

The logo for Whitmore Lake Public Schools features a large, stylized 'W' and 'L' on the left, with the words 'WHITMORE', 'LAKE', 'PUBLIC', and 'SCHOOLS' stacked to the right in a bold, serif font.

**WHITMORE
LAKE
PUBLIC
SCHOOLS**

**BOARD OF EDUCATION
REGULAR MEETING**

September 12, 2016 — 7:00 p.m.

Whitmore Lake High School Media Center



**WHITMORE LAKE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Mission Statement

*Partnering with students, parents, and the community to
provide exceptional, personalized education.*

REGULAR MEETING

Monday, September 12, 2016 - 7:00 p.m.

**Whitmore Lake High School Media Center
7430 Whitmore Lake Rd.
Whitmore Lake, MI 48189**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

**BOARD OF EDUCATION
ROLL CALL**

CALL TO THE PUBLIC

“The meeting is a meeting of the Board of Education in public for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.”

BOARD CLARIFICATION

STUDENT COUNCIL

Karolyn Wagner will present the student council report.

CONSENT ITEMS

Approval of minutes from August 22, 2016 Board of Education Workshop-Retreat meeting, and the August 22, 2016 Board of Education Regular meeting (**Attachment 1**)

NEW BUSINESS

Personnel

Motion to approve the hire of Molly Lindeman as a part time (.67) High School Math teacher for the 2016-17 school year at step1 on the WLEA BA salary scale with a hire date of August 31, 2016.

NEOLA

Attachment 2 contains NEOLA policies for a first reading.

MASB

The Michigan Association of School Boards Delegate 2016 Assembly will begin Thursday, November 10 in Detroit. The board may select an official voting delegate and alternate; this selection must be certified by September 23, 2016.

Building, Site, and Recreation

Superintendent DeKeyser will discuss the state of facilities at Whitmore Lake Elementary School, Whitmore Lake Middle School, Jennings Rd. Athletic Complex, and the Whitmore Lake High School.

SUPERINTENDENT'S REPORT

OTHER INFORMATION

Elementary School Music Teacher, Lisa Shanks, submitted her letter of resignation effective August 30, 2016.

Hillary Hawkes has accepted the position as Paraprofessional at the Early Childhood Center with a start date of September 6, 2016. This position has an hourly pay rate of \$10.34 (Step 1 of the WLPA).

ANNOUNCEMENTS

The next Meeting of the Board of Education will be a Regular Meeting held on Monday, September 26, 2016 at 7:00 p.m. in the WLHS Media Center.

CALL TO THE PUBLIC

BOARD MEMBER REPORTS

Mr. Henry, Mrs. McCully, Mrs. Kritzman, Mrs. LaForest, Mrs. Slagle, Mrs. Schwennesen, and Mr. Dignan

ADJOURNMENT

Please fill out a "Public Participation Request" form if you wish to address the Board prior to the Public Comment section of the meeting. Please include your name, address and topic you wish to speak on. Those wishing to speak in Public Comment are limited to three (3) minutes.

0000 – BYLAWS

0160 - MEETINGS

0167.3 – Public Participation at Board Meetings

Tape or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. 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 recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

M.C.L. 15.253(4)(5)(6), 380.1808

Revised 9/27/2010

Use of Recording Devices

Anyone attending a school event who wishes to record the activity on a visual recording device shall be asked to abide by the following rules:

- A. The recorder must operate the device within the area designated by the principal or director of the activity.
- B. The camera must not block the view of any other attendees or interfere with others who seek to record the activity.
- C. Those who record or assist a recorder must not block any passageways nor interfere with any other attendee's participation or observation of the activity.
- D. If sound is also being recorded, the recorder must not ask other attendees to be quiet or to change their behavior in order to improve the quality of the sound.
- E. If the District is recording the activity, the principal may arrange for a person to obtain a copy providing s/he agrees to provide a tape and pay whatever the principal may need to charge to cover the costs of transfer.

