B. Vice President

1. In the President's absence or where the President is precluded from performing the President's duties, preside over Board meetings and perform the President's other duties.
2. Perform other duties as prescribed by law, Policy, or Board action.

##### C. Secretary

1. Ensure that an accurate record of Board meetings is maintained and published in compliance with law.



# DEXTER COMMUNITY SCHOOLS

2. Sign Board meeting minutes, orders, resolutions, and records memorializing Board proceedings.
3. ~~Draw and sign orders upon the Treasurer for money to be disbursed by the Board.~~
3. Perform other duties as prescribed by law, Policy, or Board action.

In the Secretary's absence, the Vice President will serve as acting Secretary or, in the alternative, the Board may appoint a Board member to serve as acting Secretary.

The Secretary may delegate duties to an assistant to the Secretary to the extent allowed by law.

## D. Treasurer

1. Serve as the custodian and maintain accounting for District monies, credits, and property.
2. Sign checks and other Board-authorized documents.
3. Perform other duties as prescribed by law, Policy, or Board action.

In the Treasurer's absence, the Vice President will serve as acting Treasurer or, in the alternative, the Board may appoint a Board member to serve as acting Treasurer.

The Treasurer may delegate duties to the person acting as the District's business official or to an assistant to Treasurer, to the extent allowed by law.

## E. Succession

1. Board office holders will promptly transfer authority to their respective successor in office, including access to District accounts, investments, files, and public records.
2. Board office holders will promptly deliver District property, including logs, ledgers, money, reports, files, books, equipment, and public records, to the Board officer's respective successor in office.
3. The transfer of District property will promptly occur at a location and time agreed upon by the Board officer and the Board officer's successor in office or at a location and time otherwise determined by the Board.

Legal authority: MCL 380.901, 380.947, 380.1213, 380.1221, 380.1223, 380.1231, 380.1362, 380.1371, 380.1372, 380.1535a, 380.1539b, 380.1577, 380.1613; MCL 600.6094

Date adopted:



# DEXTER COMMUNITY SCHOOLS

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Date revised:

- Note from policy committee 4-22-2024: deleted C.3 because it is not something that happens in Dexter and did not make sense; renumbered C.4. to C.3. as a result.





# DEXTER COMMUNITY SCHOOLS

## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### 2501 Meetings

Board meetings must be conducted in accordance with the Open Meetings Act.

##### A. Notice

1. The Board must publicly post its regular meeting schedule within 10 calendar days after the Board's first meeting in each calendar or fiscal year. The notice must include the dates, times, and places of the regular meetings. If the regular meeting schedule is changed, the Board must publicly post the revised regular meeting schedule within 3 calendar days after the Board meeting at which the change was made.
2. Special meeting and rescheduled regular meeting notices must be posted at least 18 hours in advance of a special or rescheduled regular meeting.
3. Regular, rescheduled regular, and special meeting notices must be posted at the Board's principal offices. The notice, or a prominent and conspicuous link to the notice, also must be posted on the District website's homepage as required by the Open Meetings Act, if the District's website is updated at least monthly with meeting agendas or minutes.
4. Meeting notices must contain:
  - a. the name, address, and telephone number of the Board;
  - b. the time, date, and place of the meeting;
  - c. a statement where official minutes are stored and available for inspection; and
  - d. a disability accessibility notice.
5. Emergency meetings may be held without complying with the above-described notice requirements if there is a severe and imminent threat to the health, safety, or welfare of the public exists, and two-thirds of the Board members elected or appointed to and serving on the Board determine that delay would be detrimental to efforts to lessen or respond to the threat. The Board will provide notice of an emergency meeting in compliance with the Open Meetings Act.
6. Public hearing notices must contain a description of the purpose(s) for which the public hearing will be conducted to the extent required by law.



# DEXTER COMMUNITY SCHOOLS

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7. The notice for an electronic Board meeting must comply with Policy 2501A.

