

0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS

The Board President functions as the official spokesperson for the Board. News releases, articles or interviews with the media which reflect on the policies of the Board or practices of the School District must be cleared with the Board President.

Individual school board members are not authorized to speak on behalf of the school district. The Superintendent and Board President or official designee shall be the only individuals authorized to present the position of the Board of Education to the public as it relates to legal action pending against the School District, the status of ongoing labor negotiations, disciplinary action pending against an employee or student or the status of any criminal investigation to which the District is party.

From time-to-time, however, individual Board members will make public statements on school matters.

Verbal and written statements by Board members, on any matters related to the school district, must clearly identify the individual Board member's name and include the following statement, "This reflects my own individual perspective and does not necessarily reflect the views of the Board, my Board colleagues, or the school district."

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter;
 2. routine, not for publication, correspondence of the Superintendent and other Board employees;
 3. routine "thank you" letters;
 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board);
 5. personal statements not intended for publication.

A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations.

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Revised 12/10/18
Revised 4/22/19

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0144.2 - BOARD MEMBER ETHICS

Although Board members are citizens with individual rights, they cannot ethically use their board trustee privilege of access to information that may not yet be released to the public to circumvent proper Board functioning as outlined in these Bylaws and in the District's lawfully negotiated contracts.

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves 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;
- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. decline gifts or financial support as it relates to their official capacity as a Board member so as to not create a conflict or give the appearance of a conflict;
- K. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- L. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

Revised 8/26/13

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0155 - COMMITTEES

The Board of Education may elect to divide the labor of governing and form Board committees to delve into governing matters in greater detail than is possible at the full Board level. Standing Board committees may include Policy, Finance, Contracts and Negotiations, Superintendent Evaluation, and Facilities. New Board committees may be created as needed. All committees shall be comprised of less than a quorum of the Board.

Any Board committees that are authorized by the school Board to perform a governmental function on the school Board's behalf shall comply with the Open Meetings Act in accordance with the applicable requirements set forth in 0160 Bylaws. 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.

Those Board committees which are purely advisory in nature and are only capable of making recommendations to the full Board for the Board's further consideration and action, are not a public body for the purposes of the Open Meetings Act, but they are required to keep meeting minutes consistent with bylaws 0168.1 and 0168.2.

Ad Hoc Committees may be created and charged by the President, or by a majority vote of the Board, and shall continue to operate until the committee is discharged by the President or by a majority vote of the Board.

Annually, the Board President shall appoint Board members to serve on committees, and appoint a Chair of each committee. The Superintendent shall serve as an ex-officio member of all Board committees.

Committees may include community members and/or District staff. These committee members shall sign a Declaration of Commitment to participate in a manner representing the best interests of the District and District stakeholders and not for their personal agenda, unless specifically appointed to represent a Special Interest Group. The input of community members on Board committees is valued, however only Board members and authorized District staff shall be authorized to vote on Board committees.

All committees shall work collaboratively with the Superintendent and appropriate staff. Per negotiated agreements, the Superintendent shall be the primary point of contact to relay information to and from committees and staff. Committees are authorized to recommend policies related to their area of responsibility to the full Board.

To avoid deliberating with a quorum present, Board members who are not appointed members of a particular committee should refrain from speaking with committee members before, during, or after the committee meeting, including the public participation portions of that meeting, on board business matters.

STANDING BOARD COMMITTEES

Policy Committee

The responsibilities of the Policy Committee include: reviewing and recommending updates to existing policies and bylaws on a regular schedule; reviewing potential new policies; and making recommendations to the Board on all policy issues regarding their revision and adoption. The Committee may use outside policy consultants and shall make recommendations necessary to be in full compliance with all State and Federal laws.

Finance Committee

The responsibilities of the Finance Committee include: oversight of the annual budget preparation; reviewing and recommending the annual budget and budget amendments to the Board; reviewing District financial performance and reporting; reviewing and recommending appropriate financial policies; recommending selection of the District's auditor; working with the District's auditor on the annual audit including meeting with the auditor prior to the audit and reviewing the final Auditor's Report; and any other issues related to the financial activities and health of the District.

Contracts and Negotiations Committee

The responsibilities of the Contracts and Negotiations Committee include developing Board priorities for the negotiating process with collectively bargained contracts. The Committee shall ensure that the full Board is informed and has the opportunity for input into determining appropriate priorities for each labor contract. Committee members may participate in negotiations as appropriate and when desirable for successful results. The Superintendent may request that the Committee review and recommend other employee or non-labor contracts when it is deemed appropriate. The Superintendent or his/her designee shall serve as the Committee Chair.

Superintendent Evaluation Committee

The responsibilities of the Superintendent Evaluation Committee include facilitating the evaluation of the Superintendent by the Board in accordance with the Superintendent's contract, Board policies, and State law, and include meeting specified timelines.

Facilities Committee

The responsibilities of the Facilities Committee include review and oversight of all District facilities including buildings and property. The Committee shall oversee bond proposal preparation and implementation related to construction projects, including working with architects and construction managers as appropriate. The Committee shall monitor projects, including budgets, and will oversee planning for future District needs when appropriate. The Committee will report to the Board when appropriate and make recommendations related to facilities.

0161 - PARLIAMENTARY PROCEDURES

The parliamentary authority governing the Board of Education shall be The Complete Idiot's Guide to Parliamentary Procedure Fast Track by Jim Slaughter in all cases in which it is not inconsistent with statute, administrative code, or these bylaws or policies.