Where the District does not possess the appropriate license or permission to allow the recording of a copyrighted work or performance, notice will be given, when possible prior to the exhibit or performance. Announcements shall be made at the beginning of any such exhibit or performance.

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Whitmore Lake Public Schools
BOARD OF EDUCATION
Board/Superintendent/Administrators Retreat Minutes
August 22, 2016 – Middle School Media Center – 5:30 p.m.

MEMBERS PRESENT

Ken Dignan (*President*), Lisa McCully (*Vice President*), Bob Henry (*Treasurer*), Rita LaForest (*Secretary*), Michelle Kritzman (*Trustee*), Laura Schwennesen (*Trustee*), and Lynn Slagle (*Trustee*)

MEMBERS ABSENT

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, Director of Business & Operations, Denise Kerrigan, Elementary Principal and ECC Director, Sue Wanamaker, High School Dean of Students, Linda Lupi, Director of Student Services, Melissa Heuker and Community Relations & Recreation Director, Maria Carter-Ewald

OTHERS PRESENT

Brad McCormack, Jill Henry and Dorene Fraley

CALL TO ORDER

At 5:55 p.m. by President Ken Dignan.

CALL TO THE PUBLIC

None

BUSINESS

Plans and Goals

The Board discussed the following topics: Program Expansion both curricular and extra-curricular, Student Achievement Measures of Improvement, Use of Charter Schools, Cyber Schools and Alternative Programming, and future use of WLPS Middle School Building.

AP Scores and re-alignment

Director of Instruction Jill Henry provided the Board with an overview on how the colleges score AP classes and issue college credits to students who pass the AP exam. She also shared plans of offering AP classes to students in 10th through 12th grade.

Wireless infrastructure

Director of Business & Operations Denise Kerrigan shared with the Board an overview of the costs of replacing the wireless infrastructure for an estimated cost of \$33,000. She also shared there is no wireless capabilities at the athletic fields but that could be added for an additional estimate of \$4500.

ANNOUNCEMENTS

The “Welcome Back” breakfast, for the staff, hosted by the Board will be on August 31, 2016 at 8:00 a.m. in the High School Cafeteria.

The Regular Meeting of the Board of Education will follow at the conclusion of the retreat on Monday, August 22, 2016 at 8:00 p.m. in the WLHS Media Center.

CALL TO THE PUBLIC

None

ADJOURNMENT

*Motion to adjourn the Workshop/Retreat meeting at 9:32 p.m. made by Mrs. Slagle; supported by Mrs. Schwennesen.
Ayes - 7; Nays- 0, motion carried 7-0.*

*Rita A. LaForest, Secretary, Board of Education
Whitmore Lake Public Schools*

Date



**Whitmore Lake Public Schools
BOARD OF EDUCATION**

Regular Meeting Minutes

August 22, 2016 -- Middle School Media Center -- 8:00 p.m.

MEMBERS PRESENT

Ken Dignan (*President*), Lisa McCully (*Vice President*), Bob Henry (*Treasurer*), Rita LaForest (*Secretary*), Michelle Kritzman (*Trustee*), Laura Schwennesen (*Trustee*), and Lynn Slagle (*Trustee*)

MEMBERS ABSENT

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, Director of Business & Operations, Denise Kerrigan, Elementary Principal and ECC Director, Sue Wanamaker, High School Dean of Students, Linda Lupi, Director of Student Services, Melissa Heuker and Community Relations & Recreation Director, Maria Carter-Ewald

OTHERS PRESENT

Staff, parents and members of the community

CALL TO ORDER

At 8:00 p.m. by President Ken Dignan.

CALL TO THE PUBLIC

None

SPECIAL PRESENTATION

Director of Student Services Melissa Heuker shared the Special Education compliance Corrective Action Plan with the Board. The plan will now include use of a Google Calendar to help facilitate meeting dates.