## B. Quorum

1. A quorum of the Board means a majority of the Board members elected or appointed to and serving on the Board, unless different quorum and voting rules are otherwise provided by law.
2. All deliberations of a quorum of the Board must take place at a meeting that is open to the public, unless closed session deliberations are permitted by law.
3. All decisions made by the Board constituting a quorum of its members must take place at a meeting that is open to the public, except as otherwise provided by the Open Meetings Act.

## C. Meeting Types

1. The Board will hold its regular meetings at the dates, times, and locations specified in the District's annual notice published pursuant to the Open Meetings Act. If the notice is amended, then meetings will be held according to the amended notice.
2. Special, rescheduled regular, or emergency meetings may be called by the President, the Superintendent, or two Board members. Notice of such meetings will be provided in accordance with the Open Meetings Act.
3. The Board may, in compliance with the Open Meetings Act, hold work sessions and retreats to provide Board members and administrators with the opportunity to plan, research, and engage in discussion.
4. The Board may meet as a committee of the whole. See Policy 2505(C).

## D. Closed Session

1. The Board may meet and deliberate in closed session only for 1 or more purposes authorized by the Open Meetings Act.
2. Depending on the closed session purpose(s), the Open Meetings Act may require a two-thirds roll call vote for the Board to meet in closed session. A vote to enter closed session must be made in open session.
3. Closed session meeting minutes must be kept confidential. Board members must keep matters discussed and documents received confidential unless otherwise authorized by the Board or law. See Section G, below.
4. All discussions in closed session are limited to the purpose(s) identified in the motion calling the closed session.



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5. The Board will determine the non-member attendees for a closed session unless attendance is required by Policy or law.
6. No decisions will be made during a closed session.

## E. Meeting Cancellation

The Board is legally required to hold at least 1 public meeting each month. The President or designee may cancel a Board meeting if the President or designee determines that a quorum of the Board will not be present for the meeting, there is no business for the Board to conduct at the meeting, or it would be unreasonable or dangerous for Board members or the public to attend the meeting (e.g., inclement weather). The President or designee will ensure that a District staff member posts notice of the cancellation on the District's website on the same day as the cancellation. If necessary, a cancelled meeting will be rescheduled.

## F. Electronic Board Meetings and Remote Participation

Electronic Board meetings may be held, and a Board member may participate in a Board meeting remotely, as authorized by Policy 2501A.

## G. Minutes

The Board will keep minutes of each Board meeting in accordance with the following:

1. The Secretary will record and maintain meeting minutes.
2. The Secretary, or an acting Secretary in the absence of the Secretary, will sign meeting minutes.
3. Meeting minutes will comply with the Open Meetings Act.
  - a. Open session meeting minutes.
    - i. Minutes for a meeting open to the public will include at least the following information:
      - A) the meeting date, time, and location;
      - B) the Board members present for or otherwise participating in the meeting;
      - C) the Board members absent from the meeting;
      - D) board decisions;



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- E) the purpose(s) for which any closed session meeting was held and the specific provision(s) of the Open Meetings Act that permitted the closed session;
  - F) any roll call votes conducted by the Board; and
  - G) corrections, if any.
- ii. The Board must make proposed open session meeting minutes available for public inspection within 8 business days after the applicable Board meeting.
  - iii. The Board must make approved open session meeting minutes available for public inspection within 5 business days after the meeting at which the Board approved the minutes.
- b. Closed session meeting minutes.
- i. Closed session meeting minutes must be prepared and maintained separately from open session meeting minutes.
  - ii. Closed session meeting minutes will not be made available to, or be disclosed to, the public, except as required by court order.
  - iii. Closed session meeting minutes may be destroyed by the District 1 year and 1 calendar day after the approval of the minutes of the regular meeting at which the closed session minutes were approved, or any time thereafter.
  - iv. Closed session meeting minutes must include at least the following information:
    - A) the meeting date, time, and, location;
    - B) the Board members present for or otherwise participating in the meeting;
    - C) the Board members absent from the meeting; and
    - D) the purpose(s) for which the closed session meeting was held and the specific Open Meetings Act provision(s) that permitted the closed session.
- c. Open session Board meeting minutes may be published on the District's website.

