

## **MINUTES**

### STATE BOARD OF EDUCATION

Virtual Meeting as Allowed by  
Public Act 254 of 2020

January 12, 2021  
9:30 a.m.

Present: Dr. Michael F. Rice, Chairperson  
Dr. Casandra E. Ulbrich, President  
Dr. Pamela Pugh, Vice President  
Ms. Tiffany Tilley, Secretary  
Mr. Tom McMillin, Treasurer  
Dr. Judith Pritchett, NASBE Delegate, SBE Legislative Committee  
Ms. Ellen Cogen Lipton, SBE Legislative Committee Chairperson  
Ms. Nikki Snyder, SBE Legislative Committee  
Mr. Jason Strayhorn, SBE Legislative Committee  
Ms. Brandy Johnson, representing Governor Gretchen Whitmer, ex officio

Also Present: Mr. Owen Bondono, 2020-2021 Michigan Teacher of the Year

### **REGULAR MEETING**

#### I. **CALL TO ORDER**

Dr. Rice called the meeting to order at 9:33 a.m.

Dr. Rice said due to the COVID-19 national emergency and in accordance with Public Act 254 of 2020, the State Board of Education Regular and Committee of the Whole meeting is being convened with remote access technology.

#### II. **APPROVAL OF AGENDA AND ORDER OF PRIORITY**

**Dr. Pritchett moved, seconded by Dr. Ulbrich, that the State Board of Education approve the agenda and order of priority.**

A roll call vote was taken on the motion.

**Lipton – Aye  
McMillin – Aye  
Pritchett – Aye  
Pugh – Aye  
Snyder – Aye  
Strayhorn – Aye  
Tilley – Absent  
Ulbrich – Aye**

**The motion carried.**

III. INTRODUCTION OF STATE BOARD OF EDUCATION MEMBERS

Dr. Rice asked that the members of the State Board of Education be introduced. Mrs. Marilyn Schneider, State Board Executive, introduced the members of the State Board of Education. Ms. Ellen Cogen Lipton and Mr. Jason Strayhorn were welcomed to their first meeting as newly elected members of the State Board of Education.

IV. CEREMONIAL SWEARING IN OF ELLEN COGEN LIPTON AND JASON STRAYHORN

Dr. Rice said it is the board's custom to have a ceremonial swearing in during the first official meeting of newly elected board members. He said Ms. Ellen Cogen Lipton and Mr. Jason Strayhorn were elected by the voters during the general election on November 3, 2020. He said their terms of office began on January 1, 2021 and both were officially sworn in prior to the board meeting.

Dr. Rice administered the ceremonial oath of office to Ms. Lipton and then to Mr. Strayhorn.

Ms. Tilley joined the meeting at 9:37 a.m.

V. ELECTION OF STATE BOARD OF EDUCATION OFFICERS FOR 2021-2022

Dr. Rice said each odd-numbered year according to the by-laws State Board of Education members elect officers for President, Vice President, Secretary, Treasurer, and National Association of State Boards of Education Delegate.

A. Dr. Rice declared nominations open for the President of the State Board of Education.

**Dr. Pugh nominated Dr. Casandra Ulbrich for President of the State Board of Education.**

Dr. Rice asked if Dr. Ulbrich would accept the nomination for President, and Dr. Ulbrich said she would accept the nomination.

Dr. Rice asked if there were additional nominations for President. Since there were no further nominations, Dr. Rice declared that the nominations were closed.

**A roll-call vote was taken on the motion of President of the State Board of Education.**

**Lipton – Aye  
McMillin – Aye  
Pritchett – Aye  
Pugh – Aye  
Snyder – Aye  
Strayhorn – Aye  
Tilley – Aye  
Ulbrich – Aye**

**The motion carried unanimously.**

**Dr. Rice declared Dr. Ulbrich President of the State Board of Education.**

- B. Dr. Rice declared nominations open for the Vice President of the State Board of Education.

**Dr. Ulbrich nominated Dr. Pamela Pugh for Vice President of the State Board of Education.**

Dr. Rice asked if Dr. Pugh would accept the nomination for Vice President, and Dr. Pugh said she would accept the nomination.

Dr. Rice asked if there were additional nominations for Vice President. Since there were no further nominations, Dr. Rice declared that the nominations were closed.

