

## MINUTES

### STATE BOARD OF EDUCATION

Ladislaus B. Dombrowski Board Room  
John A. Hannah Building  
608 West Allegan  
Lansing, Michigan

January 10, 2017  
9:30 a.m.

Present: Mr. Brian J. Whiston, Chairman  
Dr. Casandra E. Ulbrich, Co-President  
Dr. Richard Zeile, Co-President  
Ms. Michelle Fecteau, Secretary  
Mr. Tom McMillin, Treasurer  
Ms. Nikki Snyder, NASBE Delegate  
Dr. Pamela Pugh (via telephone)  
Ms. Lupe Ramos-Montigny  
Mrs. Eileen Weiser

Also Present: Mrs. Tracy Horodyski, 2016-2017 Michigan Teacher of the Year

Absent: Mr. Craig Ruff, representing Governor Rick Snyder, ex officio

### REGULAR MEETING

#### I. CALL TO ORDER

Mr. Whiston called the meeting to order at 9:40 a.m.

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

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

The vote was taken on the motion to approve the agenda and order of priority.

**Ayes: Fecteau, McMillin, Ramos-Montigny, Snyder, Ulbrich,  
Weiser, Zeile  
Absent: Pugh**

**The motion carried.**

III. INTRODUCTION OF STATE BOARD OF EDUCATION MEMBERS AND STAFF

Mrs. Marilyn Schneider, State Board Executive, introduced members of the State Board of Education.

Mr. Whiston asked that newly hired staff members of the Michigan Department of Education be introduced.

Mr. Kyle Guarrant, Deputy Superintendent of Finance and Operations, introduced Ms. Karen Coady from the Office of School Support Services.

Dr. Venessa Keester, Deputy Superintendent of Educator, Student and School Supports, introduced Mr. Martin Snitgen from the Office of Educator Talent, and Mr. Connor Lockman from the Office of Education Improvement Innovation.

IV. CEREMONIAL SWEARING IN OF TOM MCMILLIN AND NIKKI SNYDER

Mr. Whiston 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 Tom McMillin and Nikki Snyder were elected by the voters during the November 8, 2016 general election. He said both have been officially sworn in prior to January 1, 2017, when their terms began.

Mr. Whiston asked Mr. McMillin and Ms. Snyder to join him at the head of the Board table. He congratulated them and performed the ceremonial swearing in by administering the oath of office. Mr. Whiston congratulated Ms. Snyder and Mr. McMillin.

V. PERSONAL PRIVILEGE – MR. BRIAN J. WHISTON

Mr. Whiston invited audience members to introduce themselves. People attending the meeting introduced themselves.

VI. RECESS

The Board recessed the Regular Meeting at 9:49 a.m. to convene the Committee of the Whole.

**COMMITTEE OF THE WHOLE MEETING**

VII. CALL TO ORDER

Mr. Whiston called the Committee of the Whole Meeting to order at 9:50 a.m.

There was Board consensus to reorder the agenda.

VIII. PRESENTATION ON TOP 10 IN 10

Ms. Norma Jean Sass, Chief Deputy Superintendent; and Mr. Stephen Best, Director, Strategic Planning and Implementation, presented on the Top 10 in 10.

Mr. Whiston said Department of Education staff continue to work with stakeholders to develop Michigan into a Top 10 education state within 10 years, and share information at monthly State Board of Education meetings. He said Ms. Sass and Mr. Best will share information on the Systemic Infrastructure – A Way of Work.

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

Dr. Pugh joined the meeting via telephone at 9:52 a.m.

The Top 10 in 10 presentation resumed later in the meeting.

IX. RECESS

The Board recessed the Committee of the Whole Meeting at 9:53 a.m. to reconvene the Regular Meeting.

**REGULAR MEETING**

X. ELECTION OF STATE BOARD OF EDUCATION OFFICERS FOR 2017-2018

Mr. Whiston said the By-laws of the State Board of Education state that at the January meeting of each odd numbered year, the voting members of the State Board of Education shall elect from their membership, a President, Vice President, Secretary, Treasurer, and National Association of State Boards of Education Delegate.

- A. Mr. Whiston declared nominations open for the President of the State Board of Education.

