

Utica Community Schools
Board of Education Policies
Rules and Regulations

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8100 POLICY - Formulation and Adoption of Policies

The Superintendent and/or administrative staff shall recommend to the Board of Education new policy, revisions to existing policies and administrative rules and regulations. The Board of Education acts upon recommendations regarding policy.

All new or revised policies require two readings at a Board of Education meeting before being adopted or revised.

Policy
Adopted: 2/11/63
Revised: 11/25/02
Revised: 8/27/07

Board of Education Utica Community Schools



8105 POLICY - Board of Education Meeting Rules and Procedures

The Board of Education, a legally constituted, elected body, believes that to effectively function it must have clearly defined rules and procedures by which to conduct the business of the school district.

I. ACTIONS BY THE BOARD

The official business of the school district which the board is authorized to perform shall be conducted only at a public, duly called meeting, with appropriate notice given as provided by law, and in particular Michigan's Open Meetings Act. No action shall be valid, unless voted on at a meeting by a majority vote of the members present, elected to and serving on the board and a proper record made of the vote.

A proper record of board proceedings shall be kept and signed by the secretary. In the absence of the secretary, the president shall appoint a temporary secretary who shall sign the minutes of the meeting. The vice president shall act in the absence of the president.

A meeting is defined as any gathering for the purpose of discussing school business which includes enough members of the board to constitute a quorum, excepting gatherings for the purpose of adopting a non-policy-making tribute or memorial, or those of a social or chance nature not designed to circumvent the intent of Michigan's Open Meetings Act. Deliberations concerning board business shall not take place at such gatherings.

II. MEETINGS

A. Annual Organizational Meeting

The board shall be organized at a meeting held annually in July. The board shall adopt a regular monthly meeting schedule by a vote of a majority of the members at the organizational meeting. There shall be posted at the principle office of the school district, and other appropriate places a notice of the schedule of meetings within ten days after the organizational meeting. The notice, and all public notices of meetings, shall include the name, address, and telephone number of the board and the date, time, and place of the meetings. The board shall, by resolution, designate a person responsible for the posting of notices.

B. Regular Meetings

The schedule of regular meetings or a regular meeting date may be changed at any meeting by a majority vote of the board. Public notice of meeting schedule changes shall be posted within three days following the meeting at which the schedule is changed. Public notice of a change in a regular meeting date, time or place, shall be posted at least eighteen hours prior to the meeting.

C. Special Meetings

A special meeting of the board may be called by the president or by any other two members of the board. The superintendent or his/her designee shall notify members of the special meeting by phone, fax, e-mail or written notice as soon as the date, time and place have been established. Public notice of special meetings shall be posted at the principal office of the



school district, and at the appropriate places at least 18 hours prior to the convening of the meeting.

D. Closed Sessions

The board may meet in closed session only for the following purposes:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, a member, employee, or individual agent, when the named person requests a closed hearing.
2. To consider the expulsion, suspension, or disciplining of a student when the student or the student's parents or guardian request a closed hearing.
3. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
4. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
5. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the board.
6. To review the specific contents of an application for employment or appointment to public office when the candidate requests that the application remain confidential. However, all interviews by the board for employment or appointment to public office shall be held in an open meeting.
7. To consider material exempt from discussion or disclosure by state or federal statute.

Except for the purposes identified in items 1, 2, and 3, a two-thirds, open meeting roll call vote of the members elect is required to call a closed session and the purpose or purposes for the closed session shall be entered in the minutes of the meeting at which the vote is taken. The closed session shall be recorded in separate minutes, which shall not be a matter of public record except as provided in Michigan's Open Meetings Act. The minutes shall include the time, date, and place of meeting; members present and members absent; the purpose or purposes for which the closed session is called; a brief summary of the discussion; and an indication that only matters for which the meeting was called were discussed. No vote shall be taken during closed session on matters considered in closed session.

Any action taken on such matters shall be taken in a public meeting and recorded in the minutes of that meeting.



E. Emergency Meetings

The board may meet in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members elect decide that delay would be detrimental to efforts to lessen or respond to the threat.

III. PROCEDURES FOR MEETINGS

A. Time and Place

Regular meetings of the board shall be held at the place designated by the board at its organizational meeting. The date, time, or place may be changed at any meeting without including of such an agreement in the agenda and minutes of the preceding regular monthly meeting. The secretary shall post changes in date, time, or location in accordance with provisions established in II.B. of these policies.

