

0000 – BYLAWS

0100 Official Description

0110 Name

The Board of Education of this district shall officially be known as the Eau Claire Public Schools Board of Education

0120 Address

The official address of the Eau Claire Public Schools Board of Education is as follows;
6190 West Main Street, Eau Claire, Michigan 49111

0200 Powers and Philosophy

0210 Authority

The authority of the Eau Claire Public Schools district will be conducted by the Board of Education, referred to as the "Board", which functions under the laws of the State of Michigan

MCL 380.1201 et seq.

0220 Board Powers

The Eau Claire Public Schools district will operate as a General Powers School District. All actions of said district will be in accordance with statute any function related to the operation of the District in the interest of public education, including but not limited to:

- I. All activities of the Eau Claire Public Schools shall be governed by the following code of policies and corresponding rules and regulations with such changes and additions as may be necessary from time to time
- II. A policy shall be defined as a principle or guide adopted by the Board of Education for use by the Administration to provide for the efficient operation of the entire school system
- III. Rules and regulations shall be defined as a method of implementation of adopted policies
- IV. It shall be the responsibility of the Board of Education to determine all policies
- V. Rules and regulations shall be established upon recommendation of the Superintendent of Schools and the staff
- VI. The Superintendent shall be responsible for the execution of all policies and rules and regulations
- VII. New policies and rules and regulations, or changes in existing policies and rules and regulations, may be initiated by any Board member, Superintendent of

Schools or by other staff members upon recommendation to the Superintendent

- VIII. New policies adopted by the Board of Education shall supersede previous action of the Board relative to the same subject
- IX. New policies and procedures or changes in existing policies and/or procedures shall be submitted in writing to each member of the Board of Education at least fifteen (15) days before final action is to be taken regarding them, unless by majority consent of the members present, at a regular or special meeting the rules are suspended to permit immediate action

Original Date: March 8, 1971

Update Date: February 20, 1984

0230 Philosophy of the Board

The Board of Education recognizes the responsibility of the school to its children, parents and society in general.

The Board of Education recognizes the right of the individual in a free society to a well-rounded education.

The Board of Education recognizes the worth and dignity of each individual.

The Board of Education, therefore, dedicates the efforts of our schools to provide equal opportunities for each individual to develop to his/her fullest potential and to aid each individual in developing to his/her fullest potential.

The Board of Education accepts each individual into the school program as he/she is and will provide them with a stimulating educational environment and opportunities for learning experiences designed to promote behavioral changes that will affect his/her continuing satisfactory adjustments to our ever-changing society.

Original Date: March 8, 1971

Update Date: November 24, 1997

0300 Objectives

0310 Statement of Objectives

The Board of Education believes in preparing individuals to develop their fullest potential for living in the society of today and tomorrow. To that extent, the Board of Education and the staff of the Eau Claire Public Schools will:

- I. Recognize their responsibility to help meet the physical, intellectual and emotional needs of children, particularly the needs to inquire, learn, think, create, establish aesthetic, moral and ethical values, and to relate satisfactorily to others in social situations involving family, work, government and recreation

- II. Accept primary responsibility for giving students a mastery of the basic skills of learning, thinking and problem solving; for teaching them to use the various methods of self-expression; for instilling in them a knowledge of the social and natural sciences; for acquainting them with the richness of our heritage; and for stimulating them to productive work in the various areas of human endeavor
- III. Acknowledge the importance of their role to the home and other social agencies in developing habits and attitudes which make for effective personal living, the maintenance of optimum physical and mental health, and the establishment of sound moral, ethical and aesthetic values

These objectives are to be considered as guides rather than limits; capable of wide interpretation, flexible enough to meet changing needs of both individuals and society, and pervasive throughout the entire system, for all levels and subject areas

Realizing that education, as here defined, is a lifelong process, the school system seeks to orient its graduates toward college and further formal and vocational training and study of many types; and to provide educational opportunities peculiarly suited to the needs of adults, both as individuals and as citizens of a democracy

Original Date: January 17, 1977 Update Date: November 24, 1997

0400 Membership

0410 Number

The Board will consist of seven (7) members

MCL 380.403(a)

0420 Electoral Process

Members of the Board will be elected biennially at the November even-year general election in a manner that is consistent with State law

A special election may be called by the Board in a manner that is consistent with State law

MCL 168.301 et seq.