**A roll-call vote was taken on the motion of Vice President of the State Board of Education.**

**Lipton – Aye  
McMillin – Aye  
Pritchett – Aye  
Pugh – Aye  
Snyder – Aye  
Strayhorn – Aye  
Tilley – Aye  
Ulbrich – Aye**

**The motion carried unanimously.**

**Dr. Rice declared Dr. Pugh Vice President of the State Board of Education.**

- C. Dr. Rice declared nominations open for the Secretary of the State Board of Education.

**Dr. Pritchett nominated Ms. Tilley for Secretary of the State Board of Education.**

Dr. Rice asked if Ms. Tilley would accept the nomination for Secretary, and Ms. Tilley said she would accept the nomination.

Dr. Rice asked if there were additional nominations for Secretary. Since there were no further nominations, Dr. Rice declared that the nominations were closed.

**A roll-call vote was taken on the motion of Secretary of the State Board of Education.**

**Lipton – Aye  
McMillin – Aye  
Pritchett – Aye  
Pugh – Aye  
Snyder – Aye  
Strayhorn – Aye  
Tilley – Aye  
Ulbrich – Aye**

**The motion carried unanimously.**

**Dr. Rice declared Ms. Tilley Secretary of the State Board of Education.**

- D. Dr. Rice declared nominations open for the Treasurer of the State Board of Education.

**Ms. Tilley nominated Mr. Tom McMillin for Treasurer of the State Board of Education.**

Dr. Rice asked if Mr. McMillin would accept the nomination for Treasurer, and Mr. McMillin said he would accept the nomination.

Dr. Rice asked if there were additional nominations for Treasurer. Since there were no further nominations, Dr. Rice declared that the nominations were closed.

**A roll-call vote was taken on the motion of Treasurer of the State Board of Education.**

**Lipton – Aye  
McMillin – Aye  
Pritchett – Aye  
Pugh – Aye  
Snyder – Aye  
Strayhorn – Aye  
Tilley – Aye  
Ulbrich – Aye**

**The motion carried unanimously.**

**Dr. Rice declared Mr. McMillin Treasurer of the State Board of Education.**

- E. Dr. Rice declared nominations open for the National Association of State Boards of Education (NASBE) Delegate of the State Board of Education.

**Ms. Ellen Cogen Lipton nominated Dr. Judith Pritchett for NASBE Delegate of the State Board of Education.**

Dr. Rice asked if Dr. Pritchett would accept the nomination for NASBE Delegate, and Dr. Pritchett said she would accept the nomination.

Dr. Rice asked if there were additional nominations for NASBE Delegate. Since there were no further nominations, Dr. Rice declared that the nominations were closed.

**A roll-call vote was taken on the motion of NASBE Delegate of the State Board of Education.**

**Lipton – Aye  
McMillin – Aye  
Pritchett – Aye  
Pugh – Aye  
Snyder – Aye  
Strayhorn – Aye  
Tilley – Aye  
Ulbrich – Aye**

**The motion carried unanimously.**

**Dr. Rice declared Dr. Pritchett NASBE Delegate of the State Board of Education.**

VI. RECESS

The Board recessed the Regular Meeting at 9:45 a.m. and convened the Committee of the Whole.

**COMMITTEE OF THE WHOLE MEETING**

VII. CALL TO ORDER

Dr. Rice called the Committee of the Whole Meeting to order at 9:46 a.m.

VIII. EDUCATIONAL UPDATES RELATED TO COVID-19

Dr. Rice shared information on a variety of policy issues affecting prekindergarten through 12<sup>th</sup> grade public education during the pandemic. He provided statistics related to the pandemic.

Dr. Rice provided an update on Return to Learn; Coronavirus Aid, Relief, and Economic Security (CARES) Act funding; the return to in-person learning; lessons learned; and pivoting to a new better normal post-pandemic.

Board member comments included CARES Act funding and use of the Title I formula, and a future presentation by the Michigan Department of Environment, Great Lakes, and Energy.

IX. PRESENTATION ON TOP 10 STRATEGIC EDUCATION PLAN – GOAL TO PROVIDE ADEQUATE AND EQUITABLE SCHOOL FUNDING

Ms. Sheila Alles, Chief Deputy Superintendent; Mr. Kyle Guerrant, Deputy Superintendent of Finance and Operations; Dr. Wanda Cook-Robinson, representing the School Finance Research Collaborative; and Mr. Jim Stapleton, representing the School Finance Research Collaborative; presented on the Top 10 Strategic Education Plan – Goal to Provide Adequate and Equitable School Funding.