**Mr. McMillin nominated Dr. Casandra Ulbrich and Dr. Richard Zeile for Co-President of the State Board of Education. Ms. Fecteau supported the nomination.**

Mr. Whiston asked if there were additional nominations for President.

Since there were no further nominations, Mr. Whiston declared that the nominations be closed.

Mr. Whiston asked if Dr. Ulbrich would accept the nomination for Co-President, and Dr. Ulbrich said she would accept the nomination.

Mr. Whiston asked if Dr. Zeile would accept the nomination for Co-President, and Dr. Zeile said he would accept the nomination.

Mrs. Weiser said she will abstain from the vote. She said she has requested that the Board operate as a Committee of the Whole in an effort to change the dynamics of the Board with one party controlling. She said she respects the people who are willing to serve, but she doesn't believe it is the right solution.

Ms. Ramos-Montigny said she will abstain from the vote. She said she believes the Board should wait to give new members time to become acclimated to the structure of the Board and get to know the Board members, State Superintendent and Michigan Department of Education operations and committee function.

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

**Fecteau – Ulbrich and Zeile  
McMillin – Ulbrich and Zeile  
Pugh – Ulbrich and Zeile  
Ramos-Montigny – Abstain  
Snyder – Ulbrich and Zeile  
Ulbrich – Ulbrich and Zeile  
Weiser – Abstain  
Zeile – Ulbrich and Zeile**

The motion carried.

**Mr. Whiston declared Dr. Ulbrich and Dr. Zeile Co-Presidents of the State Board of Education.**

- B. Mr. Whiston declared nominations open for the Vice President of the State Board of Education.

**Mr. McMillin moved, seconded by Mrs. Weiser, that the State Board of Education By-laws, Section II, second paragraph, be amended as follows: "At the January meeting of each odd numbered year, the voting members of the SBE MAY ~~shall~~ elect from their membership, a Vice President or Co-Vice Presidents of the SBE."**

Mr. McMillin said he understands that the amendment must lay on the table until the next meeting, before a vote can be taken.

**Mrs. Weiser moved, seconded by Dr. Zeile, that the State Board of Education By-laws be amended to include a suspension clause as follows: "VII. SUSPENSION OF BY-LAWS. THE SUSPENSION OF ANY BY-LAW SHALL REQUIRE A MAJORITY OF THE SBE MEMBERS ELECTED AND SERVING."**

Mr. Whiston said both motions to amend the By-laws will lay on the table until the February 14, 2017 meeting.

**Dr. Ulbrich moved, seconded by Mr. McMillin, that the vote for Vice President of the State Board of Education be tabled.**

The vote was taken on the motion to table the vote for Vice President.

**The motion to table the vote for Vice President carried unanimously.**

- C. Mr. Whiston declared nominations open for the Secretary of the State Board of Education.

**Dr. Zeile nominated Ms. Michelle Fecteau for Secretary of the State Board of Education. Dr. Ulbrich supported the nomination.**

Mr. Whiston asked if there were additional nominations for Secretary.

Since there were no further nominations, Mr. Whiston declared the nominations closed.

Mr. Whiston asked if Ms. Fecteau would accept the nomination, and Ms. Fecteau said she would accept the nomination.

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

**Fecteau – Fecteau  
McMillin – Fecteau  
Pugh – Fecteau  
Ramos-Montigny – Abstain  
Snyder – Fecteau  
Ulbrich – Fecteau  
Weiser – Abstain  
Zeile – Fecteau**

**The motion carried.**

**Mr. Whiston declared Ms. Fecteau Secretary of the State Board of Education.**

- D. Mr. Whiston declared nominations open for the Treasurer of the State Board of Education.

**Dr. Ulbrich nominated Mr. McMillin for Treasurer of the State Board of Education. Dr. Zeile supported the nomination.**

Mr. Whiston asked if there were additional nominations for Treasurer.

Since there were no further nominations, Mr. Whiston declared the nominations closed.

Mr. Whiston asked if Mr. McMillin would accept the nomination, and Mr. McMillin said he would accept the nomination.