0430 Qualifications

An individual is eligible for election as a School Board member if the individual is a citizen of the United States and is a qualified and registered elector of the School District by the filing deadline

MCL 168.302

0440 Term

Members of the Board will be elected by School District electors for terms of four (4) years.

At each regular School election, members of the Board will be elected to fill positions of those whose terms will expire. A term of office will begin as provide by law (MCL 168.302) and continues until a successor is elected and qualified

A minimum of one (1) School Board member for a School District shall be elected at each of the School District's regular elections. A School Board member's term of office begins January 1st, immediately following the November election

MCL 168.301 et seq.

0450 Oath

Each newly-elected Board member shall file an acceptance of office as well as an affidavit of eligibility within ten (10) days after receiving a certificate of election and shall take an oath of office as prescribed by the Constitution of Michigan

A ceremonial oath of office may be administered at the Organizational Meeting and may be administered by any Board Member, the Superintendent of Schools, or a Notary Public and/or Assistant Superintendent

MCL 168.309, 168.310

0460 Orientation

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures.

- A. Each new Board member shall be invited to meet with the Board President and/or the Superintendent to discuss Board functions, policies, and procedures
- B. Each new Board member shall be given an Orientation Packet that will include the following information: Address and Phone Number for each Board Member, Communication Protocol, and Student Code of Conduct
- C. The Board will encourage the attendance and participation of each new Board member at orientation and training meetings

0470 Authority, Rights and Responsibilities

0471 Authority of the Board

Individual members of the Board do not possess the powers that reside in the Board of Education. The Board speaks through its minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members elected to and serving on the Board.

MCL 380.1201

0472 Responsibility of the Board

The Board of Education has the responsibility, with limitation, all powers, rights, authority, duties conferred upon and vested in it by the laws and Constitution of the State of Michigan, and/or the United States, including, but without limiting the generality of the foregoing; the management and control of school properties, facilities, grade plans and courses of instruction, athletic and recreational programs, methods of instruction, materials used for instruction, and the selection, direction, transfer, promotion or demotion, discipline or dismissal of all personnel

The Board of Education will negotiate in accordance with the adopted Master Agreement as approved by the Eau Claire Education Association (ECEA), the International Union of Operating Engineers (IUOE), and the Michigan Educational Support Personnel Association (MESPA), the Eau Claire Board of Education and the laws of the State of Michigan.

Original Date: January 1, 1971

Update Date: February 20, 1984

0480 Board Officers

The Officers of the Board shall consist of a President, Vice-President, Secretary, and Treasurer, each of whom shall hold office for one year or until his/her successor has been elected and has qualified. Election of Officers shall be by ballot with or without nomination, and shall require a majority vote of the members elect of the Board and a proper record made of the vote.

President:

The President of the Board shall preside at all Board meetings. The President shall appoint or provide for the election of any temporary or standing committee they may desire, or that may be required by decision of the Board; The President shall sign all warrants authorizing school expenditures, unless otherwise designated by Board action, and perform such other duties as may be required by law.

Vice-President:

The Vice-President of the Board shall preside at any Board Meeting when the President is not able to attend the Board Meeting. The Vice-President will have the same authority and duties that the President has in conducting the Regular or Special Board Meeting(s) when the President is not present

Secretary:

In the absence of the President and Vice-President, the Secretary shall call the meeting to order and conduct the business of the Board. The Secretary shall countersign all warrants authorizing expenditures, unless otherwise designated by Board action, and perform such other duties as may be required by law.

Treasurer:

The duties of the Treasurer are prescribed by law. The Treasurer shall be the custodian of all bonds, owned by the school district. The Treasurer shall give such bond as the Board may require.