Dr. Rice said the presentation highlights the goal to provide adequate and equitable school funding. He said following the presentation the board will have further conversation on the topic. He said it is an informational presentation requiring no action.

Information was shared via [PowerPoint presentation](#).

Board member comments included whether the weighted formula takes into consideration students who perform low on standardized testing, consideration of funding for all students who are struggling, historical perspective on school funding, whether past studies focused on better use of funding and where it could be improved, underfunding of special education, motivations matter, declining enrollment, system built on inequities for children of color, assisting academically low performing students regardless of zip code, board being in a unique situation to provide leadership and guidance in terms of a better funding model to be acted upon by the legislature, and the only way to improve as a state is to address those most in need.

X. PRESENTATION ON PROPOSED STANDARDS FOR THE PREPARATION OF ELEMENTARY AND SECONDARY PK-12 AND CENTRAL OFFICE SCHOOL ADMINISTRATORS

Dr. Bill Pearson, Interim Deputy Superintendent of Educator, Student, and School Supports; Ms. Leah Breen, Director, Office of Educator Excellence; Dr. Sean Kottke, Education Consultant Manager, Office of Educator Excellence; and Dr. Gina Garner, Higher Education Consultant, Office of Educator Excellence; presented the Proposed Standards for the Preparation of Elementary and Secondary PK-12 and Central Office School Administrators.

Dr. Rice said the proposed standards would replace the current Michigan administrator preparation standards, which are aligned with now retired standards from the Educational Leadership Constituency Council. He said the update will inform program development and continuous improvement efforts at Michigan’s educator preparation institutions. He said the presentation will be followed by a period of public comment and request for board approval of the standards in June 2021.

Information was shared via [PowerPoint presentation](#).

Board member comments included definition needed for the term administrator since it is used differently across institutions, whether the requirement of an internship is a barrier to teachers to move into administration, standards are requirements rather than recommendations, and administrator shortage.

XI. ADJOURNMENT

The Board adjourned the Committee of the Whole Meeting at 11:40 a.m. and reconvened the Regular Meeting at 12:45 p.m.

**REGULAR MEETING**

XII. APPROVAL OF STATE BOARD OF EDUCATION MINUTES

Approval of Minutes of Regular and Committee of the Whole Meeting of December 8, 2020

**Ms. Snyder moved, seconded by Dr. Pritchett, that the State Board of Education approve the Minutes of the Regular and Committee of the Whole Meeting of December 8, 2020.**

A roll call vote was taken on the motion.

**Lipton – Abstain  
McMillin – Aye  
Pritchett – Aye  
Pugh – Aye  
Snyder – Aye  
Strayhorn – Abstain  
Tilley – Absent  
Ulbrich – Aye**

**The motion carried.**

XIII. PUBLIC PARTICIPATION IN STATE BOARD OF EDUCATION MEETING

Pastor Derrick S. McDonald, Pontiac, Michigan, provided comments on students returning to school and appropriate funding for increased teacher salaries, additional school aides and social workers.

Ms. Tilley rejoined the meeting at 12:55 p.m.

XIV. REPORT OF THE PRESIDENT

Dr. Ulbrich welcomed Ms. Lipton and Mr. Strayhorn to the board and thanked Vice President Pugh, Secretary Tilley, Treasurer McMillin, and NASBE Delegate Pritchett for accepting the offices of the State Board of Education.

Dr. Ulbrich said the agenda planning committee is the President, Vice President, Secretary, and Treasurer of the board. She said all board members are welcome to participate in meetings and recommend agenda items. She said all meetings are posted as open meetings.

Dr. Ulbrich said Ms. Lipton will be the Chairperson of the State Board of Education Legislative Committee and its members are Ms. Snyder, Mr. Strayhorn, and Dr. Pritchett. She said all board members are welcome to participate and the meetings are posted as open meetings.

Dr. Ulbrich said Ms. Snyder serves on the Michigan School for the Blind Trust Fund Committee. She said board members should notify Ms. Schneider or Dr. Ulbrich if they would like to join the committee.