## H. Accommodating Board Members and Other Individuals with Disabilities



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Any Board member or other individual with a disability who requires reasonable accommodations to participate in, or attend, a Board meeting must contact the Superintendent's office in advance of the meeting to request an accommodation.

Legal authority: MCL 15.263, 15.263a, 15.265, 15.267, 15.269; MCL 380.1201

Date adopted:

Date revised:



## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### 2501A *Electronic Board of Education Meetings*

The Board may hold electronic meetings, and Board members and the public may participate remotely, only as permitted by this Policy, the Open Meetings Act, and other applicable law.

##### A. Definition

The definition in this section applies only to this Policy. All other words found in this Policy, unless specifically defined, are given their plain meaning.

“Two-Way Communication” means telephone, video, or other means of conferencing that allows Board members to hear and be heard by both the public and other Board members, and allows the public to hear and be heard by other members of the public and the Board members during public comment. Real-time typed public comments that may be read to or shared with Board members and the public is a sufficient form of two-way communication for purposes of public participation during an electronic Board meeting.

##### B. Permissible Reasons for Wholly Electronic Board Meetings

The Board may hold a meeting wholly electronically, with every Board member and the public participating remotely, if every Board member simultaneously satisfies one or more of the conditions identified in Section C of this Policy.

##### C. Permissible Reasons for Individual Board Member Remote Participation

A Board member who is not physically present at an in-person Board meeting due to military duty, a “disability” within the meaning of the ADA, or other reason permitted by Michigan law may be counted toward a quorum, deliberate, and vote. To qualify, members absent due to military duty must follow the procedures listed in Section D, below. Unless otherwise provided, any Board member who is not absent due to a qualifying exception must be physically present at the meeting to participate.

##### D. Procedures to Accommodate Board Member Remote Participation

The Board institutes the following procedures to ensure that a Board member who is not physically present at an in-person Board meeting may be counted toward a quorum, deliberate, and vote at a Board meeting.

1. The Board and the remote Board member will ensure there is Two-Way Communication during the meeting;



# DEXTER COMMUNITY SCHOOLS

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2. The remote Board member must provide notice to the President and/or Superintendent at least 48 hours before the meeting; and
3. The Superintendent or designee will ensure that public notice of the remote Board member's physical absence and information on how to contact the remote Board member is provided sufficiently in advance of the Board meeting so that a member of the public may provide input on or ask questions about any business that will come before the Board at the meeting.

## E. Procedures to Ensure Public Participation at Electronic Meetings

If the Board convenes a wholly electronic meeting or any Board member participates remotely, the public will also be provided the opportunity to attend the public meeting remotely.

The Board will not require the public to register or otherwise provide their names or other information as a condition of attending a Board meeting, whether in-person or remotely. The Board may require the public to submit information, consistent with public participation rules, to participate in the public comment portion of a meeting.

## F. Electronic Board Meeting Notice Requirements

The Superintendent or designee will post notice of an electronic Board meeting at least 18 hours before the meeting. If the Board will be convening in a physical location with one or more Board members attending remotely pursuant to Section C, the notice must include both the physical and virtual locations of the meeting.

If the District has an internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the notice must be included on a portion of the District's website that is fully accessible to the public, either on the District's homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic meetings that is accessible through a prominent and conspicuous link on the District website's homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic meetings.

The notice must clearly explain:

1. Why the Board is holding an electronic meeting;
2. How the public may participate remotely. If a telephone number, internet address, virtual meeting address, or other information is needed to participate, that information must be specifically provided;
3. How the public may contact Board members to provide input on or ask questions about business that will come before the Board at the meeting;



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4. Which Board members will be participating remotely and information about how the public may contact those Board members in advance of the meeting to provide input on or ask questions about any business that will come before the Board at the meeting; and
5. How persons with disabilities may participate in the meeting.

