

MEMBERSHIP

0141 **Number**

The Board of Directors shall consist of the number of members as established within the provisions of the Charter Contract.

0142 **Appointment**

0142.1 **Term**

The term of each Board member shall be for a term, the length of which is set by the Charter Contract. A member may be appointed for additional terms.

0142.2 **Oath**

Each newly-appointed or reappointed Board member shall take and file an oath of office within the timelines established within the Charter Contract and State Statute.

0142.3 **Vacancies**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being adjudicated insane or being found to be mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's removal from office
- D. the incumbent's conviction of a felony
- E. the incumbent's election or appointment being declared void by a competent tribunal
- F. the incumbent's neglect or failure to take and file the oath of office, or to give or renew an official bond required by law
- G. the incumbent's ceasing to possess the legal qualifications for holding office
- H. the incumbent's residence being removed from the State.

If less than a majority of the offices of the Board becomes vacant, the remaining members of the Board shall nominate a candidate for the vacancy immediately.

0142.31 **Filling a Board Vacancy**

See Provision of the Charter Contract Bylaws.

0142.4 **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 may encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the Academy, and learn Board procedures. Accordingly, in conjunction with the Authorizer and Educational Service Provider, the Board shall give copies of the following items to each new Board member no later than his/her first regular meeting as a Board member for his/her use and possession during their term on the Board:

1. a copy of the Charter Contract;
2. the Educational Service Provider Contract;
3. the School Leader Contract;
4. a copy of the Board policy manual;
5. the current budget statement, audit report, and related fiscal materials;
6. student handbook;
7. staff handbook;
8. Open Meetings Act;
9. meeting conduct material (standard agenda, recording minutes, handling of a motion); and
10. other materials, as deemed appropriate by the Board.

Each new Board member shall be invited to meet with the Board President, Educational Service Provider representative, and School Leader to discuss Board functions, policies and procedures, and provisions of the Charter Contract.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

0143 **Authority**

Individual members of the Board do not possess the powers that reside in the Board of Directors. The Board speaks through its approval of actions that are reflected in its minutes and not through its individual members. An act of the Board shall not be valid unless approved by majority vote of the Directors of the

Academy present at a meeting at which a quorum is present. (See Charter Contract Bylaws)

MCL 15.261, et. seq.

No member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

Since the staff of this Academy are employees of the Educational Service Provider, access to Educational Service Provider personnel records, if appropriate, shall be subject to the following rules:

- A. Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members in fulfilling their legal responsibilities in making decisions. Privacy of such records will be the responsibility of the Educational Service Provider.
- B. Any examination of Academy employee personnel records by the Board of Directors shall be conducted in accordance with the Open Meetings Act.
- C. Personnel records shall, in their entirety, be returned to the custody of the Educational Service Provider/School Leader at the conclusion of the Board meeting.

0143.1 **Public Expression of Board Members**

The Board President or Educational Service Provider/School Leader with the proper designation of the Board, functions as the official spokesperson for the Board. From time-to-time, however, individual Board members make public statements on Academy matters to local media and to local and/or state officials.

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on Academy matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

This policy shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

- A. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
- B. routine, not for publication, correspondence of the School Leader and other Board employees

- C. routine "thank you" letters of the Board
- D. statements by Board members on non-Academy matters (providing the statements do not identify the author as a member of the Board)
- E. personal statements not intended for publication

0144 **Operations**

0144.1 **Compensation**

Board members shall not receive annual compensation for service as a Board Member.

0144.11 **Reimbursement of Expenses**

By resolution of the Board, expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered. The following guidelines have been established by the Board of Directors to ensure appropriate and proper reimbursement of expenses for Board members:

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- C. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- D. Purchase of any printed or other materials relating to Board Membership will be reimbursed if pre-purchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval.
- E. No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- F. A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.

0144.2 **Board Member Ethics**

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

- A. always remember that their first and greatest concern must be for the educational welfare of the students attending the academy;
- B. attend all regularly scheduled and special Board Meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- C. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- D. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- E. 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;
- F. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the Academy to the Educational Service Provider or School Leader;
- G. communicate to other Board members and the Educational Service Provider/School Leader expressions of public reaction to Board policies and Academy programs;
- H. inform themselves about current educational issues by individual study and through participation in programs providing needed information;
- I. support the employment of those persons best qualified to serve as staff, and insist on a regular and impartial evaluation of all staff;
- J. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- K. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;

Source: Board of Directors, National School Boards Association.