STUDENT COUNCIL

Student Council Representative, Karolyn Wagner, shared their first meeting of the year will be held on Wednesday, August 31, 2016. They will continue planning for the homecoming season.

COMMITTEE REPORTS

None

CONSENT ITEMS

Motion to approve the minutes from the June 20, 2016 Finance Committee meeting, the July 25, 2016 Board of Education Regular meeting, and the July 25, 2016 closed session, the July 25, 2016 Community Engagement and Communications Committee meeting, and the August 15, 2016 Board of Education Special meeting was made by Mr. Henry; supported by Mrs. Slagle.

Ayes – 7; Nays – 0, motion carried 7 – 0

Motion to approve fund transfer of \$258,078 in payments from Accounts Payable; further to approve the transfer of \$422,429 from Accounts Payable to cover the payrolls of July 1, 2016, July 15, 2016, and July 29, 2016 was made by Mr. Henry; supported by Mrs. Slagle.

Ayes – 7; Nays – 0, motion carried 7 – 0

NEW BUSINESS

Administration Contract

Motion to approve the contract of Director of Instruction, Jill Henry made by Mr. Dignan; supported by Mrs. LaForest.

Ayes – 6; Nays – 0, motion carried 6 – 0 (Mr. Henry was excused from voting)

Personnel

Motion to approve the hire of Amanda McClain as a part time (.9) Occupational Therapist for the 2016-17 school year at step 2 on the WLEA MA salary scale with a hire date of August 22, 2016 and,

to approve the hire of Cara Lawhead as a full time Elementary Teacher for the 2016-17 school year at step 2 on the WLEA MA salary scale with a hire date of August 22, 2016 and,

to approve the hire of Meredith Lynn as a full time Title One Teacher at the Elementary School for the 2016-17 school year at step 2 on the WLEA BA salary scale with a hire date of August 22, 2016 and,

to approve the hire of Amanda Berg as a full time School Social Worker at the Middle/High School for the 2016-17 school year at step 2 on the WLEA MA salary scale with a hire date of August 22, 2016 made by Mr. Henry; supported by Mrs. LaForest.

Ayes – 7; Nays – 0, motion carried 7 – 0

School Bond Loan Fund Resolution

Motion to approve the School Bond Qualification and Loan Program Resolution for the 2016-17 school year made by Mrs. Slagle; supported by Mrs. McCully. Roll call vote: Mr Dignan – yes, Mrs. McCully – yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. LaForest – yes, Mrs. Schwennesen – yes, Mrs. Slagle – yes. Ayes – 7; Nays – 0, motion carried 7 – 0.

SUPERINTENDENT REPORT

None

OTHER INFORMATION

The Board acknowledged all other information

ANNOUNCEMENTS

The next Meeting of the Board of Education will a Workshop Meeting held on Monday, September 12, 2016 at 7:00 p.m. in the WLHS Media Center.

The next Regular Meeting of the Board of Education will be held on Monday, September 26, 2016 at 7:00 p.m. in the WLHS Media Center.

CALL TO THE PUBLIC

None

BOARD MEMBER REPORTS

None

ADJOURNMENT

Motion to adjourn the Regular Meeting at 8:15 p.m. made by Mrs. McCully; supported by Mr. Henry.

Ayes - 7; Nays- 0, motion carried 7-0.

*Rita A. LaForest, Secretary, Board of Education
Whitmore Lake Public Schools*

Date

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EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

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REVISED BYLAW 0144.3 - VOL. 30, NO. 2

- 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.

0144.3

Conflict of Interest

Board members shall perform their official duties in a manner free from conflict of interest. To this end:

- A. 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 School District.
- B. 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.
- 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 School District.

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



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

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“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 School District and any of the following:
 - 1) 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.
 - 2) 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.
 - 3) 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.