## G. Electronic Board Meeting Agenda Requirements

The Superintendent or designee must post the electronic meeting's agenda to the District's website, if an agenda exists. The agenda must be posted at least two hours before the electronic meeting begins. The Board may amend the agenda at the meeting.

Legal authority: MCL 15.263, 15.263a.

Date adopted:

Date revised:





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## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### 2502 Board Meeting Agenda

Meeting agendas will be prepared by the Superintendent or designee in coordination with the President or designee.

The agenda sets forth the proposed business to be addressed and the items to be discussed at the Board meeting.

The agenda must include at least 1 period during which members of the public will be permitted to address the Board.

The agenda and related materials will be distributed to Board members in advance of a Board meeting by U.S. Mail, personal delivery, email, or another delivery method selected by the Board or the District's administration.

The agenda, if any, for an electronic Board meeting will be posted to the District's website as required by Policy 2501A.

The agenda may be amended by the Board at a Board meeting by majority vote of the members serving on the Board.

The Board may use a consent agenda to address routine matters. Any Board member may request that a consent agenda item be removed from the consent agenda for separate consideration.

Legal authority: MCL 15.263, 15.263a; MCL 380.11a, 380.601a

Date adopted:

Date revised:



## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### 2503 *Voting Requirements*

All Board decisions and actions must be made at a public meeting of the Board held in compliance with the Open Meetings Act.

The Board will make decisions and take action through motions and resolutions. A motion or resolution will be voted on by the Board once it has been made by a Board member and seconded/supported by another Board member.

Board members must vote on all motions and resolutions unless abstention is required due to a conflict of interest or otherwise required by law. A Board member's abstention, unless required by law, constitutes a breach of the member's duty as a public official.

Roll call votes will be conducted when required by law or when requested by the President or Secretary. The Board may adopt additional policies designating other matters requiring roll call vote approval.

A Board decision or action must be recorded in the minutes for the Board meeting at which the decision or action was taken.

Legal authority: MCL 15.269; MCL 380.1201; *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted:

Date revised:



## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### 2504 Public Participation at Board Meetings

Any member of the public may address the Board at a Board meeting, subject to the following rules:

- A. Except during a public participation portion of a Board meeting, no member of the public or other person may address the Board during a public meeting without the express permission of the President or other presiding officer.
- B. The Board will follow public participation rules that balance the District's interest in an orderly public meeting with the public's First Amendment rights. A copy of these rules and any additional public participation rules adopted by the Board will be made available at Board meetings. The Board's public participation rules include, but are not limited to, the following:

1. before addressing the Board, a member of the public will state his or her name and address;

2. ~~each person's public comments are limited to [redacted] minutes per public participation period.~~ The Board shall provide two periods for public participation at public meetings of the Board and one period for public participation at committee meetings. The Board shall publish rules to govern such participation in Board meetings and in Board committee meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

- a. The first public commentary, scheduled near the beginning of all Board meetings and workshops, shall be limited to an accumulated time of thirty (30) minutes. Time may be extended at the discretion of the Board President or presiding chair. Individual speakers will be allotted a maximum of five (5) minutes, however, the time may be reduced if a large number of persons wishes to address the Board. In these instances, the number of speakers will be divided equally into the thirty (30)-minute time limit. For example, if ten (10) persons wish to address the Board, each individual will be given three (3) minutes.

- b. The second opportunity for public commentary, scheduled near the end of all Board meetings, shall be limited to an accumulated time of fifteen (15) minutes. Time may be extended at the discretion of the Board President or presiding chair. Individuals will be allotted a maximum of three (3) minutes, however, the time may be reduced if a large number of persons wishes to address the Board. In these instances, the number of speakers will be divided equally into the fifteen (15)-minute time limit. For example, if fifteen (15) persons wish to address the Board, each individual will be given one minute.