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

**Fecteau – McMillin  
McMillin – McMillin  
Pugh – McMillin  
Ramos-Montigny – Abstain  
Snyder – McMillin  
Ulbrich – McMillin  
Weiser – Abstain  
Zeile – McMillin**

**The motion carried.**

**Mr. Whiston declared Mr. McMillin Treasurer of the State Board of Education.**

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

**Dr. Pugh nominated Ms. Nikki Snyder for NASBE Delegate of the State Board of Education. Ms. Fecteau supported the nomination.**

Mr. Whiston asked if there were additional nominations for NASBE Delegate.

Since there were no further nominations, Mr. Whiston declared the nominations closed.

Mr. Whiston asked if Ms. Snyder would accept the nomination, and Ms. Snyder said she would accept the nomination.

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

**Fecteau – Snyder  
McMillin – Snyder**

**Pugh – Snyder**  
**Ramos-Montigny – Abstain**  
**Snyder – Snyder**  
**Ulbrich – Snyder**  
**Weiser – Abstain**  
**Zeile – Snyder**

**Mr. Whiston declared Ms. Nikki Snyder NASBE Delegate of the State Board of Education.**

Dr. Pugh ended her telephone connection at 9:59 a.m.

XI. RECESS

The Board recessed the Regular Meeting at 10:00 a.m. to reconvene the Committee of the Whole.

**COMMITTEE OF THE WHOLE MEETING**

XII. PRESENTATION ON TOP 10 IN 10

This is a continuation of the presentation earlier in the meeting.

Top 10 in 10 binders were distributed to Board members.

Board member comments included clarification of bi-literacy seal; state funding for innovation; move from compliance to offering assistance; metrics measuring progress toward goal; implementation science involving how the work is done; external stakeholders; learner centered supports; menu of services timeline; transformation zones; clarification of family engagement; and following a concrete example to illustrate the process.

XIII. PRESENTATION ON EVERY STUDENT SUCCEEDS ACT PLAN

Dr. Venessa Keesler, Deputy Superintendent of Educator, Student, and School Supports, presented on the Every Student Succeeds Act (ESSA) Plan.

Mr. Whiston said the presentation provides a high-level overview of the work-to-date on Michigan's Every Student Succeeds Act (ESSA) Plan. He said the presentation highlights areas of stakeholder agreement and plans for further discussion on areas where consensus has not yet been reached. He said it also includes feedback received from recent stakeholder engagement activities, including focus group meetings, surveys and the regional feedback forums.

Information was provided via a [PowerPoint presentation](#). A document, *Michigan's Approach to the Every Student Succeeds Act*, was distributed.

Board member comments included membership of consensus group; state-created criterion reference to aptitude test; legislation on testing; assessment consequences; assessment of students with special needs; class size reduction; investment in formative assessment training; local decision making; weighting; presentation of ESSA Plan to the Board; letter grade system for accountability; student growth determined in prescribed subjects; standardized test scores to determine growth; incentivizing schools with libraries, arts programs, special education programs, and low class size; promulgating knowledge; teacher training in assessment and vision; collection of data; supports for teacher learning; local control and flexibility; kindergarten assessment; parental support, social supports and poverty-related unintended consequences; 3<sup>rd</sup> grade retention and reading literacy; Board or Department literacy committee; federal funding; stakeholder involvement in ESSA Plan; and shift of rules, regulations and law with new federal administration.

XIV. PRESENTATION ON EFFECTIVE EDUCATION WORKFORCE

This presentation was removed, due to time constraints.

XV. RECESS

The Board recessed the Committee of the Whole at 11:55 a.m. and reconvened the Regular Meeting at 1:00 p.m.

**REGULAR MEETING**

XVI. PUBLIC PARTICIPATION IN STATE BOARD OF EDUCATION MEETING

1. Sonja Hernandez, representing Hispanic Latino Commission of Michigan, Lansing, Michigan, provided verbal comments regarding the willingness and need to collaborate.
2. John Lauve from Holly, Michigan, provided verbal comments and written information on raising the beer tax to provide school funding.
3. Julie Dye from Holly, Michigan, provided comments and written information on Native American themed high school sports names, mascots and logos.
4. PEAC representatives Jordan Yagiela and Timothy Davis from Farmington Hills, Michigan; James Kleimola from Ypsilanti, Michigan; and John Waterman from Saline, Michigan; provided comments on travel training in special education.
5. Linda Cypret-Kilbourne of Marshall, Michigan, representing Michigan Coalition Against Racism in Sports Media, AIM Great Lakes, and Native American Student Community Organization, provided comments regarding Native American themed sports mascots, logos and nicknames in Michigan schools.