B. Notification to Members

No notification of regular meetings is required beyond the mailing or delivery of the agenda for the meeting. Members of the board shall be informed of the date, time, and place of any special meeting by the superintendent or his/her designee.

C. Agenda

The agenda for a regular meeting shall be prepared by the superintendent and mailed, mailed electronically, or delivered to the members of the board at least three days before the date of the meeting. Board members' agenda shall be accompanied by the unapproved minutes of regular meetings, those minutes of special meetings which are available, superintendent's recommendations, and other materials pertinent to items on the agenda or which may be useful to the members.

D. Special Meeting Agenda

The agenda for a special meeting shall, time permitting, meet the requirements as to preparation and delivery as provided for regular meetings.

E. Quorum

A majority of the members of the board shall constitute a quorum. A majority of the members elect is required to approve a motion.

F. Voting Method

Voting shall be by ayes and nays. Roll call votes may be called for at the discretion of the president or may be requested by any member. Any vote for the purpose of calling a closed session shall be by roll call vote. All roll call votes shall be recorded and included in the minutes of the meeting. Any member may abstain from voting for cause and may request his reason for abstaining be recorded in the minutes. Any member may request an explanation of his vote be recorded in the minutes.

G. Minutes

The secretary of the board shall keep minutes of every meeting of the board. The minutes shall include the date, time, place, members present, members absent, all decisions made at open meetings and the purpose or purposes for which closed sessions are called, all roll call



votes and a reference to reports presented and items discussed when no action is taken. Proposed and approved minutes of an open meeting of the board are public records open to public inspection. Copies of proposed minutes of an open meeting shall be provided upon request to members of the public within 8 business days of the meeting and copies of approved minutes within 5 business days of the meeting at which they are approved.

H. Public Participation in Meetings

All meetings of the board shall be open to the public. A person shall not be required as a condition of attendance at a meeting to register or otherwise provide his/her name or other information or fulfill a condition precedent to attendance. Any person shall be permitted to address the board under agenda item, Public Communication. He/she shall be recognized by the president and give his/her name, and the issue or agenda item on which comments will be made. The board, at its discretion, may alter the order of business to permit communications from the public at other times during the meeting.

Persons may be excluded from attendance at open meetings only for a breach of the peace committed at the meeting. The rules for public participation in meetings adopted by the board shall be available at all meetings.

In order to assure that persons who wish to appear before the school board may be heard and at the same time conduct the meetings in an orderly and efficient manner, the following procedures will be adhered to during the public communication period at school board meetings:

1. Anyone wishing to speak before the board will be heard at the time allotted on the agenda for "public communication". Such presentations should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to three minutes.
2. Participation in the public communication period shall be limited to those who fill out a form available at all board meetings, giving topic of interest, name, address, phone, and, if representing a group or organization, its name. This form must be presented to the board secretary by the speaker (not a representative) prior to the beginning of the Board of Education meeting.
3. During the public communication period, the board will listen to any school-related topic.
4. The Board vests in its president or other presiding officer authority to terminate the remarks of any individual when they do not adhere to these rules or when, in the opinion of the presiding office, they disrupt the decorum of the board meeting.

I. Information and Study Sessions

The board may devote a part of each regular or special meeting, or schedule a study meeting, for the purpose of receiving information and discussing matters pertaining to the school district through presentation, discussing special projects, or other matters. Such sessions shall be open to the public, and notice of such properly posted, and minutes taken.



J. Board Committees

Standing or Ad Hoc Committees appointed by the board which are by resolution directed to exercise any of the board's governmental proprietary function shall be considered a public body and shall meet all of the requirements of Michigan's Open Meetings Act in regard to holding open meetings, giving public notice, taking minutes and the conducting of meetings. Committees or subcommittees established for the purpose of developing recommendations for subsequent board action or to serve in an advisory capacity to the board shall not be considered a public body. All recommendations from such committees shall be thoroughly discussed and aired by of the board.

Policy

Adopted: 4/25/77

Revision: 8/11/97

Revision: 8/14/00

Revision: 8/27/07

Board of Education Utica Community Schools



8105 RULES AND REGULATIONS - Audio and Video Recording

Under Michigan's Open Meetings Act, citizens and the news media, have the right to record the proceedings of Board of Education meetings. Prior permission is not required to tape-record or videotape open Board meetings. Notification to the Board President or the Superintendent of Schools before the meeting may be beneficial so that appropriate arrangements can be made to accommodate recordings. The following rules have been developed to regulate such recordings:

- I. Citizens and the news media may not engage in any activity that is disruptive to the proceedings of the Board of Education meeting.
- II. Citizens and the news media are allowed to video record the proceedings in designated areas adjacent to the audience.
- III. Citizens and the news media are permitted one video recording device and one microphone.
- IV. Citizens and the news media are permitted one audio recording device and one microphone.
- V. Audio recordings will be permitted from either the podium or side speakers.
- VI. The Superintendent or his/her designee shall provide citizens and the news media with above information prior to each board meeting and shall enforce such rules and regulations.