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

BYLAWS
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- b. A contract or other financial transaction between the School District and any of the following:
 - 1) A corporation in which the individual is not a director, officer, or employee.
 - 2) A firm, partnership, or other unincorporated association, in which the individual is not a partner, member, or employee.
 - 3) A corporation or firm that has an indebtedness owed to the individual.
- c. A contract between the School District and the intermediate school district.
- d. A 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.



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

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2. If the financial interest pertains to a proposed contract with the District, 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 District, 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 Bylaw 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.



NEOMA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

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- b. 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.

- c. 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 District included in the contract, and the nature and degree of assignment of District staff needed to fulfill the contract.
- d. A Board member with a conflict of interest in a contract may not participate in the discussion of nor vote on the contract.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

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[SELECT ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]

OPTION #1

- () Board members shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, ~~or parties to subcontracts involved with Federal grant funds~~

OPTION #2

- () Board members shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. A Board member may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. ~~, except that a board member may accept an unsolicited gift of nominal value.~~ For purposes of this section, "nominal value" means that the gift has a monetary value of \$ _____ or less. **[PICK ONE (1) OF THE TWO (2) SUB-OPTIONS][END OF OPTIONS]**

() \$ _____

OR

~~()~~ The amount established annually by the Michigan Department of Education with respect to the amount above which an ISD administrator may not accept a gift from a vendor or a potential vendor. **[In accordance with M.C.L. 380.634, the Michigan Department of Education (MDE) adjusts the limits on the value of gifts that may be accepted from vendors or potential vendors for Intermediate School District employees. The fiscal year 2014 - 15 cap for gifts was \$56.]**



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

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- () **Board members must disclose any potential conflict of interest which may lead to a violation of this policy to the full Board.**

- () A Board member may be appointed to 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 for service as a volunteer coach or supervisor;
 - 2. the Board member abstains from voting on issues before the Board concerning the program 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 or the Federal Bureau of Investigation for the Board member.

M.C.L. 15.183, 15.323, 380.1203

See also, Policy 6420, Conflict of Interest - Legal Counsel, Advisors, or Consultants.

0144.4

Indemnification

The Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member to the extent allowed under the law.

M.C.L. 691.1408



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
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REVISED POLICY - VOL. 30, NO. 2

CONFLICT OF INTEREST

Staff members, **officers, and agents** shall perform their official duties in a manner free from conflict of interest. To this end:

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District's **Board members, employees, officers, and agents** is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board of Education has adopted the following guidelines **which apply to all District employees, officers and agents, including members of the Board** to assure that conflicts of interest do not occur. These **guidelines** are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, **officers, and agents**.

1. No employee, **officer, or agent** shall engage in or have a financial **or other** interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. When a staff member determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member, **officer, or agent** shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
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3. If the financial interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member, **officer, or agent** shall disclose the direct 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 staff member, **officer, or agent** shall make the disclosure in one (1) of two (2) ways:

- a. In writing, to the Board president 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 staff member, **officer, or agent** must use this method of disclosure if his/her financial interest amounts to \$5,000 or more.
4. Employees, **officers, and agents** shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment **or professional relationship** with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
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- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, **officer's, or agent's** employment or **professional relationship with the District** through his/her access to School District records
 - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee, **officer, or agent** or any business or professional practitioner with whom any employee, **officer, or agent** has a financial **or other** relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
5. Employees, **officers, and agents** shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Should exceptions to this policy be necessary in order to provide services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.



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BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
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- C. Employees, **officers, and agents can** ~~may not~~ participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, **officer, or agent**, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

SELECT OPTION #1 OR OPTION #2

OPTION #1

- Employees, officers, and agents can not** ~~No employee may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. involved with Federal grant funds~~

OR

OPTION #2

- Employees, officers, and agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. Employees, officers, and agents may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$_____ or less. [END OF OPTIONS];** ~~except that an employee may accept the gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$_____ or less. [END OF OPTIONAL LANGUAGE]~~



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
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[In accordance with M.C.L. 380.634, the Michigan Department of Education (MDE) adjusts the limits on the value of gifts that may be accepted from vendors or potential vendors for Intermediate School District employees. The fiscal year 2014 - 15 cap for gifts was \$56.]