XVII. RECESS

The Board recessed the Regular Meeting at 1:25 p.m. to reconvene the Committee of the Whole.

**COMMITTEE OF THE WHOLE MEETING**

XVIII. PRESENTATION ON MODEL LOCAL SCHOOL WELLNESS POLICY

Mr. Kyle Guerrant, Deputy Superintendent of Finance and Operations; and Ms. Diane Golzynski, Assistant Director, School Support Services; presented the Model Local School Wellness Policy

Mr. Whiston said the wellness policy requirements were established by the Child Nutrition and WIC Reauthorization Act of 2004, and the Healthy, Hunger-Free Kids Act of 2010. He said the proposed model local school wellness policy supersedes the 2005 State Board of Education Model Local Wellness Policy and updates that policy according to federal mandate.

Information was provided via a [PowerPoint presentation](#).

Board member comments included information on support from the National Association of State Boards of Education.

XIX. ADJOURNMENT

The Board adjourned the Committee of the Whole at 1:32 p.m. to reconvene the Regular Meeting.

**REGULAR MEETING**

XX. APPROVAL OF STATE BOARD OF EDUCATION MINUTES

H. Approval of Minutes of Regular and Committee of the Whole Meeting of December 13, 2016

**Dr. Zeile moved, seconded by Ms. Ramos-Montigny, that the State Board of Education approve the Minutes of the Regular and Committee of the Whole Meeting of December 13, 2016.**

The vote was taken on the motion.

**Ayes: Fecteau, McMillin, Ramos-Montigny, Snyder, Ulbrich, Weiser, Zeile  
Absent: Pugh**

**The motion carried.**

## XXI. REPORT OF CO-PRESIDENTS

Dr. Ulbrich thanked her colleagues for electing her Co-President of the Board with Richard Zeile, and creating an executive team. She thanked the people who agreed to serve in leadership positions on the Board.

Dr. Ulbrich said she believes having Co-Presidents will be a positive thing leading to cohesion and good communication.

Dr. Ulbrich said the Co-Presidents will make committee appointments. She said she and Dr. Zeile agree that the Agenda Setting Committee will be comprised of Executive Board members. She said anyone is welcome to propose agenda items and committees and take part in meetings.

Dr. Ulbrich welcomed new Board members, Ms. Nikki Snyder and Mr. Tom McMillin.

Dr. Zeile congratulated Dr. Ulbrich. He said he has respected her well-reasoned and temperate decisions during the past six years. He said he looks forward to working together, and he believes they will find much common ground. He said the Board benefits from fully informed decisions, and he looks forward to listening to all perspectives.

Dr. Zeile and Dr. Ulbrich agreed that the Board should continue its Legislative Committee. Dr. Zeile said the members who are not serving on the Executive Committee may wish to consider serving on the Legislative Committee.

## XXII. REPORT OF THE SUPERINTENDENT

### Report

#### I. Human Resources Report

### Grants

#### J. Report on Grant Awards

1. 2016-2017 Section 35a(4) Intermediate School District Early Literacy Coaches - Amendment; \$3,000,000
2. 2016-2017 Section 35a(5) Additional Instructional Time and Interventions - Amendment; \$16,060,935
3. 2016-2017 Section 401 - Flint Early Childhood Education Partnership - Initial; \$2,329,704
4. 2016-2017 Secondary Perkins State Leadership Grant - Amendment; \$1,358,165
5. 2016-2017 Section 61a(4), Culinary Arts Program - Initial; \$79,000