Rules and Regulations
Revised: 2/14/95
Revised: 8/27/07

Superintendent of Schools



8110 POLICY - The Defense and Indemnification of Trustees and Officers

- I. To the extent permitted by law, the District shall defend, hold harmless and indemnify members of the Board of Education from any and all demands, claims, suits, actions and legal proceedings except criminal matters brought against any of them in their individual capacity or in their official capacity as agent of the District, provided the incident arose while they were acting within the scope of their duties.
- II. The policy to hold harmless and indemnify set forth in Paragraph I hereof shall include the reasonable cost of defense as determined by the Board of Education as a whole. If, in the good faith opinion of the person covered under this policy, a conflict exists as regards the defense to such claim between the legal position of the individual covered and the legal position of the District, the individual may engage counsel approved by the Board of Education, in which event the District shall indemnify him or her for the reasonable cost of legal defense to the extent permitted by law. The District shall not, however, be required to pay any cost of any legal proceeding in the event the District and the person covered hereunder have adverse interests in such litigation.
- III. This policy shall only apply to the extent that there is no other insurance coverage of any nature whatsoever which will fully protect the persons mentioned in Paragraph I hereof from the demands, claims, suits, actions or legal proceedings brought against them as set forth in Paragraph I hereof.

Policy
Adopted: 6/13/88
Revised: 2/11/08

Board of Education Utica Community Schools



8115 POLICY - Naming Schools and Facilities

The Board of Education approves the naming of school buildings and facilities in the Utica Community Schools.

Policy
Adopted: 11/22/65
Revised: 10/19/97
Re-Adopted: 6/11/07

Board of Education Utica Community Schools



8115 RULES AND REGULATIONS - Naming Schools and Facilities

- I. School Buildings and facilities such as; auditoriums, gymnasiums, athletic fields, multi-purpose rooms, media centers or nature centers, may be named in honor of prominent persons who have made significant contributions to the purposes of education or to the community at large.
- II. In the event a school building or facility may be named after a district employee or member of the Board of Education, the naming process shall begin only after the person has been separated from the district for a minimum of one year.
- III. Proposals to name a school building or facility must reflect broad community and/or site-based involvement, and the process prescribed herein must be followed in full.
- IV. The process for proposing a name of a school building or facility is as follows:
 - A. An ad hoc committee initiates a written proposal. (See V.)
 - B. The proposal is forwarded to the District Naming Committee. (See VI.)
 - C. The District Naming Committee evaluates the proposal.
 - D. The District Naming Committee makes a recommendation to the Superintendent.
 - E. Final approval of all names of school buildings and facilities rests solely with the Board of Education.
- V. Ad Hoc Committee
 - A. An individual or group may form an ad hoc committee to propose a name for part or all of a school building or facility.
 - B. The Proposal (Form 1) may be secured from the Superintendent's office. Completed proposals are returned to the Superintendent's office and then forwarded to the District Naming Committee.
 - C. The naming proposal submitted by the ad hoc committee must be complete with rationale in all the following categories:
 1. Significant contributions to school/community
 2. Outstanding personal/professional characteristics
 3. Years of service to Utica Community Schools (if applicable)
 4. Professional/community affiliations
 5. Educational impact on students/staff/community
 6. Relevant Association to school building or facility to be named
 - D. Letters in support of the naming, addressing criteria in C. above, are required from:
 1. Students (minimum of two letters)

2. Staff (minimum of two letters)
 3. Community (minimum of three letters)
- E. Expenses incurred in the naming of a school building or facility shall be identified and may become the responsibility of the ad hoc committee. A proposed budget (Form 2) shall be submitted with the naming proposal.
- F. The naming proposal shall be submitted to the District Naming Committee for evaluation.
- VI. District Naming Committee
- A. The District Naming Committee shall be appointed by the Superintendent of Schools and composed of a representative from each of the following: the Superintendent's office; the Curriculum Department; the Human Resources Department; the Business Department; building administration; non-administrative employees and the community.
 - B. The District Naming Committee convenes to verify that the process has been completed in full. The District Naming Committee evaluates the proposal and makes a recommendation to the Superintendent. (Form 3)
 - C. The District Naming Committee is dissolved after the process is completed for a specific proposal.