Dr. Ulbrich said on January 6, 2021 at the Capitol in Washington, DC, people took advantage of their rights to free speech, assemble, and petition the government. She said the best and worst were seen. Dr. Ulbrich said she unequivocally condemned the violence at the United States Capitol. She said there are efforts at the State Capitol to protect it against further violence. She commended teachers for allowing and encouraging conversations with students and providing civics lessons. She said we need to do a better job of civics education and critical thinking in schools. She said she would like to dedicate efforts to civics education in schools. She said she may propose a term-limited committee of the board, and she will confer with Dr. Rice.

## XV. REPORT OF THE STATE SUPERINTENDENT

### Reports

G. Human Resources Report

H. Report on Property Transfer

### Grants

G. Report on Grant Awards

1. 2020-2021 Child Care and Development Block Grant (CCDBG) – Initial; Continuation; \$3,400,000 (Child Development and Care – Lisa Brewer Walraven)
1. 2018-2019 Impact Aid for Displaced Students – Assistance for Homeless Children and Youth – Initial; \$10,316 (Educational Supports – Paula Daniels)
2. 2020-2021 Sec. 41 Bilingual Grant – Amendment; \$13,000,000 (Educational Supports – Paula Daniels)
3. 2020-2021 Sec. 41 Bilingual Grant – Amendment; \$13,000,000 (Educational Supports – Paula Daniels)

4. 2020-2021 Section 35a(5) – Additional Instructional Time and Interventions – Initial; \$19,900,000 (Educational Supports – Paula Daniels)
5. 2020-2021 Section 35a(8) The Michigan Education Corps Grant – Initial; \$2,773,000 (Educational Supports – Paula Daniels)
6. 2020-2021 Section 35f Chaldean Community Foundation Grant – Initial; \$500,000 (Educational Supports – Paula Daniels)
7. 2020-2021 Section 99s(5) and (6) – MiSTEM Network Regions – Initial; \$3,834,300 (Educational Supports – Paula Daniels)
8. 2020-2021 Section 99s(7) – MiSTEM Network Regions Support for the Michigan Merit Curriculum – Initial; \$750,000 (Educational Supports – Paula Daniels)
9. 2020-2021 Title III, Part A Language Instruction for English Learners – Amendment; \$10,309,328 (Educational Supports – Paula Daniels)
10. 2020-2021 Best Food Forward (BFF) – Amendment; Continuation; \$384,800 (Health and Nutrition Services – Diane Golzynski)
11. 2020-2021 Flint Declaration of Emergency Grants: Section 11s(2) – School Social Workers – Initial; \$1,730,000 (Health and Nutrition Services – Diane Golzynski)
12. 2020-2021 Section 31j – Michigan 10 Cents A Meal – Initial; \$1,500,500 (Health and Nutrition Services – Diane Golzynski)
13. 2020-2021 Secondary CTE Perkins Grant Program – Initial; \$77,600 (Career and Technical Education – Brian Pyles)
14. 2019-2020 Elementary and Secondary School Emergency Relief Fund (ESSER) – Initial; \$37,399,778 (Financial Management – Ann Richmond)
15. 2020-2021 Section 25i-Attendance Recovery Program – Initial; \$2,000,000 (Financial Management – Ann Richmond)
16. 2020-2021 Section 99t-Online Algebra Tool – Initial; \$1,000,000 (Financial Management – Ann Richmond)
17. 2020-2021 Section 54b Statewide Implementation of Michigan Integrated Behavior and Learning Support Initiative Pilot – Initial; \$1,600,000 (Special Education – Teri Rink)

Dr. Rice welcomed Ms. Lipton and Mr. Strayhorn.

Dr. Rice said the Future Proud Michigan Educators program to provide competitive grants for school districts to develop programs for students interested in the teaching profession was announced on January 11, 2021.

Dr. Rice said he asked educators for nominations of outstanding African American authors and works to increase student engagement in literature and literacy levels.

Dr. Rice said January 6, 2021 in Washington, DC was a lamentable day in history. He said children are watching how adults behave.

XVI. REPORT OF THE MICHIGAN TEACHER OF THE YEAR

Mr. Owen Bondono, the 2020-2021 Michigan Teacher of the Year, presented his report. Mr. Bondono, an English language arts teacher at the Oak Park Freshman Institute in Oak Park, shared a PowerPoint presentation highlighting his perspective on standardized testing as a student and teacher, and applying the data obtained. He also shared his experience of difficult conversations with students following the uprising at the capitol building in Washington, DC on January 6, 2021.