6. 2016-2017 Section 63, Joint Capital Project Between an Intermediate School District and a Local Health Department - Initial; \$250,000
7. 2016-2017 ISD Collaboration Grant - Amendment; \$637,300
8. 2016-2017 Section 99h: Competitive FIRST Robotics Grants - Initial; \$2,079,850
9. 2016-2017 Section 99s(2) and (3) - MiSTEM Advisory Council Grant - Initial; \$1,000,000
10. 2015-2016 Application for School Bus Driver Safety Education Program - Amendment; \$1,625,000
11. 2016-2017 Electronically Expanding Access to Fresh, Healthy Food for Residents Impacted by the Declared Drinking Water Crisis ("Electronic Solutions") Grant - Initial; \$274,992
12. 2016-2017 Project AWARE to Advance Wellness and Resilience in Education - Amendment; \$1,335,000
13. 2016-2017 Section 31c Public Safety/Gang Prevention Grant - Initial; \$3,000,000
14. 2016-2017 Title I, Part A - Improving Basic Programs - Amendment; \$459,771,784
15. 2016-2017 Title I, Part D, Subpart 1, Neglected and Delinquent Program for State Agencies - Initial; \$955,673
16. 2016-2017 Title I, Part D, Subpart 2 - Prevention and Intervention for Neglected and Delinquent - Amendment; \$6,908,284
17. 2016-2017 Title II, Part A - Teacher and Principal Training and Recruiting - Amendment; \$84,198,760
18. 2016-2017 Title VI, Part B, Rural and Low-Income School Program - Initial; \$2,564,909

### XXIII. REPORT OF MICHIGAN TEACHER OF THE YEAR

Mrs. Tracy Horodyski, 2016-2017 Michigan Teacher of the Year, presented the Report of the Michigan Teacher of the Year.

Mrs. Horodyski shared information on teachers as learners in Kenowa Hills Public Schools, where she teaches.

#### XXIV. ADOPTION OF RESOLUTION HONORING NORMA JEAN SASS

Mr. Whiston said Norma Jean Sass, Chief Deputy Superintendent, will be retiring. He said he deeply appreciates her work on Top 10 in 10 and help with transitioning when he became the State Superintendent.

**Ms. Ramos-Montigny moved, seconded by Dr. Ulbrich, that the State Board of Education adopt the resolution honoring Norma Jean Sass, as attached to the Superintendent's memorandum dated January 3, 2017.**

The vote was taken on the motion.

**Ayes: Fecteau, McMillin, Ramos-Montigny, Snyder, Ulbrich,  
Weiser, Zeile  
Absent: Pugh**

**The motion carried.**

Mr. Whiston presented the resolution to Ms. Sass, and thanked her for her efforts on behalf of Michigan students. Ms. Sass said it was her honor to work with the talented people at the Michigan Department of Education. She said education is a noble profession and she is thankful for the opportunity.

The Resolution Honoring Norma Jean Sass is attached as Exhibit A.

#### XXV. STATE AND FEDERAL LEGISLATIVE UPDATE

Mr. Martin Ackley, Director, Public and Governmental Affairs; Ms. Lupe Ramos-Montigny, National Association of State Boards of Education (NASBE) Delegate; and Mrs. Eileen Weiser, Education Commission of the States; presented the State and Federal Legislative Update.

Mr. Ackley provided an update of legislation that was passed and signed by the Governor. He said the Board's Legislative Committee has not met since the December Board meeting.

Dr. Ulbrich said the legislative committees will be invited to have lunch with the Board. Mr. Ackley said next week there will be an orientation session for legislators with the Michigan Department of Education.

Ms. Ramos-Montigny said she has nothing to report regarding the National Association of State Boards of Education.

Mrs. Weiser said she has nothing to report regarding the Education Commission of the States.

Mr. Whiston said the Governor's 21<sup>st</sup> Century Education Commission will be meeting on January 11, 2017.

Ms. Fecteau thanked the Board and Department for support on restraint and seclusion legislation that was passed.

XXVI. AMENDMENTS TO STATE BOARD OF EDUCATION BY-LAWS

Mr. Whiston said the State Board of Education proposed amendments to its By-laws earlier in the meeting, which will be presented for adoption at its February 14, 2017 meeting. A copy of the State Board of Education By-Laws with the proposed amendments was distributed, and is attached as Exhibit B.