General Guidelines

- A. Comments are to be directed toward the presiding chair or the Board as a whole
- B. The maker of a motion speaks before everyone else.
- C. Debate should include pro and con viewpoints.
- D. All members have an opportunity to speak once before anyone speaks a second time.
- E. No one should speak a third time to a motion or proposal without consent of the presiding officer.
- F. Each member shall be allotted seven (7) minutes to speak on a Discussion Item or Action Item with a second opportunity to speak for up to three (3) minutes.
- G. Each member shall be allotted five (5) minutes to speak during the Board Comment period.
- H. The Board may adopt a special rule to limit or extend debate on a topic, if desired.

0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide two periods for public participation at public meetings of the Board and 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.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted at a time as indicated on the meeting agenda and as determined by the presiding officer.
- B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the public portion of a meeting.
- C. Participants shall direct all comments to the Board and not to staff or other participants.
- D. The presiding officer may:
 - 1. prohibit public comments which are frivolous, repetitive, or harassing;
 - 2. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 3. request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting.

General Rules for Public Participation

- A. Individuals will be recognized by the Board President or presiding chair when it is their opportunity to address the Board.
- B. Each speaker will be asked to announce his/her name and affiliation before beginning to speak.
- C. One speaker may not yield his/her time to another. No person may speak more than once at either commentary opportunity. No person may speak more than once on the same subject during a single meeting.
- D. If a large group plans to attend, they are encouraged to select up to five (5) representatives to speak on their behalf.
- E. Persons who wish to address the Board at board meetings should complete a Public Comment Card. Cards are available on the District website, from the Superintendent's office, and at all meeting locations. This form should be presented to the Board President or presiding chair at the beginning of the meeting.
- F. While members of the Board and district employees will not answer questions or comments during public participation, the Superintendent or Board President may make a statement of clarification. Persons requesting an individual response shall note the request on the Public Comment Card and include appropriate contact information.
- G. Citizens with concerns or complaints about school employees should use the protocol outlined in board policy 9130: Citizen Complaints. Citizens are encouraged to utilize established channels before bringing the matter to the School Board. Employees have contractual and legal rights and may request a closed meeting if complaints reach the Board level.

- H. Speakers addressing the board shall take into consideration rules of common courtesy. Speakers who make attacks of a personal nature and/or who do not abide by rules of common courtesy will be reminded of such rules by the Board President or presiding chair. Such individuals may be asked to leave the meeting if their behavior is disruptive or interferes with the orderly progress of the meeting.
- I. Audio or video recordings are permitted subject to the following conditions:
 - 1. No obstructions are created between the Board and the audience.
 - 2. No interviews are conducted in the meeting room while the Board is in session.
 - 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recording device should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

First Public Commentary

The first public commentary, scheduled near the beginning of all Board meetings, workshops, and committee meetings, 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.

Second Public Commentary

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.

Persons who wish to address the Board during the second opportunity for public participation shall form a line at a location to be designated and will be recognized by the Board President or presiding chair in the order of assembly.

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.

Virtual Meetings

- A. Individuals will be recognized by the Board President or presiding Chair when it is their opportunity to address the Board. They will be unmuted to speak for their allotted time and muted when that time concludes.
- B. Each speaker will be asked to announce his/her name and topic, state their address, and say whether they want a personal response before beginning to speak.
- C. The total number of speakers and time to speak shall be determined by participants raising their hands in the virtual meeting when requested to do so.

Revised 10/20/03
Revised 3/7/05
Revised 7/6/10

Legal M.C.L. 15.263(4)(5)(6), 380.1808

0168.1 - OPEN MEETING MINUTES

The Superintendent shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the Secretary at the next meeting. The minutes shall include all roll-call votes taken at the meeting. Proposed minutes shall be available for public inspection not later than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes shall be available for inspection on the District's website or at the Superintendent's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The Board Secretary shall not include in or with its minutes any personally identifiable information on any student of the District which if released, would prevent the public body from complying with the Family Educational Rights and Privacy Act of 1974.

The minutes shall show only action taken.

Minutes of the preceding meetings shall be approved by the Board at its next regular meeting.

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

Revised 6/3/05
Revised 6/19/17

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Legal

M.C.L. 15.269, 380.1201

0168.3 - COMMITTEE MEETINGS

Any Board Committee, whether standing or appointed ad hoc, which is authorized by the School Board to exercise governmental or proprietary authority on behalf of the Board must comply with the Open Meetings Act, provisions in 0168.1 and 0168.2 regarding meeting minutes, and Public Participation provisions in 0167.3. Committees that are empowered to take action, or otherwise deliberate in place of the Board are subject to this requirement.

Those committees which are purely advisory in nature and are only capable of making recommendations to the full board for the board's further consideration and action, are not a public body for the purposes of the Open Meetings Act, but they are required to keep meeting minutes consistent with bylaws 0168.1 and 0168.2.

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9120 - COMMUNICATIONS WITH THE GENERAL PUBLIC

The Board of Education encourages appropriate communication with the public by school personnel. Communications should reflect the commitment of the Dexter Community School District to providing a quality education program and providing supportive services to the school community.

News releases, articles or interviews with the media by staff which reflect on the policies of the Board or practices of the School District must be cleared with the Superintendent.

The Superintendent and Board President or official designee shall be the only individuals authorized to present the position to the Board of Education to the public as it relates to legal action pending against the School District, the status of ongoing labor negotiations, disciplinary action pending against an employee or student or the status of any criminal investigation to which the District is party.

T.C. 5/7/18