- D. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.
- E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
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~~Violation of this policy shall result in discipline, which may include termination from employment.~~

2 C.F.R. 200.112, 200.113, 200.318
M.C.L. 380.634, 380.1805(1)

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NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROFESSIONAL STAFF
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REVISED POLICY - VOL. 30, NO. 2

CONFLICT OF INTEREST

Staff members, **officers, and agents** shall perform their official duties in a manner free from conflict of interest. To this end:

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District's **Board members, employees, officers, and agents** is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board of Education has adopted the following guidelines **which apply to all District employees, officers and agents, including members of the Board** to assure that conflicts of interest do not occur. These **guidelines** are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, **officers, and agents**.

1. No employee, **officer, or agent** shall engage in or have a financial **or other** interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities **in the school system**. When a staff member determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member, **officer, or agent** shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

PROFESSIONAL STAFF
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3. If the financial interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member, **officer, or agent** shall disclose the direct 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 staff member, **officer, or agent** shall make the disclosure in one (1) of two (2) ways:

- a. In writing, to the Board president 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 staff member, **officer, or agent** must use this method of disclosure if his/her financial interest amounts to \$5,000 or more.
4. Employees, **officers, and agents** shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment **or professional relationship** with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
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- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, **officer's, or agent's** employment or **professional relationship with the District** through his/her access to School District records
 - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee, **officer, agent,** or any business or professional practitioner with whom any employee, **officer, or agent** has a financial **or other** relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
5. Employees, **officers, and agents** shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Should exceptions to this policy be necessary in order to provide services to students or clients of the School District, all such exceptions will be made known to the employee's, **officer's or agent's** supervisor and will be disclosed to the Superintendent before entering into any private relationship.



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- C. Employees, **officers, and agents can** ~~may~~ not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, **officer, or agent**, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

SELECT OPTION #1 OR OPTION #2

OPTION #1

- Employees, officers, and agents can not** ~~No employee may~~ solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. ~~involved with Federal grant funds~~

OR

OPTION #2

- Employees, officers, and agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. Employees, officers, and agents may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$_____ or less. [END OF OPTIONS],** ~~except that an employee may accept the gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$_____ or less. [END OF OPTIONAL LANGUAGE]~~



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[In accordance with M.C.L. 380.634, the Michigan Department of Education (MDE) adjusts the limits on the value of gifts that may be accepted from vendors or potential vendors for Intermediate School District employees. The fiscal year 2014 - 15 cap for gifts was \$56.]

- D. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.
- E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]



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~~Violation of this policy shall result in discipline, which may include termination from employment.~~

2 C.F.R. 200.112, 200.113, 200.318
M.C.L. 380.634, **380.1805(1)**

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REVISED POLICY - VOL. 30, NO. 2

CONFLICT OF INTEREST

Staff members, **officers, and agents** shall perform their official duties in a manner free from conflict of interest. To this end:

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District's **Board members, employees, officers, and agents** is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board of Education has adopted the following guidelines **which apply to all District employees, officers and agents, including members of the Board** to assure that conflicts of interest do not occur. These **guidelines** are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, **officers, and agents**.

1. No employee, **officer, or agent** shall engage in or have a financial **or other** interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities **in the school system**. When a staff member determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member, **officer, or agent** shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.



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3. If the financial interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member, **officer, or agent** shall disclose the direct 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 staff member, **officer, or agent** shall make the disclosure in one (1) of two (2) ways:

- a. In writing, to the Board president 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 staff member, **officer, or agent** must use this method of disclosure if his/her financial interest amounts to \$5,000 or more.
4. Employees, **officers, and agents** shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment **or professional relationship** with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee



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~~2 C.F.R. 200.112, 200.113, 200.318
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