Ms. Shantel VanderGalien, Region 3 Teacher of the Year, an eighth grade English teacher at Wyoming Junior High School in Wyoming Public Schools introduced herself. Ms. VanderGalien shared her passion for equity, literacy, and making sure every student can find a book in which they are represented and have an interest. She spoke about the importance of mental health and having a dog in her classroom to provide a calming presence.

XVII. APPROVAL OF THE AMENDMENT OF STATE BOARD OF EDUCATION BY-LAWS

Dr. Ulbrich lead the discussion on Approval of the Amendment of State Board of Education By-Laws.

Dr. Ulbrich said the board's by-laws do not have a mechanism for cancelling a meeting in the event of an emergency. She said an amendment to the State Board of Education By-Laws is being proposed. She said it is suggested that a new paragraph be added at the end of Section I.A. as follows:

Given an appropriate reason and with the concurrence of the State Board of Education President, the Chairperson may cancel a regularly scheduled meeting. Appropriate reasons may include but are not limited to exigent circumstances related to health, safety, weather or other events affecting the state or the Lansing area.

Dr. Ulbrich said Section VI of the State Board of Education By-Laws states the by-laws may be amended in accordance with the following procedure:

The proposed amendments shall be submitted in writing and shall lay on the table between the meeting at which they are submitted and the next duly constituted meeting at which time such amendments must be acted upon. The proposed amendments shall require a minimum of six affirmative votes for approval.

Dr. Ulbrich said in accordance with the abovementioned procedure the amendment to the State Board of Education By-Laws was proposed during the December 8, 2020 board meeting and is being presented for board approval.

**Dr. Ulbrich moved, seconded by Dr. Pritchett, that the State Board of Education adopt the amendment to the State Board of Education By-Laws, as described in the President's memorandum dated December 29, 2020.**

Ms. Snyder suggested a friendly amendment that the by-laws be changed to include online access to meetings by board members, presenters, or for public participation.

Dr. Ulbrich said she likes the concept of being more open. She said online participation may affect other areas of the by-laws such a voting. She said it would require the attorney general's office to determine if it permissible under the Open Meetings Act.

Dr. Ulbrich said the by-laws should be reviewed as a whole and amendments could be offered in the future. She said the by-laws procedure does not allow amendments to the motion during the meeting. She said she recommends that the board votes on the motion as proposed and looks at other amendments in the future.

Ms. Snyder said she agrees and appreciates the opportunity to revisit amendments to the by-laws in the future.

Mr. McMillin said he would like a prohibition that the meeting cancellation cannot be used more than once. He said a postponed meeting could likely occur within 30 to 60 days. He said a prior body cannot bind the next body. He said he cannot vote yes.

Dr. Ulbrich said the proposed language should not be amended at this meeting and there could be new amendments in future meetings. She said this board is voting so it is not bound by a prior body. She said during the past 14 years, while she has been on the board, a meeting has been postponed one time and that was due to a pandemic.

Dr. Pugh said she supports Ms. Snyder's recommendation regarding online access and allowing community input virtually.

Ms. Lipton said she appreciates Ms. Snyder's sentiment as it relates to health issues.

A roll call vote was taken on the motion.

**Lipton – Aye**  
**McMillin – Nay**  
**Pritchett – Aye**  
**Pugh – Aye**  
**Snyder – Aye**  
**Strayhorn – Aye**  
**Tilley – Aye**  
**Ulbrich – Aye**

**The motion carried.**

The State Board of Education By-Laws is attached as Exhibit A.

XVIII. STATE AND FEDERAL LEGISLATIVE UPDATE

Mr. Martin Ackley, Director, Public and Governmental Affairs; and Ms. Tiffany Tilley; provided the State and Federal Legislative Update.

Mr. Ackley reported on the new session of the legislature, pending legislation, and laws that have been signed.

Discussion followed.

Ms. Tilley said there is no report on the National Association of State Boards of Education. She thanked the board for allowing her to serve as the NASBE delegate, and she congratulated Dr. Pritchett, the incoming NASBE Delegate.

XIX. COMMENTS BY STATE BOARD OF EDUCATION MEMBERS

Mr. McMillin said in response to comments earlier in the meeting, the President was fighting injustice and not inciting violence.

Dr. Pugh said the country is at war with the pandemic and ourselves. She shared thoughts on the pandemic's effect, transmission, safe school environments, and social emotional well being.