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3. persons who are part of a group or organization or who share similar viewpoints are encouraged to designate a spokesperson to address the Board;
  4. public comments of a personal nature are prohibited when: (a) the comments are unrelated to the manner in which a Board member or District employee performs that person's duties, and (b) the comments cause a substantial disruption to the meeting;
  5. any public comment not protected by the First Amendment of the U.S. Constitution is prohibited;
  6. Board members ~~may ask questions of the speakers but~~ are not required to answer questions or make statements in response to a public comment;
  7. written statements and documents presented to the Board by a public participant or group are public records and must be given to the Secretary or designee; and
  8. any audio recording, video recording, broadcasting, or telecasting must be performed from the seating area designated for the public or in the area otherwise designated by the President, Superintendent, or designee, and must not disrupt the meeting.
- C. Once the President or other presiding officer has determined that each member of the public requesting to do so has had a reasonable opportunity to address the Board during a public participation portion of a Board meeting, the President or other presiding officer will announce that the public participation portion of the meeting has ended.
- D. If the President or other presiding officer determines that a member of the public has violated 1 or more of the above rules and refuses to come into compliance with those rules, the member of the public will lose the right to speak during public comment at that meeting. A person who persistently engages in disorderly conduct or otherwise breaches the peace at a Board meeting, after notice from the President or other presiding officer, may be removed.

Legal authority: U.S. Const, amend. I; MCL 15.263(1), 15.263(5); MCL 380.1808

Date adopted:

Date revised:

- Note from policy committee 4-22-2024: reformatted color of additions to match standard; only change was to delete the phrase "may ask questions" from B. 6.



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### 2500 Board Meetings and Open Meetings Act Compliance

#### 2505 Board Committees

##### A. General

1. The Board may establish standing, advisory, and ad hoc committees as it deems necessary and advisable.
2. The Board determines a committee's membership, chairperson, purpose, duties, and authority. The Board may delegate authority to the President to determine a committee's membership and chairperson.
3. A committee's membership must include at least 1 Board member.
4. A committee must be composed of fewer Board members than would constitute a quorum of the Board.
5. The Superintendent or designee may serve as an ex officio member of any committee.

##### B. Committee Meetings

1. Committee meetings will be convened by the committee's chairperson or designee.
2. When applicable, committee meetings must be held in compliance with the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A. Any committee that is authorized to deliberate, narrow options, eliminate options, or otherwise make decisions on the Board's behalf must conduct its meetings in compliance with the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A, including notice requirements, recording minutes, and allowing for public participation.
3. Meeting notices as required by the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A, will be posted for any committee meeting at which more than a quorum of the Board may be present.
4. When required by the Open Meetings Act, a committee will keep minutes of its meetings. In addition, the Board may direct that a committee keep minutes of its meetings, even if not required by the Open Meetings Act.

##### C. Committee of the Whole Meetings

The Board may meet as a committee of the whole. A committee of the whole meeting must be conducted in compliance with the Open Meetings Act, Policy



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2501, and, if applicable, Policy 2501A. The provisions of this Policy do not otherwise apply to committee of the whole meetings.

Legal authority: MCL 15.261 et seq.; *Schmiedicke v Clare Sch Bd*, 228 Mich App 259 (1998)

Date adopted:

Date revised:



## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### 2506 *Organizational Meetings*

The Board's first regular meeting each **fiscal** year will be an organizational meeting.

During that meeting, the Board will:

- A. elect Board officers in compliance with Policy 2405. The Superintendent or designee will preside over the organizational meeting until a President is elected;
- B. set the schedule for regular Board meeting dates; and
- C. designate the District employee(s) authorized to post Board meeting notices under the Open Meetings Act.

The Board may perform any other act and conduct any other business it deems appropriate during an organizational meeting.

The Board may conduct additional organizational meetings during the calendar or fiscal year.

Legal authority: MCL 380.11(a)(3)

Date adopted:

Date revised:

No change to this policy from first reading; reformatted colors to standardize.