

# BYLAWS OF THE BOARD

BD(1)

## BOARD OPERATIONS FORMULATION OF BYLAWS

APRIL 14, 2014

The Board of Education defines "bylaw" as a rule or regulation for the purpose of governing internal operations of the Board and recognizes that many bylaws are mandatory through Michigan general school laws. Changes in bylaws that do not have this source of origin may be made by a vote of a majority of the Board members provided the following notification and review procedure is applied:

A Board member requesting a review, change, or adoption of a bylaw shall notify the president by submitting a written statement of the bylaw change at least seven days in advance of the regular meeting he/she wishes the bylaw considered. The president will schedule the request on the agenda, notify the superintendent, and provide Board members materials or information which may be of value in consideration.

Final written form of the proposed bylaw shall be determined by a majority of the Board. Consideration of the bylaw's final written form will be scheduled for the following regular meeting and shall require an affirmative vote of a majority of the Board. Bylaws so established shall have immediate effect.

# **BYLAWS OF THE BOARD**

**BDD**

## **BOARD OPERATIONS BOARD POLICY DISSEMINATION**

**APRIL 14, 2014**

The superintendent shall create and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the rules and regulations needed to put them into effect.

The superintendent shall provide access to an up-to-date policy collection for members of the Board and all employees of the school system.

Because the Board policy handbook is a matter of public record, it shall be open for inspection at the Board office during the working day and on the district website.

# BOARD POLICY

DA

## FISCAL MANAGEMENT GOALS AND OBJECTIVES

APRIL 14, 2014

The Board of Education shall meet with the superintendent prior to the start of the fiscal year to determine the goals and objectives of the school system. These goals and objectives shall be factors in the development of the budget.

### Purpose

1. Maintain an accurate record of all the details involved in school business transactions.
2. Provide a system to ensure that the resources of the school system will be safeguarded and used only for the benefit of the students of the system.
3. Enable school administrators and the School Board to plan future activities effectively.
4. Facilitate an analysis of how the school system spends its money, especially in terms of the requirements and educational policies inherent in the budget.
5. Provide a means for the school system to report to various local, state, and national groups concerning the financial operations and status of the school system, and also to compare its performance with other comparable districts.

# BOARD POLICY

DCC

## FISCAL MANAGEMENT BUDGET PREPARATION

APRIL 14, 2014

It shall be the responsibility of the superintendent to have prepared prior to the beginning of the fiscal year a tentative budget for the following school year. This tentative budget shall include all the anticipated receipts and expenditures for the coming school year.

Upon receipt of the tentative budget, the Board of Education shall delegate to the superintendent the responsibility to establish all budget meeting dates in accordance with law.

# BOARD POLICY

DCE

**FISCAL MANAGEMENT  
FINAL ADOPTION OF BUDGET**

**APRIL 14, 2014**

The Board of Education shall adopt the budget at a formal Board meeting. The superintendent shall provide periodic reports to the Board of Education which show the status of all of the Board's funds in the various state school accounting codes.

Copies of the final adopted budget shall be available at the Board of Education office and on the district website.

# BOARD POLICY

DFB

**FISCAL MANAGEMENT  
FEDERAL AND STATE AID**

**APRIL 14, 2014**

The Board of Education may accept federal funds and state categorical funds and administer them as directed by law.