

8. All competitive bids for material and labor submitted for the construction of a new school building, or the addition to or repair or renovation of an existing school building, shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Directors of the Academy or the School Leader of the Academy. The Board of Directors shall not accept a bid that does not include a sworn and notarized familial relationship disclosure statement.

REIMBURSEMENT FOR BOARD MEMBER EXPENSES (Revised 4-21-15)

Board members will be entitled to reimbursement for expenses they incur, in accordance with the following:

1. The Board shall not approve payment of an expense incurred by a Board member unless 1 or both of the following conditions are met:
 - (a) The Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific expense before the expense was incurred; or
 - (b) The expense is consistent with a policy adopted by the Board, by a majority vote of its members at a regular board meeting, establishing specific categories of reimbursable expenses and the Board, by a majority vote of its members at an open meeting which approves the reimbursement before it is actually paid.
2. The Board approves an annual budget that includes an amount to cover Board member expenses. Expenses will be reimbursed only for actual and necessary expenses incurred by its Board members in the discharge of their official duties and in attending Board approved activities and functions. Board members are expected to exercise good judgment, and ensure that expenditures incurred are reasonable, necessary, and in the best interest of the School.
3. In order to receive reimbursement, Board members must submit receipts detailing the amount and nature of each expense to the School Office at the School.
4. Board members traveling on School business must select a method of transportation that is reasonable and practical. Travel by automobile, with reimbursement based on mileage, is considered the most cost-effective for the School and therefore the preferred method for all travel within the State of Michigan. Board members choosing other methods of transportation will not be entitled to reimbursement for any additional expense above the mileage method unless the Board of Directors has pre-approved that different mode of transportation at an open meeting.
5. Mileage will be reimbursed at the current rate established by the Internal Revenue Service. Reimbursement at the IRS standard mileage rate is intended to cover all costs of operating the Board member's personal automobile, including gasoline, oil, insurance, repairs, etc. No additional reimbursement will be provided.
6. When attending a Board-approved conference, meeting, or workshop, all registration fees, parking, and mileage will be reimbursed.

7. Lodging may be reimbursed for conferences, meetings, or workshops that occur over 90 miles away from the School at a reasonable rate.
8. A meal will only be reimbursed if a Board member is conducting business on behalf of the School. Board members are expected to exercise good judgment to ensure that any amount submitted for reimbursement is reasonable and in the best interest of the School. In order to be reimbursed, a receipt and the following information must be included:
 - a. Cost (including tax and tip)
 - b. Date
 - c. Name and location of restaurant
 - d. Names, titles and business relationship of all persons attending
 - e. Business purpose
 - f. The itemized listing of purchases
9. No entertainment expenses or purchases of alcoholic beverages, jewelry, gifts, fees for golf or any item the purchase of or possession of which is illegal will be reimbursed.

SCHOOL OPERATIONS

ACADEMY DIRECTOR AND ESP COMPLIANCE WITH APPLICABLE LAW (Revised 7-1-2020)

The Board has hired an Academy Director to provide management services and contracted with an ESP to, in part, provide and employ all personnel necessary for the operation of the School.

The terms and conditions of employment of persons assigned to the School shall meet the requirements of all applicable Federal and Michigan employment and discrimination laws, including but not limited to the following:

- A. Title VII of the Civil Rights Act of 1964, 42 USC §2000e, *et seq.*
- B. Age Discrimination in Employment Act of 1967, as amended, 29 USC §621, *et seq.*
- C. Americans with Disabilities Act, as amended by the ADAAA of 2008, 42 USC §12101, *et seq.*
- D. Section 504 of the Rehabilitation Act of 1973
- E. Title IX of the Education Amendments Act of 1972, 20 USC §1701, *et seq.*
- F. Family Medical Leave Act of 1993, 29 USC §2601, *et seq.*
- G. Michigan's Elliott-Larsen Civil Rights Act, MCL 37.2201, *et seq.*
- H. Michigan's Persons with Disabilities Act, MCL 37.1101, *et seq.*
- I. Criminal History & Unprofessional Conduct Checks, MCL 380.1230, *et seq.* and
- J. Student Safety Legislation, MCL 380.1230(a)-(h)

The Board, upon the request of the ESP, will post any notices requested by the ESP in order for the ESP to meet its obligations as an employer under these laws.