

Utica Community Schools
Board of Education Policies
Rules and Regulations

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9100 POLICY – Code of Ethical Procedure

We believe:

That in a society in which sovereignty resides in the people, it is the function of government to administer to their common welfare, and that equal opportunity for justice, freedom of worship, of speech, of assembly, and of press are inherent rights of the individual.

That an effectively operated public education program on the elementary, secondary, and higher education levels contributes to society.

That education is a State function; that school districts are organized for the purpose of maintaining public schools; that their creation is authorized by constitutional provisions and by the general statutes which confer upon them all their powers, prescribe all their duties, and impose all limitations to which they are subject.

That pursuant to the preceding paragraph the policies adopted by the Board of Education and the administrative rules and regulations relating there to, as developed by school officials, should recognize the specific rights, duties and responsibilities of each agency, office or individual to take appropriate action in term of these policies and rules and regulations. The Board of Education should delegate the administrative functions of the school to its executive officer—the Superintendent of Schools, and through him to other administrative officers, instructional and non-instructional personnel.

That decisions affecting the complex problems of organizing, of administering, of developing the curriculum, and of securing financial support for the schools should be made in terms of “what is best for the child, society and the nation” to the end that each child shall receive the best possible education in relation to his abilities, interests, and potentialities.

That the development of effective public education demands that the rights, duties and responsibilities of the Board of Education and the Superintendent shall be recognized and that appropriate relationships shall be established and observed as presented herewith.

Policy
Adopted: 8/12/63

Board of Education Utica Community Schools



9101 POLICY – Code of Ethical Procedures

Board of Education Members

As a Board Member I shall:

1. Recognize the function of the Board of Education as being legislative and judicial.
2. Delegate executive responsibilities to the Superintendent of Schools and through him to other administrative and staff personnel the function of the administering the schools in accordance with the statutory law, requirements prescribed by the State Constitution, the State Department of Public Instruction, and adopted policies of the Board of Education.
3. Require that the policies adopted by the Board of Education shall be codified, made available, and kept up to date as required by periodic re-examination.
4. Require that the administrative rules and regulations shall be in harmony with Board of Education policy, codified, made available, and kept up to date.
5. Act on legislative matters only after seeking and receiving pertinent information, after receiving the Superintendent's recommendations, and after full discussion by the Board of Education.
6. Recognize that Board of Education members should act in what is conceived to be the best interests of the entire community.
7. Recognize that authority to act rests with the entire Board of Education and that business shall be transacted only in official meetings.
8. Refrain from making commitments to individuals or organizations as an individual member of the Board of Education.
9. Subordinate personal differences in order that actions of the Board may be effective.
10. Recognize that actions of the Board remain in effect until modified.
11. Require that meeting of the Board of Education be conducted on the basis of a planned agenda prepared by the Superintendent of Schools in accordance with Board policies and made available together with pertinent information relative to items on it to members of the Board for study prior to the Board meeting.
12. Submit items to be placed on the agenda in ample time so that the Superintendent of Schools may assemble information bearing on the subjects.

13. Require the Superintendent of Schools to keep the Board continuously and adequately informed concerning the school program, its problems – current and anticipated – so that the board may operate in conformity with General School Laws.
14. Keep the Superintendent and fellow members of the Board of Education advised of community reaction to the school program and to school policies.
15. Listen courteously to citizens with questions and complaints referring them to an appropriate member of the school staff in accordance with the policies of the Board of Education.
16. Refer personal requests and criticisms by employees directly to the appropriate administrative officer in accordance with the policies of the Board of Education.
17. Act on the selection, assignment, transfer, promotion, demotion or dismissal of school personnel, both certified and non-certified, only after submission of a recommendation by the Superintendent of Schools. If a recommendation of a new employee by the Superintendent of Schools is not accepted by the Board, the Superintendent shall be requested to make another recommendation.
18. Participate in county, regional, state, and national associations of school board members.
19. Vote to employ the most competent person available for the position of Superintendent of Schools after a careful canvas of all available candidates.
20. Support the Superintendent of Schools as an administrator of Board of Education policies.
21. Hold the Superintendent responsible for acceptable standards and results in the operation of the school system.
22. Support reasonable tenure and, in the case of any dissatisfaction with the services of a school administrator expect the following procedures:
 - a) The preparation of a written, clear-cut statement of any dissatisfaction or deficiencies and a mutual discussion of any deficiencies.
 - b) The allowance of an agreed upon period of time for the administrator to correct stated inadequacies.
 - c) The opportunity for the administrator to meet with the Board prior to any final decision regarding termination of his services. At this point the Board shall indicate deficiencies in writing, and the administrator shall have the right to be represented by counsel.
 - d) Provision of at least six months notice to a Superintendent of Schools prior to the end of a contract period if appointment as Superintendent is not to be continued.