0144.3 **Conflict of Interest**

MCL 15.183, 15.323, 380.634, 450.2545, 450.2546

Board members shall perform their official duties in a manner free from conflict of interest. To this end no Board member shall use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the Academy. When a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a

matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.

If the financial interest pertains to a proposed contract with the Academy, the following requirements must be met:

- A. The Board member shall disclose the financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the Academy, the Board member shall make the disclosure in one of two (2) ways:
 1. In writing, to the Board president (or if the member is the Board president, to the Board secretary) at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Board Operating Policy 0165)
 2. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her financial interest amounts to \$5000 or more.
- B. Any contract in which there is a conflict of interest as defined by this Policy and the related statute (MCL 15.321, et. seq.) must be approved by a vote of not less than two-thirds (2/3) of the full Board without the vote of any Board member with a financial interest.
- C. A member of the Board is presumed to have a conflict of interest if the member or his/her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is an employee of the Academy.

Having a child in the Academy does not alone constitute a conflict of interest or financial interest in a contract or other financial transaction of the Academy.

“Family member” means a person’s spouse or spouse’s sibling or child; a person’s sibling or sibling’s spouse or child; a person’s child or child’s spouse; or a person’s parent or parent’s spouse, and includes these relationships as created by adoption or marriage.

1. A Board member is not considered to have a financial interest in any of the following instances:
 - a. A contract or other financial transaction between the Academy and any of the following:
 - i. A corporation in which the individual is a stockholder owning 1% or less of the total stock outstanding in any class if the stock is not listed on a stock

exchange or owning stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.

- ii. A corporation in which a trust, if the individual is a beneficiary under the trust, owns 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owns stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.
 - iii. A professional limited liability company organized pursuant to the Michigan limited liability company act, if the individual is an employee but not a member of the company.
- b. A contract or other financial transaction between the Academy and any of the following:
- i. A corporation in which the individual is not a director, officer, or employee.
 - ii. A firm, partnership, or other unincorporated association, in which the individual is not a partner, member, or employee.
 - iii. A corporation or firm that has an indebtedness owed to the individual.
- c. contract awarded to the lowest qualified bidder, upon receipt of sealed bids pursuant to a published notice for bids if the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding. This does not apply to any amendments or renegotiations of a contract or to additional payments under the contract that were not authorized by the contract at the time of award.

If the financial interest pertains to a proposed contract with the Academy, the following requirements must be met:

1. The Board member shall disclose the financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct **financial** interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the Board member shall make the disclosure in one of two (2) ways:
 - a. In writing, to the Board president (or if the member is the Board president, to the Board secretary) at least seven (7)

days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)

- b. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her financial interest amounts to \$5000 or more.

2. Any contract in which there is a conflict of interest as defined by this bylaw and the related statute (M.C.L. 380.1203) must be approved by a majority vote of the full Board without the vote of any Board member with a financial interest.

However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.

- D. The official minutes of the Board disclose the name of each party involved in the contract, the nature of the financial interest, and the terms of the contract including the duration, financial consideration between the parties, facilities or services of the Academy included in the contract, and the nature and degree of assignment of Academy staff needed to fulfill the contract.
- E. A Board Member with a conflict of interest in a contract may not participate in the discussion of nor vote on the contract.
- F. Board member may serve as a volunteer coach or supervisor of a student extra-curricular activity if ALL of the following conditions are present:
 1. The Board member receives no compensation as a volunteer coach or supervisor;
 2. The Board member abstains from voting on issues before the Board concerning the program in which he is involved during the period of time s/he serves as a volunteer coach or supervisor;
 3. There is no other qualified applicant available to fill a vacant position; and
 4. The appointing authority has received the results of a criminal history check and criminal records check from the Michigan State Police and the Federal Bureau of Investigation for the Board member.

See also, Policy 6420, Conflict of Interest—Legal Counsel, Advisors, Consultants

0144.4 **Indemnification**

The Board may hold harmless, indemnify, Directors and Officers, pay, settle, or compromise a judgment against a Board member to the extent allowed under the law. The Board may also purchase Errors and Omissions insurance coverage for the Board of Directors.

MCL 691.1408, 450.2561 - 2569

0145 **Discriminatory Harassment**

The Board of Director's intent is to provide an environment that fosters the respect and dignity of each person. To this end, the Board is committed to maintaining an environment free of harassment and intimidation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic.

The harassment of a student, staff member, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any person who is found to have violated this policy will be subject to discipline in accordance with law.

MCL 37.1101, et. seq., 37.2101, et. seq., 380.1300a

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