XXVII. COMMENTS BY STATE BOARD OF EDUCATION MEMBERS

Ms. Ramos-Montigny said Eric-John Szczepaniak, the youngest elected official in West Michigan, serves on the Kenowa Hills Public Schools Board of Education.

Ms. Ramos-Montigny said today, the State Board of Education elected new officers, and the Board should look at common ground and work to make a difference in 2017.

Mr. McMillin said, as an incoming Board member, he appreciated his meetings with Board members and looks forward to working with the Board. He said he has concerns regarding Common Core; Lesbian, Gay, Bisexual, Transgender and Questioning Guidance; early childhood effectiveness and benefits lost; parental opt out of testing; A-F accountability; and would like the Department checkbook to be online. Mr. McMillin said he hopes the agenda setting committee will agree to have Dr. Yong Zhao present in February.

Ms. Snyder said she is thankful for the opportunity to serve on the State Board of Education. She said she is excited to get to work and work together.

Dr. Zeile said the intermediate school district presentation can be moved from February to March.

Mr. Whiston said Board members are asked to contact a member of the Agenda Planning Committee with suggestions for agenda topics.

XXVIII. FUTURE MEETING DATES

- A. Monday, February 6, 2017 (11:00 a.m.) Special Meeting to Discuss ESSA
- B. Tuesday, February 14, 2017 (9:30 a.m.) Regular Meeting
- C. Tuesday, March 14, 2017 (9:30 a.m.) Regular Meeting

XXIX. ADJOURNMENT

The meeting adjourned at 2:00 p.m.

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

Respectfully submitted,

Michelle Fecteau  
Secretary

RESOLUTION HONORING

NORMA JEAN SASS

WHEREAS, Norma Jean Sass held the position of Chief Deputy Superintendent to the Michigan Department of Education from August, 2015 to January, 2017; and

WHEREAS, Norma Jean earned a Master of Reading Instruction and a Bachelor of Arts in Elementary Education from Michigan State University; and

WHEREAS, Norma Jean brought a variety of educational experiences to the position of Chief Deputy Superintendent as Associate Superintendent of Elementary Instruction, Special Education, Assessment, Bilingual and Compensatory Education for Dearborn Public Schools; and

WHEREAS, Norma Jean held additional leadership roles as Literacy Consultant, Elementary Principal and Director of Curriculum and Staff Development in Farmington and Dearborn Public School Districts; and

WHEREAS, Norma Jean's love of literacy and learning have been demonstrated across the state in a variety of positions, which included her teaching career in Detroit Public Schools, and teaching preschoolers through undergraduate and graduate college students; and

WHEREAS, Norma Jean has taken pride in developing and implementing a renowned multi-age/multi-cultural program, two district instructional coaching programs, and numerous innovative literacy initiatives throughout her career; and

WHEREAS, Norma Jean provided leadership at the Michigan Department of Education in development of the initiative Top 10 in 10 Years, Putting Michigan on the Map as a Premier Education State; and

WHEREAS, Norma Jean has been an energetic, enthusiastic and dedicated person with a passion for education, educators and people of all ages; and

WHEREAS, Norma Jean has been married 43 years to her husband David and loves their three children and their families. She is a doting grandmother to her five grandchildren; and

WHEREAS, Norma Jean is an animal lover and has one very spoiled Great Dane who is in training as a therapy dog.

WHEREAS, Norma Jean has a passion for art, particularly watercolor and acrylic painting; now, therefore, be it

RESOLVED, that the Michigan State Board of Education extends to Norma Jean Sass its highest regard and heartfelt gratitude for the dedication and expertise she has brought to the children of Michigan, their parents, and the Michigan citizens her work has affected and impacted; and be it finally

RESOLVED, that the Michigan State Board of Education expresses its enthusiastic wish that Norma Jean Sass continues to enjoy many rewarding experiences with her family and friends.

Adopted January 10, 2017

**DRAFT****STATE BOARD OF EDUCATION BY-LAWS**

Proposed Amendments January 10, 2017

“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.

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 ~~shall~~ 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 A MAJORITY OF THE SBE MEMBERS ELECTED AND SERVING.