23. Work with others on the Board to crystallize the educational ideals, values, and goals of the community into concepts of policy and see to it that these are translated into actual practice by the Superintendent and the staff.
24. Recognize my responsibility to work with elected county, state and national office-holders to see that educational needs of youth are met.

Policy
Adopted 8/12/63

Board of Education Utica Community Schools



9200 POLICY - Custody of Funds

The Board of Education shall appoint its own treasurer. The records of the treasurer shall be open to public inspection. The term of the treasurer so appointed shall be for a period of one year beginning July first following appointment or until a successor is duly appointed and qualified; however, the treasurer may be re-appointed. For sufficient cause such Treasurer of the Board of Education may be removed from office by the Board of Education. In case of a vacancy caused by death, resignation or removal from office of the treasurer, the Board of Education shall appoint a treasurer for the unexpired term.

The treasurer or designee shall be the lawful custodian of all school district funds and shall demand, receipt for, and safely keep, according to law, all bonds, mortgages, notes, monies, effects, books, and papers belonging to the school district. The Board of Education shall designate a bank or banks or other depository situated in the State of Michigan in which school funds and monies in the custody of the Treasurer of the Board of Education or designee shall be kept.

When a new depository is designated, the Board of Education shall notify the insurance company of that fact, in writing, at least five days before the transfer of funds. The Treasurer of the Board of Education shall be discharged from responsibility for such funds and monies deposited in a depository so designated while such funds and monies are so deposited; but shall not be discharged from responsibility for any funds or monies deposited in a bank if the amount of such deposits exceed seventy-five percent of the capital stock and surplus of the bank.

Each bank designated as a depository for school district funds or monies shall, while acting as such depository, furnish a copy of all statements of resources.

Policy
Adopted: 2/12/62
Revised: 8/27/07

Board of Education Utica Community Schools



9300 POLICY - Board of Education Reimbursement

Utica Community Schools Board of Education members and Utica Community Schools administrative staff shall be reimbursed for actual and necessary expenses incurred in the discharging of their official duties and in performing functions authorized by the Board of Education.

Schedule of Specific Categories

The following specific categories of duties and functions are approved as reimbursable expenses:

- I. Educational conferences and business meetings, including registration fees and expenses incurred for attendance at Board approved education-related conferences, seminars, continuing education classes, and workshops at the local, state, and national levels. Expenses include cost of travel, lodging, and meals which are directly related to the conference, seminar, class, or workshop, subject to the following limitations:
 - A. Lodging: Single occupancy for the Conference Published Rates.*
 - B. Meals: Maximum of \$50 per day; the suggested maximum meal cost is \$25.**
- II. School business travel: air travel at coach rate; automobile mileage at the Internal Revenue Service approved rate per mile, plus tolls; taxi or rental car allowances at current prevailing rates for travel outside the district when necessary to attend a function on this schedule.

Utica Community Schools Board of Education must vote to approve the reimbursement, in accordance with Revised School Code MCL 380.1254, prior to any expense being incurred and before payment is actually made.

Non-scheduled Categories of Expenses

An expense incurred for an official duty or function not appearing in this policy, or for an amount exceeding the maximum allowed in this policy, requires prior official approval by the Board of Education.

Expense Receipts

To receive reimbursement, supporting ITEMIZED receipts or other evidence must be submitted to the district's business office to verify expenses incurred.

Spouses and Other Family Members

Expenses of spouses and other family members accompanying board members in the discharging of their official duties or performing authorized functions are not reimbursable.

*Figures exclude all taxes

**Figures include all taxes and gratuities

Legal Reference: *Revised School Code MCL 380.1254*

Policy

Adopted: 10/9/95

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Revised: 8/2001

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9300 RULES AND REGULATIONS - School Board Member Reimbursement for School Board Expenses Conferences and Conventions

Prior to incurring costs, the Board of Education, by a majority vote of its members at an open meeting, will approve reimbursement of specific expenses.

A minimum of thirty (30) working days notice is required for the processing of a Request for Conference Leave form.

Expenses covered:

- I. Lodging –the single occupancy amount for the published conference rate plus all appropriate taxes. When no single occupancy conference rate is published, the allowable rate will be reasonable and customary.
- II. Meals - maximum of \$50 per day, the suggested maximum meal cost is \$25 including all taxes and tip.
- III. Registration Fees
- IV. Travel
- V. Tips

When the conference has been completed all expenses must be documented on the leave forms, substantiated by original receipts and signed by the Treasurer of the Board of Education within ten working days.

Rules and Regulations
Adopted: 10/9/95
Revised: 8/1/01
Revised: 8/27/07

Superintendent of Schools