Board Committee:

Special Committees may be appointed for a specific purpose and shall serve until the assignment for which they have been appointed has been completed.

Functions of Committees:

In general, the function of all Committees shall be fact-finding, deliberate and/or advisory rather than legislative and/or administrative except when otherwise ordered by the Board. Recommendation of all Committees shall be made directly to the Board, which in turn shall determine policies and procedures to be followed.

Original Date: January 1, 1971 Update Date: December 19, 2011

0490 Board Member Appointments, Ethics, and Reimbursement

0491 Appointments

The Board will be responsible for appointing the following personnel:

- A. Superintendent of Schools
- B. Principals
- C. Architect
- D. Auditor
- E. Legal Counsel
- F. Teachers
- G. Other personnel as needed

Original Date: January 1, 1971 Update Date: February 20, 1984

0492 Ethics

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 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. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law
- K. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools

Source: Board of Directors, National School Boards Association

0493 Reimbursement

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

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

A Board member shall not be reimbursed for any travel expense, unless the travel has been approved by the Board in advance of the travel. Board members who provide their own transportation shall be reimbursed for each mile actually and necessarily

traveled in attending Board meetings (outside of regularly scheduled and special Board meetings) and in the performance of district business.

Expenses for spouses accompanying Board members are not reimbursable.

Original Date: August 28, 1995

0500 Meetings

0510 Time and Place

The time and place for all regular meetings will be established during the annual Organizational Meeting of the School Board held in January of each year

0520 Recording

Record of all transactions of the Board shall be set forth in full in the Minute Book of the Board of Education. The Minute Book shall be kept on file as the permanent record of school legislation in the district, and shall be open to inspection, by request and according to established guidelines, by the public.

0530 Quorum

A quorum for the transaction of school business shall consist of a majority of the membership of the Board; less than a quorum may adjourn to a specified time, or may enforce attendance of members in accordance with the law. No act shall be valid unless voted at a meeting of the Board by a majority of the members elect of the Board and a proper record made of the vote.

0540 Rules of Order

The rules of parliamentary procedure as comprised in Robert's "Rules of Order" shall govern the Board in all cases not otherwise herein provided

Official business of the Board can be transacted at regular meetings only, or at special meetings as provided above.

Original Date: January 1, 1971

Update Date: February 20, 1984

0550 Executive/Closed Sessions

The Board reserves the right, within the constraints of State law, to sit in executive/closed session. Such sessions are called by the President and approved by a majority of the Board for discussion pertaining to the following:

1. To consider dismissal, suspension, or disciplining of, or complaints against a public officer, employee, staff member, individual agent or student when the party named requests a closed hearing
2. For strategy and negotiations for collective bargaining agreement either by the Committee of the whole or by a sub-Committee
3. To consider the purchase or lease of real property

4. To consult with legal counsel on pending litigation when an Open Meeting would have detrimental financial effects
5. To review an employment application upon applicant's request. All interviews of applicants for public office shall be held in an Open Meeting
6. To consider material which is exempt from discussion or disclosure by State or Federal statute
7. Two-Thirds roll call vote of the members elect of the Board shall be required to call a Closed Session for purposes permitted under 3, 4, or 5 above

Original Date: February 14, 1977 Update Date: February 20, 1984

0520 Special Meetings

Special meetings of the Board of Education may be called by the President of the Board, or any two members thereof, by serving on the other members a written notice of the day, time and place of such Special Meeting(s).

Service of the notices for a Special Meeting shall be by:

- A. Delivering the notices to the members personally at least twenty-four (24) hours before such meeting is to take place, or
- B. Leaving the same at the members residence with some person of the household at least twenty-four (24) hours before such meeting is to take place

Service as above prescribed may be made by a member of the Board, the Secretary of the Board, or by any employee of the Board.