Ms. Snyder said she defends the right to peaceful protest. She said diplomatic relationships matter and there needs to be professional agreement to be diplomatic in the way we treat one another. She said leaders should be the first people to set an example.

Mr. Strayhorn thanked his colleagues for the warm welcome and he said he looks forward to serving. He said he took an oath to serve and do what is best for everyone as a whole. He said the insurrection on January 6 showed that words matter and can end in violence and death. He said he is hopeful to be able to lead by example, loving one another, and helping one another resulting in a better society as a whole.

Dr. Pritchett said she looks forward to serving with Mr. Strayhorn and Ms. Lipton. She said she is encouraged by the opportunity to provide in-person instruction with communities making the decisions. She thanked students, parents, staff, teachers, administrators, and school board members for their work during the pandemic. Dr. Pritchett said she would like to work with Dr. Ulbrich on civics.

Ms. Johnson said respect for parental choice while providing the opportunity for in-person instruction is important. She said schools have been allowed to provide in-person instruction with the exception of high schools during November and December. She said planning for safety is important.

Ms. Tilley welcomed Ms. Lipton and Mr. Strayhorn. She said the domestic terrorism and destruction in Washington, DC is shameful, and it is the first time in United States history that there has not been a peaceful transfer of power. She said it is a great opportunity to change the way children are educated.

Ms. Lipton said she is thankful for the warm welcome and honored and privileged to serve with her colleagues. She thanked the board members for entrusting her with the chair of the board's legislative committee. She said she encourages everyone to be part of the process and provide input and guidance.

Dr. Pugh welcomed Ms. Lipton and Mr. Strayhorn and thanked Pastor McDonald for providing public comment. She said people are concerned with in-person instruction, and there is a rush to open the economy.

Dr. Ulbrich said she is thankful for the support of board members in re-electing her as President. She said there is potential to do great work and have productive years. She said the board should continue to set the right example of bipartisanship, tone, respect, and working together toward a common goal.

Mr. McMillin said he is concerned about recent discussion regarding registering home schooled students. Dr. Rice said the point is to be able to count the number of students who are being home schooled, which in turn will help determine the number of children who are receiving no educational instruction.

XX. FUTURE MEETING DATES

- A. Tuesday February 9, 2021 Regular Meeting at 9:30 a.m.
- B. Tuesday March 9, 2021 Regular Meeting at 9:30 a.m.
- C. Tuesday, April 13, 2021 Regular Meeting at 9:30 a.m.

XXI. TENTATIVE AGENDA FOR NEXT MEETING

Dr. Rice asked Board members if there were additional agenda topics they would like to be considered for future meeting agendas. He said they may contact Mrs. Schneider or himself to offer topics.

XXII. ADJOURNMENT

The meeting adjourned at 2:51 p.m.

The video archive of the meeting is available on Michigan's State Board of Education website ([www.michigan.gov/sbe](http://www.michigan.gov/sbe)).

Respectfully submitted,

Tiffany Tilley  
Secretary

**STATE BOARD OF EDUCATION BY-LAWS**

Adopted January 12, 2021

“Leadership and general supervision over all public education, including adult education and instructional programs in state institutions, except as to institutions of higher education granting baccalaureate degrees, is vested in a State Board of Education. It shall serve as the general planning and coordinating body for all public education, including higher education, and shall advise the legislature as to the financial requirements in connection therewith.”

Michigan Constitution  
Article VIII, Section 3 (In Part)

I. MEETING PROCEDURES

A. Types of Meetings

1. Regular Meetings - Regular meetings shall be held monthly unless otherwise determined by the State Board of Education (SBE). A quorum of the SBE must be present. The Superintendent (Chairman) or the president shall preside. An affirmative vote by a majority of the members serving on the SBE shall be required to transact business. In accordance with the Open Meetings Act, regular meetings shall be open to the public unless the SBE takes specific action to go into closed session. A record shall be made of the proceedings, including votes on all actions of the SBE, and except where prohibited from public disclosure by the Open Meetings Act, shall be available to the public.
2. Committee of the Whole - Meetings of a Committee of the Whole may be convened from time to time as determined by the SBE. A quorum must be present to conduct a Committee of the Whole meeting. The Superintendent (Chairman) or the President shall preside; a prepared agenda shall be adopted and followed; a record may be kept; all recommendations considered in Committee of the Whole shall be presented for final decision in a Regular or Special meeting of the SBE. In accordance with the Open Meetings Act, Committee of the Whole meetings shall be open to the public.