Utica Community Schools
Naming School Buildings and Facilities
Proposal

Facility _____ Date _____

Proposed Name of School
Building/Facility _____

Members of Ad Hoc Committee (add additional names if needed):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Check List:

Rationale:

1. _____ Significant contributions to school/community
2. _____ Outstanding personal/professional characteristics
3. _____ Years of service to Utica Community Schools (if applicable)
4. _____ Professional/community affiliations
5. _____ Educational impact on student/staff/community
6. _____ Relevant association with school building/facility to be named

Student Letters (minimum of two): Staff Letters (minimum of two)

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |

Community Letters (minimum of three)

1. _____
2. _____
3. _____

Budget (see Form 2)

Date forwarded to District Naming Committee _____

Form 1



Utica Community Schools
Naming School Buildings/Facilities
Budget

Facility _____ Date _____

Proposed Name _____

Signage: \$ _____

Installation of signage: \$ _____

Yearly Maintenance: \$ _____

Electricity: \$ _____

Miscellaneous: \$ _____
(Please List)



Utica Community Schools
Naming School Buildings/Facilities
District Naming Committee

Facility _____ Date _____

Proposed Name _____

Representatives:

Superintendent's Office _____

Curriculum Department _____

Human Resources Department _____

Business Department _____

Building Administrator _____

Community Member _____

UCS Employee _____

Evaluation Summary: _____

Form 3

Rules and Regulations
Adopted: 6/19/95
Re-Adopted: 6/11/07

Superintendent of Schools

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8200 POLICY - Superintendent Evaluation

The Board of Education shall meet yearly, in May, for the purpose of evaluating the Superintendent.

Policy
Adopted: 1/27/92
Revised: 12/11/95
Re-Adopted: 8/27/07

Board of Education Utica Community Schools



8300 POLICY - Utica Community Schools District Goals

The Utica Community Schools Board of Education places the highest priority on the establishment of District Goals.

The board, in approving District Goals, will act in the best educational interests of the school community.

The superintendent and administration provide the data and expertise in the development of District Goals.

Administrators, through the superintendent, recommend to the Board of Education the scope and content of educational programs as they may apply to the development of District Goals.

The Board of Education shall meet annually for the purpose of formulating the Utica Community Schools District Goals.

Policy
Revised: 11/27/95
Revised: 11/25/02
Re-Adopted: 8/27/07

Board of Education Utica Community Schools

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8305 POLICY - School Improvement (Public Act 25)

Federal law mandates schools to publish an annual report in the No Child Left Behind Act of 2001. To fulfill these requirements, Utica Community Schools implements a school improvement process based on goals and Indicators of Excellence. These Indicators of Excellence focus on student achievement through rigorous course offerings, the use of data to guide our decision-making and maintaining parent and community involvement as part of student learning. With the passage of Public Act 25 (MCL 380.373) in 1990, the State of Michigan requires every school district in the state to issue an annual report which focuses on student achievement.

The Board of Education in fulfilling the requirements of Public Act 25 hereby sets forth its philosophy regarding the implementation of the school improvement process within the Utica Community Schools.

The Board of Education fully supports and requires participation at every level for the School Improvement teams. The Board of Education endorses School Improvement for every school within the Utica Community Schools. Further, the Board of Education advocates a collaborative, building based, district supported process firmly focused on the improvement of student learning.

The Board of Education requests the Superintendent require principals to involve all employees, parents, non parents, students, business and industry in the individual School Improvement Process.

Consistent with the responsibilities of the Board of Education under state law and the policies and practices of the school district, the Board of Education supports the development of School Improvement plans by individual School Improvement Teams for all schools within the district.

Policy
Adopted: 3/23/92
Revised: 11/12/07

Board of Education Utica Community Schools



8400 POLICY - Memorials

In the event of the death of a Utica Community Schools student; an employee or a employee's immediate family member; current member of the Board of Education or a member of the Board of Education's immediate family; a former member of the Board of Education and a retired administrator, the Superintendent or his/her designee is authorized to send a suitable acknowledgement on behalf of the Utica Community Schools Board of Education and Administration.

When deemed appropriate, the Superintendent of Schools or his/her designee may send an acknowledgement to other individuals who support the daily operations of the Utica Community Schools.

Policy
Adopted: 11/25/63
Revised: 11/25/02

Board of Education Utica Community Schools