Original Date: January 1, 1971 Update Date: February 20, 1984

0600 Organization of Agenda, Board Minutes and Public Participation/Information

0610 Agenda

The Agenda shall be comprised of the following order:

1. Call-to-Order
2. Approval of Agenda
3. Approval of Minutes of the Previous Meeting(s)
4. Superintendent Reports (second meeting of month)
5. Approval of Treasurer's Report (first meeting of month)
6. Approval of Bills Payable (first meeting of month)
7. Comment from the Public on Agenda
8. Old Business/Action Item(s)
9. New Business/Action Item(s)
10. Information/Possible Action Item(s)
11. Comments from Public on Interest of District
12. (Possible) Closed or Executive Session
13. Adjournment

Original Date: January 1, 1971 Update Date: December 19, 2011

0620 Agenda Protocol

The Board recognizes it to be the right and duty of each member to be as fully informed as possible concerning the matters on which the Board must act. It is the policy of the Board that each member be provided, in advance of Board meetings, if possible, with copies of such letters, schedules, reports, maps, bulletins, and the like as related to the business to come before the Board in performing its duties.

The Superintendent shall make recommendations on all agenda items where action is required except reports by Board representatives and officers. These recommendations and all information pertinent to the action to be taken should be furnished to the Board prior to the discussion and the vote.

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board President.

Items of business may be suggested by a Board member, staff member, student, or citizen of the district. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Superintendent. The agenda, however, shall always allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new policies, unless such action has been scheduled.

The agenda, together with supporting materials, shall be distributed to Board members sufficiently prior to the Board meeting to permit them to give items of business careful consideration. The agenda and appropriate agenda materials shall also be made available to the press; to representatives of student organizations; staff organizations; and to others upon request.

Original Date: January 17, 1977 Update Date: February 20, 1984

0630 Board Minutes

The Secretary shall keep, or cause to be kept by a competent designee, complete records of the action of Board meetings. The minutes of the Board shall be kept in an official minute book and shall be a complete record of such minutes including resolutions and motions in full. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the Secretary upon approval and transcribing.

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

Original Date: January 17, 1977 Update Date: February 20, 1984

0640 Public Participation at Board Meetings

All Regular and Special Meetings of the Board shall be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, it shall offer suitable time at all meetings for citizens to be heard.

Recognizing its responsibility for proper governance of the schools and therefore the need to conduct its business in an orderly and efficient manner, the Board shall schedule a period during each meeting for public participation. The Board shall accept comments and questions from the public in areas specified within the Agenda for the meeting. At times, it shall set a time limit on the length of the public discussion period and proposed time limit for individual speakers may be extended by action of the Board. The Board President shall be responsible for recognizing all speakers, who shall properly identify themselves, and for maintaining proper order and obtaining adherence to any time limits set.

Comments and questions at a Regular Meeting may deal with topic related to the Board's conduct of the schools. Comments and questions at a Special Meeting must be related to the call of the meeting. Questions asked by the public shall, when possible, be answered immediately by the President or referred to staff members present for reply. Questions requiring investigation shall be referred to the Superintendent or an appropriate Board Committee for consideration and later response.

Original Date: February 14, 1977 Update Date: February 20, 1984

0650 News Media Services at Board Meetings

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

1. A copy of the agenda and agenda materials will be sent in advance to members of the working media who request it
2. A media section provided with working copies of the agenda and agenda materials, shall be located near the Board's table to enable reporters to follow discussion without difficulty
3. In order that the Board may transact its business with dispatch, questions from the press will not be entertained while meetings are in progress. However, a

representative of the Board will be available after each meeting to answer reporters' questions and to clarify points of discussion and action

4. When individual Board members receive requests from news media representative for information about Board meetings, members shall refer the information-seekers to the Board President, who shall be the spokesperson for the Board except as he or she specifically delegates this responsibility to others.

In the even that representatives of the news media are unable to attend a meeting, they shall be provided upon request with minutes of Board actions, within 5 business days after the meeting at which they are approved.

Original Date: January 17, 1977

Update Date: February 20, 1984