At least six days before the date of a Regular or Committee of the Whole meeting, the State Board Executive shall give written notice of the meeting of the SBE. This notice shall include an agenda and related materials, as well as the time and place of each Regular and Committee of the Whole meeting. It shall be sent by First Class mail or other method, as requested, to each member of the SBE at the

address of the member of the SBE furnished to the State Board Executive. The State Board Executive shall post a public notice of the meeting in accordance with the Open Meetings Act.

3. Special Meetings - Upon request of the Chairman, and with the concurrence of three voting members of the SBE, a special meeting shall be called by the State Board Executive. The State Board Executive shall also call a special meeting upon the request of not less than three voting members of the SBE. In accordance with the Open Meetings Act, these meetings shall be open to the public, unless the SBE takes specific action to go into closed session.

At least two days in advance of the special meeting, the State Board Executive shall provide written notice of the special meeting of the SBE to SBE members. The written notice shall include an agenda and related material. It shall be sent by overnight courier, facsimile, or electronic mail to each member of the SBE at the address or facsimile number provided by the member.

If a meeting is called without due notice to SBE members, all voting members of the SBE must waive notice in writing (facsimile or electronic mail) of the special meeting in advance of the meeting. If not, no formal action can be taken by the SBE.

Special meetings of the SBE may also be held, without written notice to SBE members, if all voting members of the SBE are present (a quorum must physically be present) and agree to hold the special meeting.

The SBE shall consider only those matters included in the call for the special meeting of the SBE, except that upon written (facsimile or electronic mail) consent of all voting members obtained before the special meeting is held, the SBE may consider new business at the special meeting of the SBE.

4. Closed Sessions - The SBE shall go into closed session only in accordance with the Open Meetings Act.

It is the intent of the SBE to decide and to announce in advance the form of meeting to be held. All necessary materials to be considered by the SBE shall accompany the notice and agenda of meetings whenever possible.

Given an appropriate reason and with the concurrence of the State Board of Education President, the Chairperson may cancel a regularly scheduled meeting. Appropriate reasons may include but are not limited to exigent circumstances related to health, safety, weather or other events affecting the state or the Lansing area.

B. Quorum for Meetings

A quorum of the SBE shall consist of a majority of the Board's voting members all of whom shall be physically present at the meeting location.

C. Public Participation in State Board of Education Meetings

The SBE welcomes comment from the public on education related issues, regardless of whether the issue is on the day's agenda. Before a vote is taken on an agenda item, the public is given opportunity to comment on the specific item under consideration. In addition, comments from the public on both agenda and non-agenda items shall be heard at approximately 1:30 p.m. (or immediately following the lunch recess) regardless of the number of items remaining on the agenda for discussion/action, or as otherwise stated on the agenda.

The persons wishing to address the SBE shall be asked to identify themselves as to name and address, and may indicate the organization to which they belong, if any. In those instances in which a person is representing an organization, the presenter should indicate whether the presentation represents the official views of the organization.

All persons wishing to address the SBE must declare their intent to the State Board Executive on the appropriate form prior to the beginning of the portion of the meeting devoted to public participation.

The public participation segment of the meeting shall have a limitation of one hour. Each presentation shall be limited to five minutes except in instances in which the number of speakers will exceed the time limitation. The Chairman may reduce the five-minute period to a lesser amount at the beginning of the public participation, but in no instance shall the time provided be reduced to less than three minutes. Depending on the number of persons wishing to address the Board and with the imposition of the minimum three minutes limitation, the one-hour limitation in such instances may be extended to permit every person to present views to the SBE.

Persons who may wish to address the SBE on topics for which a hearing has been planned or may be scheduled in the near future, should be so informed of the fact by the Chairman, and it should be indicated that such a hearing may be the appropriate forum for the expression of views.

In those instances in which more than three persons wish to present their views to the SBE and represent a single organizational unit or a consortium-type organizational unit, such presentation shall be limited to one spokesperson with ten minutes of opportunity or up to three presenters of three minutes each.

All written statements should be given to the State Board Executive in order that they may be made available to the members of the SBE. Lengthy written statements which may not have been completely presented within the time limitation shall be made available to the State Board Executive who shall reproduce them for the information of the SBE.

Items identified during the public participation requiring SBE consideration shall be reviewed at the end of the meeting when the Board is discussing the agenda for the next meeting. A request may be made to staff to prepare a background document for Board consideration at a subsequent meeting.

During Committee of the Whole meetings, public participation shall be restricted to the items on that agenda.

D. Location of Meetings

The meetings of the SBE shall be held in the Ladislaus B. Dombrowski State Board Room, located on the fourth floor of the John A. Hannah Building, Lansing, Michigan, or at such other place(s) as determined in advance by the SBE.

E. Parliamentary Procedures

Robert's Rules of Order Newly Revised, as modified by these By-laws shall be followed by the SBE in conducting its business.

F. Order of Business for All Regular Meetings of the State Board of Education

The business at Regular meetings of the SBE may include:

- Adoption of Agenda and Order of Priority
- Approval or Amendment of Minutes of the Previous Meeting
- President's Report
- Discussion/Presentation Items
- Public Participation in State Board of Education Meeting
- Consent Agenda
- Report of Superintendent
- Comments from State Board of Education Members
- Suggested Agenda Items for Future Meetings
- Dates and Times of Future Meetings
- Adjournment

G. Voting Procedure

Every vote by the SBE shall be taken by calling the ayes and nays, and the names of those voting respectively for and against shall be recorded in the minutes by the Recording Secretary. When all members of the SBE are present and the vote is unanimous, the vote shall be recorded as unanimous in the minutes.

An affirmative vote by a majority of the voting members serving on the SBE shall be required to transact business.

H. Minutes

The SBE shall follow the procedures outlined in Robert's Rules of Order relative to entering statements into the minutes of the SBE.

II. ELECTION OF OFFICERS AND NASBE REPRESENTATIVE

At the January meeting of each odd numbered year, the voting members of the SBE shall elect from their membership, a President or Co-Presidents of the SBE. The President or Co-Presidents shall perform such duties as shall be assigned to him or her by the SBE, and as provided by these By-laws.

At the January meeting of each odd numbered year, the voting members of the SBE may elect from their membership, a Vice President or Co-Vice Presidents of the SBE. At the January meeting of each odd numbered year the members of the SBE shall elect a secretary and a treasurer, as well as the SBE voting delegate at meetings of the National Association of State Boards of Education (NASBE) from their membership. They shall perform duties as provided herein or assigned by the SBE.

If for any reason any officer or the SBE NASBE Delegate retires, resigns, or vacates the position, an election by the voting members of the SBE shall be held to fill the vacated position at the meeting following the SBE meeting declaring the office vacated.

III. COMMITTEES OF THE STATE BOARD OF EDUCATION

Committees of the SBE shall be authorized as deemed necessary by the SBE. The President shall appoint members and designate the chair with the concurrence of a majority of the members present and voting.

#### IV. PERSONNEL PROCEDURES

The SBE shall appoint the Superintendent of Public Instruction and the State Board Executive for a term of office as determined by the SBE.

##### A. SUPERINTENDENT OF PUBLIC INSTRUCTION

The Superintendent of Public Instruction shall be the Chairman of the SBE without the right to vote, and shall be responsible for the execution of its policies. He or she shall preside at Committee of the Whole, Regular, and Special meetings of the SBE. In his or her absence, the President shall preside at the Committee of the Whole, Regular, and Special meetings. If both the Superintendent and President are absent, the meeting shall be chaired by the Vice President.

##### B. STATE BOARD EXECUTIVE

The members of the SBE shall appoint a State Board Executive. The State Board Executive shall be the official custodian of the minutes and all supporting documents thereto of the SBE. In addition, the State Board Executive shall be the custodian of the seal of the SBE and cause its imprint to be placed wherever appropriate. The State Board Executive shall perform the duties assigned to him or her by the SBE in coordination with the Superintendent, and shall hold office at the pleasure of the SBE.

#### V. STATUS REPORT

A complete, written up-to-date list of the status of all pending matters shall be provided to all members of the SBE at each regular meeting as part of the Report of the Superintendent.

#### VI. AMENDMENTS

These By-laws may be amended in accordance with the following procedure: The proposed amendments shall be submitted in writing and shall lay on the table between the meeting at which they are submitted and the next duly constituted meeting at which time such amendments must be acted upon. The proposed amendments shall require a minimum of six affirmative votes for approval.

#### VII. SUSPENSION OF BY-LAWS

The suspension of any SBE By-law shall require two-thirds of the SBE members meeting.